



VCC

Continuing
Studies

WINTER 2022



VANCOUVER
COMMUNITY
COLLEGE



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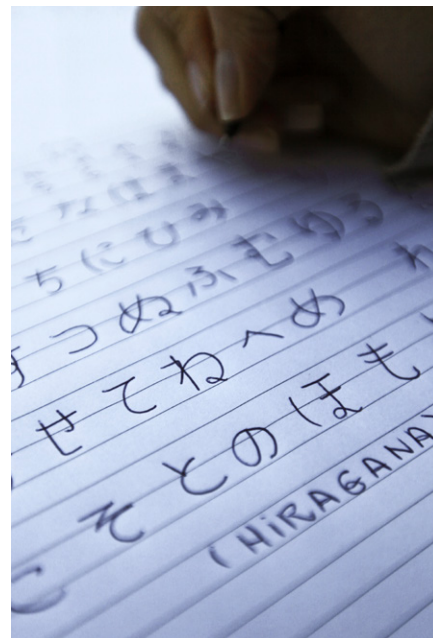
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NEW AND RETURNING CLASSES AT VCC



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- Maintaining Ecommerce
- Growing Ecommerce

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- Intro to Leather Work – Accessories

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JEWELLERY (p.24)

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- IT Operations Professional Certificate
- IT Operations Professional Short Certificate
- Network Security Advanced Certificate



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FOR THE LATEST: [VCC.CA/CS](https://vcc.ca/cs)

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

This catalogue provides an overview of Vancouver Community College Continuing Studies (VCC CS) programs and courses. In the case of a discrepancy between this publication and vcc.ca, the website will be considered the official guide.

For upcoming information sessions visit vcc.ca/info.

THREE WAYS TO REGISTER...

ONLINE



Visit **vcc.ca/cs**

BY PHONE



Call **604.443.8484**

BY EMAIL



continuingstudies@vcc.ca

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.

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 **continuingstudies@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.

FINANCIAL AID OPPORTUNITIES

Support for VCC students to realize their educational goals

Twice a year, VCC Continuing Studies (CS) students have an opportunity to access funds that can help make tuition payments easier. Scholarships, bursaries, and awards are some of the ways VCC supports students interested in upskilling and creating a path forward with their careers.

What is the difference between these three ways of getting financial help? A scholarship is given in recognition of academic excellence or achievement. An award is based on a broad range of criteria such as academic excellence, community involvement, leadership skills, financial need and more. How an award is distributed is determined by the donor and is meant to reflect their values and priorities. Finally, a bursary is distributed based solely on financial need. These methods of support help students in all



VCC STUDENT AWARDS CEREMONY

moments of their academic career, from entrance into a program, to those in the midst of their studies.

The CS fashion, gemmology, building manager, and paralegal programs recognize students for their academic achievements; fashion design and fashion merchandising have awards that recognize the special talent required to work in

these fields. CS students also have access to several general college awards and a bursary system.

Thank you to our Students Union of VCC, Coinamatic, LandlordBC, GDI Integrated Facility Services, the British Columbia Paralegal Association, Chan Kent Foundation, the Levy family, and others that offer amazing support to our students. ■



“This award means so much! And, it’s extremely uplifting to be acknowledged and supported for all the hard work and dedication I have put into obtaining this certificate. I hope this inspires other Indigenous individuals to pursue their educational journey and always dream big.”

— COURTNEY COPOC, 2021 STUDENT UNION OF VCC AWARD RECIPIENT

STAFF FEATURE

Meet VCC Continuing Studies' longest serving staff member, Craig McKenzie-Cook

How long have you worked at VCC?

I have worked at VCC for 33 years, currently I am the Continuing Studies enrolment services officer.

What do you love about working at VCC?

I love the diverse community at VCC. It is a safe and welcoming environment for staff and students. I also enjoy working in the education sector; it is full of energy and excitement.

What would people be surprised to know about VCC?

VCC is more than a college. We have a hair salon, spa, dental clinic, bakery, and two restaurants. VCC has also provided meals to the local community for the holidays.



If you could have lunch with a VCC employee, who would it be and why?

Carlie David. We became instant friends when she started working in Continuing Studies. She left CS to work at the Broadway campus, so we don't get to do lunch anymore.

Have you taken classes at VCC? If so, what were they and what was the experience like?

I took the accounting clerk program at VCC. I loved the program so much, I started working at VCC. I have taken many Continuing Studies courses and love that instructors are from the industry and bring current knowledge to the courses.

When you aren't at VCC what are your favourite things to do?

I am a huge fitness buff. If I am not at VCC, you will find me at the gym or running along the seawall. ■

DOWNTOWN BUZZ

Claire Sauv , Associate Director Continuing Studies, shares some of the most interesting walks near the Downtown Campus.



If you have 5 minutes:

Head East on Pender Street, walk through the Chinatown Millennium Gate, then turn right down Shanghai Alley, one

of Vancouver's most storied alleys. Following the alley through you get to Taylor Street where you can get back to Pender and grab a coffee at Tim Horton's (108 West Pender) before returning to campus.

If you have 10 minutes: From the Dunsmuir entrance, walk south along Hamilton past the Amazon office construction at the old Canada Post. This historic building was built in 1958 and

will be the single largest office building in downtown Vancouver when it is completed in 2023. At the CBC building (700 Hamilton St.), you can grab a tea at the JJ Bean kiosk before heading to the Vancouver Central Library, a nine-story structure surrounded by elliptical walls and glass roof, resembling the Colosseum in Rome.

If you have a few more minutes:

Check out the beautiful Phillips, Hager and North Gardens on the rooftop of the Central Library, where you can be with the beautiful arbutus and roses while taking in views of the downtown core.

If you have 20 minutes: Use the Pender entrance, cross the street, walking past Victory Square to Hastings, where you'll find the Dominion Building (207 West Hastings), Vancouver's first steel-framed high-rise completed in 1910. From there turn west and then north on Granville,



to the plaza outside of 200 Granville Street. From there you can check out the sails of Canada Place, watch the SeaBus come and go from Waterfront Station, and catch a glimpse of the beautiful snow-capped North Shore Mountains. ■

ONLINE LEARNING WITH U GOT CLASS

Introducing Skills for the 21st Century[®]

VCC is pleased to offer a variety of online certificates in partnership with Learning Resources Network – U Got Class. Sign up to learn everything from video game design to cybersecurity and data analysis.

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.



CERTIFICATES	TUITION*
Data Analysis Certificate	\$665
LERN 1500 Introduction to Data Analysis	\$265
LERN 1510 Intermediate Data Analysis	\$265
LERN 1520 Advanced Data Analysis	\$265
Basic Game Design Certificate	\$529
LERN 1100 Introduction to Game Design	\$329
LERN 1110 Intermediate Video Game Design	\$329
Coding Certificate	\$799
LERN 1040 Introduction to Coding	\$329
LERN 1050 HTML Fundamentals	\$329
LERN 1060 CSS Fundamentals	\$329
Bookkeeping Certificate	\$665
LERN 1720 Understanding Debits and Credits	\$265
LERN 1710 General Ledger and Month End Procedures	\$265
LERN 1700 Closing Procedures and Financial Statements	\$265
Accounting & Finance for Non-Financial Managers Certificate	\$665
LERN 1350 Accounting and Finance	\$265
LERN 1330 Financial Analysis and Planning	\$265
LERN 1340 Cash is King	\$265
Customer Service Certificate	\$329
LERN 1200 Keys to Customer Service	\$195
LERN 1210 Extraordinary Customer Service	\$195
Mastering Video Marketing Certificate	
LERN 1360 Video Marketing	\$329
LERN 1370 YouTube for Business	\$329
SQL Certificate	\$799
LERN 1010 Introduction to SQL	\$329
LERN 1020 Intermediate SQL	\$235
LERN 1030 Advanced SQL	\$235
Power BI Certificate	\$665
LERN 1530 Introduction to Power BI	\$265
LERN 1540 Intermediate Power BI	\$265
LERN 1550 Advanced Power BI	\$265
Grammar Refresher Certificate	\$395
LERN 1220 Word-Level Grammar	\$195
LERN 1240 Refining Your Writing	\$195
LERN 1230 Sentence-Level Grammar	\$195

* Taxes included



BUILDING & RESOURCE MANAGEMENT



FACILITY MANAGEMENT FEATURE

Meet John Ringness (SFP, MRICS), Facility Management instructor at VCC

John is a solutions leader who has been practicing facility management ever since he joined the workforce.

What do you love about teaching?

It is all about the students and how providing them with some training and sharing some relative personal experiences will help them in their own facility management careers.

What is your current career?

I own a facility management consulting company.



John Ringness

Share an interesting thing about your journey:

Work in the facility management professions has taken me to four countries, six Canadian provinces, and one territory.

How do you personally define success?

Seeing satisfied customers.

What is your earliest memory?

Perhaps not my earliest memory, but certainly as a young boy, one of my favourite memories was climbing trees and jumping to smaller trees that would usually bend and take me to the ground. They didn't always bend...

How did you learn the trade?

My learning focused on job training, professional development, job experiences, and actively engaging in facility management associations.

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

Find a facility management mentor or coach, and take facility management courses along the way. ■

CONTACT THE BUILDING & RESOURCE MANAGEMENT DEPARTMENT

BUILDING

buildingprogram@vcc.ca
vcc.ca/cs/building

DESIGN & DRAWING

technology@vcc.ca
vcc.ca/cs/drafting-design

RICK HANSEN FOUNDATION

health@vcc.ca
vcc.ca/cs/rhfac

BUILDING

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

REAL 1130 BUILDING SERVICE WORKER

This comprehensive training provides you with skills, knowledge, and practical experience to enter the custodial 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, cleaning of carpets, floors etc., and cleaning equipment training. In addition, learn valuable job skills such as self-employment and resumé development. You will also gain certification in WHMIS and FOODSAFE. This course has been updated to include disinfection topics for the reducing the spread of infectious, communicable diseases such as COVID-19.

\$1,611 · 12 weeks · Part-time

BUILDING MANAGEMENT

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



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

DESIGN & DRAWING

technology@vcc.ca · vcc.ca/cs/drafting-design

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

RICK HANSEN FOUNDATION

health@vcc.ca · vcc.ca/cs/rhfac

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

The RHFAC training course 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 · Online

BUSINESS & LEADERSHIP

ECOMMERCE FEATURE

VCC is excited to launch new micro-credentials: Developing Ecommerce, Maintaining Ecommerce, and Growing Ecommerce

Whether you are a small business owner just developing a site or an industry member looking to upgrade your skills, this series of courses will meet your needs. Here we meet ecommerce curriculum developer, Maria Chuganova.

How did you learn the trade?

I began my career in marketing 10 years ago as part of a co-op during my university commerce degree. My first exposure to “real world” marketing put me in charge of building an industrial catalogue with a budget of 500k. I was lucky to be trusted so early in my career. Next, I worked as a coordinator for a marketing department and was able to try different aspects of marketing – pay-per-click (PPC), search engine optimization, analytics and even Radio/TV. I spent a few years building campaigns in search, programmatic, and social, and for the last five years, I ran the digital marketing team for an agency. My current role involves building out business-to-consumer



Maria Chuganova

operations for a business-to-business company. I do everything from defining a brand to building a website to vetting warehouses and fulfillment software.

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

Try a little bit of everything. Marketing has so many areas for specialization; it is hard to commit to something until you experience most of them.

How has your role in the ecommerce industry contributed to the development of this course?

I have been in the students' shoes, not sure exactly where to start or how to approach the build of an ecommerce store. It is a complex machine, and the amount of advice and information out there can be overwhelming. While developing this course, I was able



to reflect on my own experience. My goal was that when students complete the course, they know the most useful tools to start and grow in the ecommerce field.

What has been the most fulfilling part of developing this program area?

I'm very passionate about digital marketing and ecommerce so the ability to share everything I have learnt with those interested in pursuing a career in this field was very fulfilling!

What would people be surprised to know about working in ecommerce?

The number of tools and applications available to automate, improve and test customer experience and contact. There is so much technology developed to streamline customers' experiences and various points in the purchase lifecycle.

What do you think is the future of this job?

I think ecommerce is having its rockstar moment. Companies are starting to understand its value and as stores become more and more accessible online, the need for ecommerce skills is higher than it ever has ever been. ■

CONTACT THE BUSINESS & LEADERSHIP DEPARTMENT

BUSINESS

business@vcc.ca
vcc.ca/cs/business

LEADERSHIP

leadership@vcc.ca
vcc.ca/cs/business

BUSINESS

business@vcc.ca · vcc.ca/business

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

NEW – ECOMMERCE

NEW – ECOM 1001 DEVELOPING ECOMMERCE

Gain an introduction to the current ecommerce landscape and the components of a successful online business. Learn how to launch a webstore considering a variety of ecommerce platform options, website structure, design principles, branding, sales, and contractor hiring.

\$TBD · 15 hours

NEW – ECOM 1002 MAINTAINING ECOMMERCE

Gain the actionable skills needed to optimize and enhance the day-to-day operations of an ecommerce business through cart functionality manipulation and data analysis. Define analytics metrics and implement tools in order to optimize the user experience and sales key performance indicators (KPI). Learn to improve website performance through content creation and search engine optimization (SEO) implementation.

\$TBD · 24 hours

NEW – ECOM 1003 GROWING ECOMMERCE

Learn the technical skills and design elements needed to create a high converting ecommerce website. Learn how to implement online sales strategies to increase revenue, formulate forecasting strategies for increasing traffic, and interpret complex website metrics and use them to make data-driven decisions. Some attention will be given to scaling your ecommerce business for other geographies.

\$TBD · 36 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

LEADERSHIP

leadership@vcc.ca · vcc.ca/business

BUSINESS LEADERSHIP AND MANAGEMENT CERTIFICATE

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

\$4,278 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
LEAD 1114 Finding Time for Results
LEAD 1119 The Science and the Art of Leadership
LEAD 1138 Business Communication for Leaders
LEAD 1169 Challenging Personalities
LEAD 1171 Training for High Performance

Two of the following from the Leadership Coaching Associate Certificate:

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

LEADERSHIP CERTIFICATE

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

\$2,547 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

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.

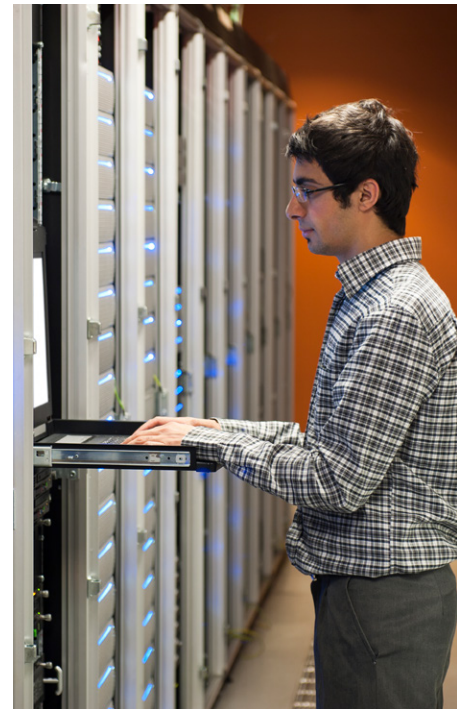
\$1,289 program

Courses can be taken individually

REQUIRED COURSES

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

COMPUTING & INFORMATION TECHNOLOGY



QUICKBOOKS FEATURE

'Tis the Season for Taxes

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

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

1. Keep track of all the expenses:

To help maximize your deductions, keep a record of your receipts, deposit slips, agreements, and invoices. In addition, you may be able to deduct your mileage, travel expenses, accommodations, and some meals. Be sure to have supporting documents.

2. Purchasing assets: Asset depreciation usually must be made over several years, and your business can only claim half of the annual depreciation in the year of the acquisition. It may make sense to make a major capital purchase towards the end of the fiscal year to utilize the write-off sooner.

3. Home office expenses: For those using a home workspace for more than 50% of the time, you may be able to deduct a portion of your home office expenses, such as utilities, house insurance, property taxes, mortgage interest, office equipment, maintenance, and more. These expenses cannot be used for creating a loss; however, the unused portion of deductible expenses can be carried forward.

4. Plan for salary or dividends:

As an owner of a business which generates an income, you may decide to be compensated in the form of a

salary or dividends. Remember that, for taxes on corporations, you may deduct salary as an expense but not dividends.

5. Keep your business account only for business transactions:

Any deposits will be treated as an income, unless proven otherwise. For deposits that are not income (loans, transaction reversals, or refunds), be sure to keep all supporting documentation.

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

To learn or refresh your skills on popular accounting software, check out the part-time QuickBooks Desktop courses on page 18. Taught by instructors with years of industry experience, these classes offer hands-on training using scenarios that mirror real-world situations. ■

CONTACT THE COMPUTING & INFORMATION TECHNOLOGY DEPARTMENT

COMPUTING & INFORMATION TECHNOLOGY
technology@vcc.ca
vcc.ca/cs/technology

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 Window Desktop Support
ITOP 1109 PowerShell

NEW – NETWORK SECURITY ADVANCED CERTIFICATE

Learn the latest methods in network analysis, architecture, forensics, and defence for careers in information systems security. Develop skills in using platforms for implementing network operation and security tools, threat mitigation, digital forensics analysis, systems analysis, and decision-making in computer security operations.

\$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

CLOUD COMPUTING (MICROSOFT AZURE)

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

AZUR 0900 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 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 a current list of Microsoft Azure training, 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 resumé 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.

\$93 · 2 hours

To schedule your exam, please send an email to technology@vcc.ca with your full name and exam type (for example, MO-201: Microsoft Excel Expert 2019) at least 2 to 3 weeks in advance.

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

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. 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 DIGITAL COURSES

For marketing and analytics related courses, please see business communications section on page 13.

EARLY CHILDHOOD CARE & EDUCATION



ECCE FEATURE

ECCE's Reggio Approach Lab

VCC's new ECCE Lab's dramatic play area models the Reggio Approach. Besides the emergent curriculum quotes and the legendary poem "The hundred languages of children" written by Reggio founder Loris Malaguzzi, this area presents an authentic Reggio set up. Plastic has been replaced by glass and wood, fabricated toys by real objects, and the room is filled with shells and other items from nature.

"The ECCE lab has added an exciting element to the theoretical instruction of our program. For



instructors, materials are readily available to illustrate concepts, allowing for spontaneous explorations that were previously limited by lack of space and access to resources," says Yvonne Adebar, ECCE instructor. "For students, the ECCE lab gives them the opportunity to "play" and engage with materials allowing them to see experiences from a child's perspective. Understanding what it feels like to learn as a child leads to empathetic, competent educators able to provide quality learning experiences for young children."



"In the new ECCE lab, if a student asks a question or brings up an idea, we as instructors can quickly offer a living example from the resources in our lab. This parallel process makes the understanding of emergent curriculum very real and accessible to the students," explains Orah Chaye, ECCE instructor.

Some instructors are using the lab for experiential learning, others may not; regardless of its presence in the lesson plans of individual classes, the space offers a vision of an aesthetically pleasant and stimulating space for young children. It is a model for prospective teachers, an image they can embrace to guide them in their future practice. ■

CONTACT THE EARLY CHILDHOOD CARE & EDUCATION DEPARTMENT

EARLY CHILDHOOD CARE & 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 2320 Professional Perspectives

ECCE 2235 Infant Practicum

ECCE 2230 Special Needs Practicum 1

Fall Term

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

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.

FASHION & DESIGN

FASHION FEATURE

Industry Partner FABCYCLE picks up VCC Fashion's fabric scraps and supports our students.

Meet three women that are doing something about textile waste in the fashion industry.

IRINA MCKENZIE, FABCYCLE FOUNDER

Can you tell us what happens to the scraps that are picked up at VCC?

The sorting process is very labour intensive but it's also gratifying when we literally pull fabric out of the garbage and match it to another maker. All materials for reuse go to our Textile Waste ReUSE Centre (268 Keefer St). Materials for recycling get shredded, fiberized and turned into stuffing and underlay for carpets and insulation.

Why are schools important for your business' success?

When students use our bins to recycle the scraps from their cutting tables, it often leads to questions about sustainability and waste. This leads to meaningful conversations with students who eventually become decision makers in the fashion industry.

What skills do our merchandising and design grads lend to your business?

We find that both merchandising and design grads are creative, know how to work in a fast-paced environment, are eager to learn, and be part of the team.



L to R: Erin Gravelle, Irina McKenzie, and Jocelyn Parent

ERIN GRAVELLE, VCC FASHION ARTS ALUMNI AND FABCYCLE STUDIO AND INVENTORY MANAGER

What skills that you learned at VCC are you now using on the job?

Fashion design is very useful but everything from my textiles class I use in my everyday work. It helps me assist customers with choosing fabrics for their sewing projects.

What do you love about your job?

I love seeing the direct effect we are making in diverting textile waste. It blows my mind how much would have been thrown away and is still usable, beautiful materials.



What did you love about learning fashion at VCC?

I came from a sewing background, so I went to VCC to further my knowledge and skill. I received both and so much more. Attending classes always invigorated my passion for fashion and wanting to change the way it works. I learned a lot about being patient with my process and finding what works for me.

JOCELYN PARENT, VCC FASHION MERCHANDISING ALUMNI, AND FABCYCLE VOLUNTEER

What were your responsibilities at FABCYCLE?

I organized donations; measured, identified and tagged fabric inventory; and uploaded products to their ecommerce site for their weekly "unboxing" live streams. Every day was a little different and I was able to learn so much about textiles!

How did VCC prepare you for this?

While I was learning how to identify and interact with textiles at VCC, I was able to directly apply that information to my work at FABCYCLE.

What did you love about learning fashion at VCC?

The instructors all had very creative approaches to the topics that gave me a really well-rounded understanding of the industry. This also meant that I was able to flex my own creative muscles in the process! ■

CONTACT THE FASHION & DESIGN DEPARTMENT

FASHION
fashion@vcc.ca
vcc.ca/cs/fashion

JEWELLERY
gemmology@vcc.ca
vcc.ca/cs/jewellery-gems

FASHION

fashion@vcc.ca · vcc.ca/cs/fashion

FASHION DESIGN & PRODUCTION CERTIFICATE

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

\$16,568 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

JEWELLERY

gemmology@vcc.ca · vcc.ca/cs/jewellery-gems

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



FOOD & HOSPITALITY

EVENTS FEATURE

Meet Wedding and Event Management Graduate, Buket Donnelly

What is your current career?

Event Sales Manager at Capilano Group.

Can you share your journey to reach this moment?

I was a senior account manager for 13 years at a bank when I decided to change my career at the age of 39. Since elementary school, I always volunteered and liked organizing events, so with my husband's support and encouragement, I applied to VCC's Wedding and



Buket Donnelly

Event Management program.

Program coordinator Joy Dalla-Tina advised me to become a member of International Live Event Association (ILEA) Vancouver Chapter and that's how my life changed. Another ILEA member, who was the GM of Stanley Park Pavilion, offered me the job. Now I have been the event sales manager of Stanley Park properties since March 2018.

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

It's never too late to make your dreams come true!



What was the best part about studying at VCC?

VCC gave me the skills to go immediately into the field of event management.

What impact did your teachers at VCC have on your career path?

They were great mentors.

What would people be surprised to know about being an event planner?

They will be surprised to know that being an event planner is never a 9-to-5, Monday-to-Friday job.

What is the coolest event you have been involved in so far?

We organize so many cool events such as TEDTalks and GOOP events. ■

CONTACT THE FOOD & HOSPITALITY DEPARTMENT

HOSPITALITY

weddingevent@vcc.ca
vcc.ca/cs/hospitality

BAKING

baking@vcc.ca
vcc.ca/cs/baking

HOSPITALITY

weddingevent@vcc.ca · vcc.ca/cs/hospitality

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

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

BAKING

baking@vcc.ca · vcc.ca/cs/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 mould 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 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

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. This course will provide the technical skills to reproduce these beautiful flowers and figurines at home or in a commercial kitchen. Prerequisite: Introduction to Chocolate or knowledge in tempering chocolate.

\$529 · 18 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 & SOCIAL SERVICES



COUNSELLING FEATURE

Meet Counselling Skills Practicum Coordinator and Instructor, Sarah Stirling

What do you teach?

I have been facilitating VCC's Counselling Skills practicum seminars since 2012. My purpose is to assist students in assimilating their learned theory into practical experience.

Share an interesting thing about your career journey:

While participating in my 25-year nursing career at Lions Gate Hospital, I also worked with people suffering from chronic pain, using biofeedback and meditation. I have studied metaphysics for 40 years and teach healing energy work. I completed the VCC Counselling Skills program



Sarah Stirling

in 2007 and soon after joined VCC's Continuing Studies administration team as the practicum coordinator for the program. I then acquired a master's degree in interdisciplinary studies with a major in education.

What do you love about your job?

It is incredibly rewarding for me to pass on information, knowledge, and personal experience to students. I also love interacting with students, guiding students to resolve challenges with professionalism, and listening to the wisdom our students share in seminar. It's also a joy to write references letters for students' employment and/or furthering education.



What is the student's role during practicum?

While on practicum a student's role is to learn, practice, and receive feedback. For a student to learn, they must feel safe. For a student to practice, they must be given opportunity. For a student to be given effective feedback, there must be structure. All these elements are firmly in place for students in the VCC Counselling Skills program.

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

It is imperative that you have the courage to self-reflect and seek counsel regularly for your own personal and professional growth.

What would people be surprised to know about being a support counsellor?

The degree to which "self" is healed in the process of supporting others. ■

CONTACT THE HEALTH & SOCIAL SERVICES DEPARTMENT

HEALTH

health@vcc.ca
vcc.ca/cs/health

NURSING

health@vcc.ca
vcc.ca/cs/health

COUNSELLING SKILLS

counsellingskills@vcc.ca
vcc.ca/cs/counselling-skills

HEALTH

health@vcc.ca · vcc.ca/cs/health

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

PRE-REQUISITE 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

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

HLTH 1151 GENTLE PERSUASIVE APPROACHES (GPA®) IN DEMENTIA CARE

Every day in Canada care providers and family caregivers who interact with older adults in the dementia context face situations of risk. GPA is a practical evidence-based dementia education curriculum that teaches care providers how to use a person-centred, respectful, compassionate and gentle persuasive approach to respond to the behaviours associated with dementia.

7.5 hours

NURSING

health@vcc.ca · vcc.ca/cs/health

NURSING PROFESSIONAL DEVELOPMENT

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

HLTH 1295 PHARMACOLOGY REVIEW

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

\$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

NEW – HLTH 1405 ADVANCED NURSING FOOT CARE

The Advanced Nursing Foot Care course offered by PED – Education Inc. is the most comprehensive course available for nurses wanting to pursue a career as a foot care nurse. Receive comprehensive theoretical knowledge online in topics ranging from structure and function of the foot, abnormal conditions, clients with diabetes, psychosocial behavior and operating a foot care business.

Apply theoretical knowledge gained in the online component to complete foot care assessments and conduct foot care services to clients under the supervision of a practicing foot care nurse. The clinical portion will be completed at a local long-term care facility that serves residents of the Downtown Eastside. This provides an opportunity to work with a variety of residents with unique and diverse challenges.

Students must have an active BC nursing license and be in good standing with the British Columbia College of Nurses and Midwives (BCCNM).

\$1,795 · 131 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

ADDICTIONS COUNSELLING ADVANCED CERTIFICATE

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

\$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

LANGUAGES & WRITING



Sean Poole



WRITING FEATURE

Meet Business and Technical Writing Instructor Sean Poole

What do you teach?

I teach several of the courses in the Business and Technical Writing Certificate program.

What do you love about teaching?

For me, the joy of teaching is sharing your knowledge until it isn't yours anymore. That's how knowledge should work – it should belong to anyone who wants it!

What is your current career?

I am a technical writer by trade, and have been officially since 2015. Unofficially, I've been creating business and technical documents for my entire career, since 1997.

Share an interesting thing about your journey:

Tech writing is a second career for me, following an 18-year career in industrial automation sales. I had decided the sales world was no longer for me, and was in the middle of retraining at VCC when I was laid off. That was the time to solidify my new career!

How did you learn the trade?

I went through the same VCC program that I'm now teaching in, and accepted the mentorship of an experienced writer who helped me learn the trade and some of the tools. I benefited from a wonderful series of circumstances.

Who is your favourite author?

Neil Gaiman. I adore his blend of intense research (especially into the various mythologies he's translated to page) with carefully planned world and story building, topped with a truly dry British humour. I had the opportunity to meet him at a reading once, and I asked him if he would ever consider writing a British pantomime – he looked genuinely intrigued!

What is your best piece advice for someone starting out?

Be willing to work somewhere you didn't expect to, doing something that isn't your ideal vision. I landed my first tech writing gig working for a software company, which was completely new to me. Not only did I get to learn a whole host of new things, but I got to broaden my horizons and be much more adaptable – something any new tech writer needs to be! ■

CONTACT THE LANGUAGES & 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

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

LANGUAGES

languages@vcc.ca · vcc.ca/cs/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.

\$225 · 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.

\$225 · 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.

\$225 · 20 hours

LANG 1137 FRENCH 1

Study conversational French in a fun and creative way. Learn the basics of situational and interactive topics through methods that make verbs, vocabulary, and grammar stimulating and easy to remember.

\$215 · 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.

\$215 · 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/info.

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.

\$225 · 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.

\$225 · 20 hours

LANG 1110 JAPANESE 2

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

\$225 · 20 hours

LANG 1176 JAPANESE 3

Increase your knowledge of Japanese while enhancing your conversational skills. Continue developing sentence structure, grammar, vocabulary, and the usage of Hiragana and Katakana. If you have completed our first two levels of Japanese, or have a high-intermediate knowledge of the language this course is suitable for you.

\$225 · 20 hours

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.

\$225 · 20 hours

NEW – LANG 1178 JAPANESE 5

Master your comprehension and conversational skills. Each class has "free talk time" with a focus on situational language skills. Increase your confidence to converse with a native speaker of Japanese, in your home country or Japan. As in Level 4, the instructor will speak Japanese the majority of the time in order to build stronger listening skills.

\$225 · 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.

\$225 · 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.

\$225 · 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.

\$225 · 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.

\$225 · 20 hours

LANG 1101 SPANISH 1

Learn Spanish understanding the basic structure of the language, basic vocabulary, and simple sentence structures, using appropriate forms of verbs in the present tense and future. By the end of this course, students will be able to function in simple conversations.

\$258 · 25 hours

LANG 1102 SPANISH 2

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

\$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

LEGAL & OFFICE ADMINISTRATION

RECORDS MANAGEMENT FEATURE

Meet Office Administration– Records Management certificate instructor, Donna Sedlar

I have been teaching Records Management Levels 1, 2 and 3 at VCC since April, 2018 but my relationship with VCC's Downtown campus started decades before.

When I moved from Manitoba to B.C., I enrolled as a student at VCC in the daytime Legal Secretary program. I vividly remember feeling excited about learning something new (including Latin terminology) plus feeling anxious about: completing the homework correctly; passing all my classes; and finding employment in Vancouver. My VCC instructors provided fantastic support and shared real-life stories about what to expect in the current job market. The training I received at VCC, combined with ongoing professional development, has kept me actively employed in the legal field for over 20 years.

I returned to VCC in 2010 to study records management. I knew companies were moving from paper

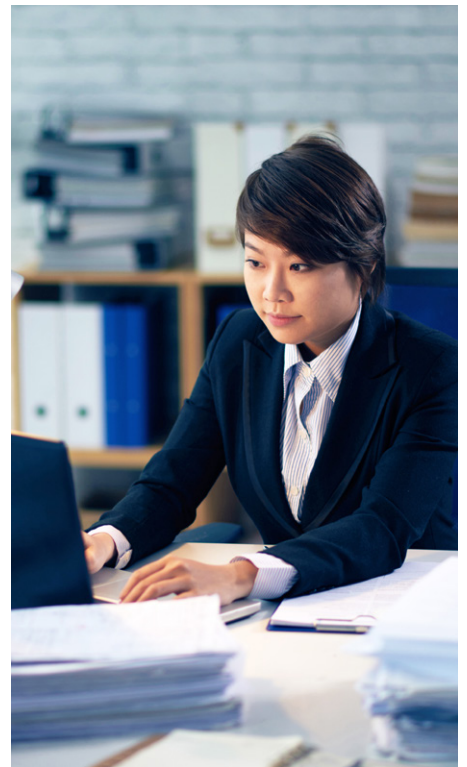


Donna Sedlar

documents to electronic records, so I was eager to learn this new language and understand how to apply these essential skills in the workplace.

I am currently employed with Project Management Volunteers (PMV) providing both administrative and records support for the executive director while acting as workshop producer for online delivery of PMV's introduction to project management training. It's a privilege to work with project professionals and volunteers who give back to non-profits, social-profits and charities.

One of the challenges for students looking for employment, or searching



for jobs in a gig economy, is helping the interviewer "connect the dots" on your resume to what special skills you can offer their organization.

I continually network with employers to learn what skills they need from VCC students. Companies search for candidates who understand the basics of records management and the need to protect sensitive data. Employers also want staff who can conduct research, write reports in their own words and cite source material that can be referenced later. When you combine the VCC Librarians who can help students brush up on their APA citation skills and paraphrasing, with the classes I teach, our VCC Records Management students are well prepared to meet these needs. ■

CONTACT THE LEGAL & OFFICE ADMINISTRATION DEPARTMENT

LEGAL & OFFICE ADMINISTRATION

paralegal@vcc.ca, officeadmin@vcc.ca, gladue@vcc.ca

vcc.ca/cs/office-legal

GLADUE REPORT WRITING

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

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

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

Course listing continues on next page

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

OACP 1105 INTRODUCTION TO PAYROLL

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

\$222 · 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.

\$208 · 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.

\$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

SERVICES FOR STUDENTS

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

CAREER SERVICES

Research your chosen field, search listings, write a resumé, and access valuable resources on VCC's online hub for job seekers.

Visit vcc.ca/careerservices.

COUNSELLING

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

DISPUTE RESOLUTION

VCC's Arbiter of Student Issues (ASI) provides neutral support to VCC students experiencing conflict relative to college policies.

Call 604.871.7000, ext. 7040.

DISABILITY SERVICES

VCC welcomes students of all abilities. Please contact us four months in advance of classes beginning to arrange access to specialized equipment or other accommodations.

Call 604.871.7000, option 2, email disabilityservices@vcc.ca, or visit vcc.ca/disabilities.

INTERPRETING SERVICES

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

INDIGENOUS SERVICES

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

LEARNING CENTRES

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



Special offer for alumni of VCC credentialed programs

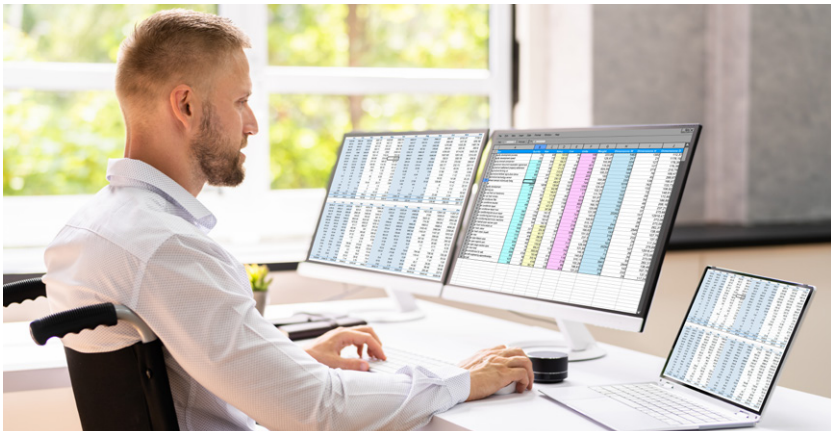
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