

# VANIER

CÉGEP / COLLEGE

## AUTUMN 2014 CONTINUING EDUCATION

Professional Development

Credit & Non-Credit Courses

Business & Industry Training Services

General Interest

Language School

Aquatics



VISIT US ONLINE

[www.vaniercollege.qc.ca/conted/ppd](http://www.vaniercollege.qc.ca/conted/ppd)

**Consult the Vanier website regularly for important updates and for dates and courses that were not available at the time of publication.**

**Credit courses and AEC (ACS) programs 514-744-7000**  
[www.vaniercollege.qc.ca/conted](http://www.vaniercollege.qc.ca/conted)

**Non-credit courses and programs 514-744-7500 (6066)**  
[www.vaniercollege.qc.ca/conted/ppd](http://www.vaniercollege.qc.ca/conted/ppd)

**Business and Industry Training Services 514-744-7500 (6066)**  
[www.vaniercollege.qc.ca/business-industry-training](http://www.vaniercollege.qc.ca/business-industry-training)

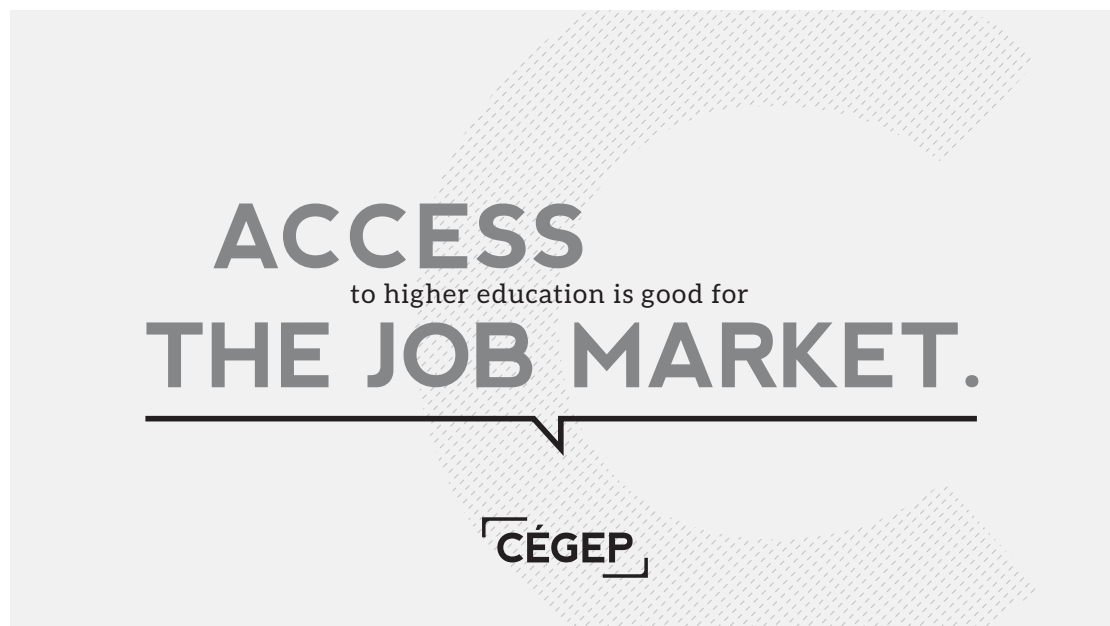
**Language School 514-744-7897**  
[www.vaniercollege.qc.ca/conted/lis](http://www.vaniercollege.qc.ca/conted/lis)

**Aquatics**  
[www.vaniercollege.qc.ca/health-fitness-recreation-courses/](http://www.vaniercollege.qc.ca/health-fitness-recreation-courses/) **514- 744-7500 (8237)**

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**NB: Tuition fees shown include GST and QST, except where noted.**

The information contained in this catalogue was as accurate and complete as possible at the time of publication. Vanier College reserves the right to make changes to fee schedules, courses, programs and College policies without prior notice, and to cancel or reschedule courses where minimum enrollments are not met.



# Vanier Continuing Education – Lifelong Learning

## Today's Education - Tomorrow's Opportunity

- *Courses that address career development needs*
- *Business and Industry training services*
- *Credit and non-credit courses covering a variety of topics and disciplines*
- *Student-centered teaching*
- *Relaxed learning environment*
- *Beautiful campus conveniently located in Saint-Laurent*

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## Study at your leisure.

Choose from a wide selection of non-credit courses.

**Our diverse offering of more than 100 personal interest, professional development, certification and career enhancement courses** will give you the opportunity to explore new ideas and new activities.

**Whatever your interest or your need**, whether you are an individual or a company, **VANIER HAS SOMETHING FOR YOU!**

Professional Development, Certification and Corporate Training	4
Technologies	14
Vanier College Business and Industry Training Services	22
Part-Time Job-Related Emploi-Québec Courses	24
Wellbeing	25
Music, Hobbies and other interests	29
Full- and Part-time Attestation (AEC) Programs	32
Recognition of Aquired Competencies (RAC)	33
Evening and Weekend Credit Courses	33
Language School	34
Aquatics	40

# Professional Development

In the constantly evolving world of business and industry, lifelong learning is the key to career development and advancement, and to enhanced productivity. Whether you are a professional wanting to upgrade your skills or learn new ones, an unemployed worker seeking to add to your job qualifications, or a business aiming to improve the skills and efficiency of your employees, we have a selection of courses and training activities for individuals and businesses that will benefit you or your organization.

## HEALTH AND SAFETY ON CONSTRUCTION SITES



The Health and Safety on Construction Sites course is a requirement for obtaining a certificate of competence, authorizing the holder to work on a construction site. The course is also obligatory for management and control staff working mainly and usually on a construction site. The objective of the course is to develop a general understanding of everything affecting health and safety on construction sites. Students successfully completing this course will be awarded a certificate of competency from the ASP Construction association. Attendance requirement: Participants must attend all 20 units, 30 hours of class in total. This course is taught by bilingual teachers and the course literature is offered in English or French.

**Instructor:** Anthony Belleau and/or Ilya Meldrum

30 hour course  
Saturday and Sunday 7:30am-3:30pm  
Course lasts two weeks and runs once every month **\$240**

## IFMA CREDENTIAL COURSES



IFMA's Facility Management Professional (FMP) credential is a certification program demonstrating a proven comprehension of the foundations of facility management, offered by Vanier College. Developed by the International Facility Management Association, this program is recognized across North America and beyond by employers and professionals in the field.

### 101: Leadership and Strategy Essentials: Provide Leadership to the Entire Organization

15 hour course  
September 16-20, 2014,  
Tuesday and Thursday 6:30pm-10pm;  
Saturday 9am-5:30pm **\$675**

### 102: Project Management: Manage and Oversee Projects

15 hour course  
October 7-11, 2014,  
Tuesday and Thursday 6:30pm-10pm;  
Saturday 9am-5:30pm **\$675**

### 103: Operations and Maintenance: Measure Operations and Maintenance Performance

15 hour course  
October 31-November 1, 2014,  
Friday and Saturday 9am-5:30pm  
**\$675**

### 104: Finance and Business Essentials: Financial Management of the Facility Organization

15 hour course  
November 28-29, 2014,  
Friday and Saturday 9am-5:30pm  
**\$675**

**Instructors:** Vincenzo Di Domenico and Luc Roy.

**Get a discount by registering for all four IFMA courses (\$2500 for all four), and receive a certificate upon completion.**





### **SUSTAINABILITY FACILITY PROFESSIONAL**

IFMA's SFP is an assessment-based certificate program delivering a specialty credential in sustainability. By earning your SFP credential, you will develop and gain recognition for your expertise in sustainable FM practices while impacting your organization's economic, environmental and social bottom lines. The course encompasses the following modules:

- **Module 1:** Strategy and Alignment for Sustainable Facility Management  
October 18-19
- **Module 2:** Managing Sustainable Facilities  
November 1-2
- **Module 3:** Operating Sustainable Facilities  
November 15-16

**Instructor:** Saul Aronovitch

48 hour course

Saturday and Sunday 9am-5pm

**\$2700 for all 3  
\$950 per module**

**Register online at [www.vaniercollege.qc.ca/conted/ppd](http://www.vaniercollege.qc.ca/conted/ppd)**

# RESIDENTIAL BUILDING INSPECTION COURSE

This nationally recognized course covers all aspects of building inspection. At the end of this program you will understand house inspections, a house as a system and be fully knowledgeable about setting up your own home inspection business. The full 200-hour program covers the basics of residential building inspection, types of buildings, what to expect in houses of different ages, and demonstrates the skills to become a good home inspector. The program will use the Carson and Dunlop Home Reference Book (copy included in Part I) and many other references. Students should purchase the Wood Frame Construction manual from the Canadian Mortgage and Housing Corporation CMHC (SCHL). Upon completion of the entire course a certificate will be issued to the participant.

**Instructor:** Rick Cartmel and other experienced instructors.

Course runs Thursday 6:30-9:30pm and Sunday 8:30am-5:30pm

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## Part 1

- 1- Contracts, incorporating and liability
- 2- Job description, risks, claims
- 3- Pre-inspection procedures
- 4- Introducing the concept of a house as a system
- 5- Standards used in the industry: NBIQ, AIBQ, ASHI
- 6- General Residential Building types
- 7- Determining the age of a building with the year of construction
- 8- Tight housing design and problems
- 9- Types of materials used for foundations and installation problems
- 10- Installation practices foundation
- 11- Structural forces on natural and pre-engineer's work
- 12- Concrete foundation, piers walls, etc.
- 13- How an inspector inspects foundations

36 Hour course  
September 4 - 28

**\$450**

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## Part 3

- 1- Exterior finishes
- 2- Exterior areas, trees, decks retaining walls
- 3- Insulation and vapour barriers
- 4- Basement water proofing solutions
- 5- Fire protection and fire proofing
- 6- Legal concerns in your own business
- 7- Insulation sound proofing problems & solutions
- 8- How an inspector inspects exterior and insulation installations

44 Hour course  
November 16 – December 14

**\$450**

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## Part 2

- 1- Drainage problems and solutions
- 2- Soil types and effects
- 3- Ad freezing and freezing problems
- 4- S.A.R. in regards to home inspection
- 5- Wood frame construction practices framing and loading
- 6- Structural summary case studies
- 7- Interior finishes: what they tell a H.I.
- 8- Roof and attic design, trusses & rafters
- 9- Roofing membranes: installation and inspection
- 10- Flashings design and problems
- 11- Test # 1 on part one and two

39 hour course  
October 2-November 13

**\$450**

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## Part 4

- 1- Environmental
- 2- Health concerns (Healthy House)
- 3- Chimney design, foundations
- 4- Liners, flues, pre-fab chimneys
- 5- What an inspector looks for in regards to chimney installations
- 6- Fireplaces pre-fab and masonry
- 7- Wood stove / inserts installation consideration
- 8- Electrical entrances
- 9- Electrical circuits, bonding / grounding
- 10- Distribution panels, AFCIS GFCI
- 11- How an inspector verifies electrical systems
- 12- Test on Parts III and IV

36 hour course  
Winter 2015

**\$450**




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**Part 5**

- 1- Plumbing water supply pumps and municipal
- 2- Drainage systems: private waste systems and French drain
- 3- Main entrance water supply piping
- 4- Waste drainage piping
- 5- Fixtures correct hook ups
- 6- Sumps and pumps
- 7- Water heater tanks and other system
- 8- Gas piping installations
- 9- Heating systems principles
- 10- Fuel types and consideration
- 11- Electric heating systems

36 hour course  
Winter 2015

**\$450**

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**Part 6**

- 1- Furnaces: design and operation
- 2- Oil tanks, air filters and humidifiers
- 3- Hot water systems
- 4- Heat pumps types and sizing
- 5- Air conditioners considerations
- 6- Air exchanges
- 7- Written reports
- 8- Business practices with clients
- 9- Small business start up

36 hour course  
Winter 2015

**\$450**

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**COMMERCIAL BUILDING  
INSPECTION COURSE**

This course is for professional architects, engineers and technologists. The course is also for Residential Building Inspectors who have years of inspection experience. This course is recognized throughout North America and was started by the engineering firm of Carson Dunlop Weldon and Associates (CDW Engineering). The course uses the ASTM Standard. E2018 - 08 (American Society for testing Materials). This standard is the recognized Property Condition Assessment (PCA) for North America, as Canada (CSA) does not have a comparable standard, this is the standard most utilized. This 40-hour course is being offered the first time in Quebec by Vanier College and G.T. Inspections (a company that has been doing Commercial Industrial Inspections for over 17 years). Upon completion of this course a course certificate will be issued to the participant.

**Instructor:** Rick Cartmel and other experienced instructors.

40 hour course

**Offered through our Business & Industry division  
(see page 22)**

# SUPPLY CHAIN MANAGEMENT ASSOCIATION (Formerly PMAC)



Vanier College, in conjunction with the Purchasing Management Association of Canada (PMAC)'s provincial chapter, La Corporation des Approvisionneurs du Québec (CAQ), is offering courses in the revised Supply Management Training Program. The courses in this program replace the previous Principles courses and can lead to a Supply Management Training Certificate. The four courses in this Supply Management Training Program are: Introduction to Procurement, Introduction to Logistics, Introduction to Transportation, and Introduction to Operations Management. This Supply Management Training Program is tailored to the needs of junior buyers, purchasing assistants, and intermediate practitioners requiring a technical competence in supply management. The training will also be of interest to others seeking knowledge of supply management at an introductory technical level.

Note: For information or questions concerning this program or courses, please contact: La Corporation des Approvisionneurs du Québec (CAQ) at telephone: 1.800.977.1877, or 450.357.0033, or e-mail: info@caq.qc.ca, or visit their website: www.caq.qc.ca.

## INTRODUCTION TO LOGISTICS:

Introduction to Logistics: The interconnections between procurement, operations and transportation will be explored in this course. Participants will discuss how to balance the pressures for large order sizes to achieve low unit costs, with the competing pressures to keep order sizes low to minimize warehouse space and inventory obsolescence. The options of few centralized warehouses versus multiple distributed warehouses will be addressed. Among the topics covered are forecasting, uncertainty, safety stocks and customer service requirements. Computer systems such as DRP, WMS and TMS will also be presented.

**Instructor:** Peter Prahalis

39 hour course

Thursday 6:30-9:30pm

September 18 – December 18

**\$615**

## INTRODUCTION TO PROCUREMENT:

From recognizing a need to issuing a purchase order, participants will learn the essentials of determining quantity, specifications and price that are the cornerstone of procurement. This course covers a variety of procurement scenarios: repetitive purchases of production materials, procuring one-time low-cost items, large capital goods acquisition and securing commodities under long-term supply contracts. The opportunities and challenges of international procurement versus domestic will be discussed. Participants will gain a broad understanding of the role of procurement and the various ways it can be organized.

**Instructor:** Carlo Malaguti

45 hour course

September 8-December 22, Monday 6pm-9pm **\$655**

## INTRODUCTION TO OPERATIONS MANAGEMENT:

This course will familiarize participants with operations in manufacturing, distribution and service organizations. They will learn the basics of location selection and layout. Among topics covered are capacity planning and scheduling, as well as the key concepts of JIT/Lean, OPT/TOC and MRP. Participants will discuss the challenges of balancing capacity with demand and be introduced to forecasting techniques, demand planning and inventory ordering. Quality systems and continuous improvement methodologies, including Deming, Juran, ISO 9000 and Six Sigma, will also be addressed.

**Instructor:** Robert Kelendji

39 hour course

September 17-December 17,

Wednesday 6pm-9pm

**\$615**

## INTRODUCTION TO TRANSPORTATION:

Participants will learn the advantages and limitations of the four modes of transportation: road, rail, air and water, as well as intermodal transportation. Topics covered include the role of freight forwarders, brokers and integrated transportation companies. This course will introduce participants to transportation documentation and allow them to experience basic load planning. Participants will gain an overview of contracts, insurance, customs clearance and letters of credit. The fundamentals of Incoterms and their impact on buyer-seller responsibility for transportation will also be examined.

**Instructor:** Carlo Malaguti

39 hour course

September 16-December 16,

Tuesday 6pm-9pm

**\$615**

Register online at [www.vaniercollege.qc.ca/conted/ppd](http://www.vaniercollege.qc.ca/conted/ppd)



### CANADIAN SECURITIES COURSE (CSC)® COACHING SESSIONS (MUTUAL FUNDS)

Presented in partnership with the Canadian Securities Institute (CSI)-Moody's Analytics & Certification Services, our Mutual Funds Coaching Sessions are designed to support the students enrolled in the Canadian Securities Course online, interactive version. CSI sets the standard for financial education in Canada as the most experienced and trusted educator endorsed by regulatory authorities. The Canadian Securities Course (CSC)® is the baseline licensing requirement for entry into the banking and securities industry.

Moody's Analytics/CSI will provide the college's students with an enrolment discount of 10% off online courses.

**Instructor:** Kaddis Sidaros

21 hour course  
September 21-October 12, Sunday 9am-5pm **\$475**

### BED AND BREAKFAST BASICS I

The first half of this intense course includes the consideration of a Bed & Breakfast as a viable business; how to do the necessary market research; its analysis; the barriers to the market; how to get through them; certification; zoning bylaws; insurance; and basic keys to success. Students need basic computer skills.

**Instructor:** Monique Martel

16 hour course  
September 27-28, Saturday and Sunday  
8:30am-5:30pm **\$235**

### BED AND BREAKFAST BASICS II

The second half of this basic course looks at what needs to be done to the physical space of the business; financing; pricing; and estimating revenue, advertising policies and customers. Students need basic computer skills and must have taken Bed & Breakfast Basics I.

**Instructor:** Monique Martel

16 hour course  
October 4-5, Saturday and Sunday  
8:30am-5:30pm **\$235**

### BED AND BREAKFAST INTERMEDIATE

This course examines hospitality in tourism with an emphasis on food, specific needs, community engagement, preparation, staff, private/public spaces, organization and communication. Students need basic computer skills, and must have Bed & Breakfast Basics I & II or own/run a hospitality business.

**Instructor:** Monique Martel

16 hour course  
October 18-19, Saturday -Sunday  
8:30am-5:30pm **\$235**

### BED AND BREAKFAST ADVANCED

The last course of the series considers the problematic issues that prevent hospitality businesses from thriving and reaching their potential. Topics include location, expenditures, cancellation rates, advertising and much more. Students need basic computer skills, Bed & Breakfast Basics I & II, as well as Intermediate or own/run a hospitality business.

**Instructor:** Monique Martel

16 hour course  
October 25-26, Saturday -Sunday  
8:30am-5:30pm **\$235**

**Get a discount by registering for all "Bed & Breakfast" courses (\$799 for all four) and obtain a certificate of participation in B&B Management.**

**INTRODUCTION TO  
PROFESSIONAL  
CO-DEVELOPMENT  
LEARNING GROUPS**

(In Partnership with  
Fortuna Groupe Conseil)



Codevelopment group facilitation requires specific competencies from the facilitator to stimulate discussions, in addition to mastering this rigorous methodology.

This training session allows future facilitators to familiarize themselves with the methodology and to apply facilitation and group management techniques that will enrich the content of the discussions. At the end of the training, participants will be equipped with the necessary tools to facilitate codevelopment groups.

**More precisely, the training will allow them to:**

- Familiarize themselves with the codevelopment approach
- Experience a codevelopment session
- Practice facilitation techniques that stimulate and enrich the discussions between participants

**Instructor:** France Lefebvre

3 hour course

September 26, Friday 9am-12pm

**\$99**

**PROFESSIONAL  
CODEVELOPMENT  
LEARNING GROUP  
SESSIONS**

(In Partnership with  
Fortuna Groupe Conseil)

Reinforce your leadership skills using codevelopment. Codevelopment is a dynamic method that allows you to LEARN WHILE IN ACTION. A group of 6 to 8 people commits to participating in 4 sessions of 3 hours to share their expertise and to learn from each other. At the first session, an agreement is concluded among the participants to respect the confidentiality of the meetings and to commit to being present for all 4 sessions. Prerequisite – Introduction to Codevelopment or prior experience.

**Instructor:** France Lefebvre

9 hour course

October 24-December 19,  
Friday 9am-12pm

**\$299**

**THE TURNAROUND**

**INTERVIEW**

(In Partnership with  
Fortuna Groupe Conseil)

Fortuna Groupe Conseil, in collaboration with Vanier College, is offering a workshop on the Turnaround Interview™, a carefully structured approach to getting most employees to commit to AND DELIVER positive behavior change. You too can help employees improve their performance without putting good people on the “exit track” of conventional discipline.

**Instructor:** France Lefebvre

7 hour course

October 17, Friday 8:30am-4:30pm

**\$575 + tax**

**BUSINESS TOOLKIT FOR  
THE SMALL BUSINESS**

(In Partnership with Avastco)



Whether you are thinking of starting your own business, or you have already taken the initiative, you are or will be discovering that the administrative side of things requires a business skillset. You don't need to become a specialist in each business subject, but you do need to know the basic principles to help you manage the day-to-day affairs of your company. This set of two half-day seminars outlines the essentials of accounting and marketing for the small business, as well as tax matters particular to the small business. Legal forms of setting up the business are also discussed.

8 hour course

September 27 and October 4,  
Saturday 8:30am-12:30pm

**\$135**

**CHILD DEVELOPMENT (12 HOUR TRAINING FOR  
HOME DAYCARE ASSISTANTS)**

This course meets the government's requirement for 12 hours of training in child development for home childcare assistants. Students will focus on the different aspects of child development – physical, intellectual, emotional and social – and how to enhance development by providing quality care. Other topics include age appropriate guidance strategies, health and hygiene and interactions with parents. Anyone who is interested in child development is welcome to join us.

**Instructor:** Nancy Spector

12 hour course

September 2-23,  
Tuesday 6:30pm-9:30pm

**\$155**

### PERSONAL SUPPORT WORKER SPECIALIZING IN DEMENTIA

(From OMETZ and  
the Alzheimer Society  
of Montreal)



This 18-week work-study program will teach you to become a companion for seniors, specializing in working with dementia patients. This unique program combines theory, practice and work experience in the field. You will also receive coaching on how to start your own companion-for-seniors business.

*Ce programme sera aussi offert en français.* Training modules are led by professionals and include:

- Mental and physical health
- Dealing with family dynamics
- Communication skills
- Job search techniques
- Supervised field placements

Upon successful completion of the program, you will receive:

- CPR card from Heart and Stroke Foundation
- PDSB training card for performing safe transfers from ASSTSAS
- Alzheimer's Care Certificate from the Alzheimer Society of Montreal

450 hour course

Monday, Tuesday, Wednesday,  
Thursday and Saturday

Starts October 6 (English)

October 14 (French)

Partial payments possible; call for details.

**\$1,595**

### INTRODUCTION TO GOOD MANUFACTURING PRACTICES (NATURAL HEALTH PRODUCTS)

Good Manufacturing Practices (GMP) is a set of rules developed for pharmaceutical companies that has been extended to Natural Health Product (NHP) manufacturers, with some modifications. This course will explore each section of the GMP for NHPs and explain how to comply with the regulations. The course is meant to give the student basic training so he/she can work in a GMP environment for Natural Health Products.

**Instructor:** Melvin Dionne

9 hour course

September 25-October 9,

Thursday 5:30pm-8:30pm

**\$250**

### INTRODUCTION TO GOOD MANUFACTURING PRACTICES (PHARMACEUTICAL)

Good Manufacturing Practices (GMP) is a set of rules pharmaceutical companies must implement to ensure the highest quality possible of the medication they handle. This course will explore each section of the GMP and explain how to comply with the regulations. The course is meant to give the student the basic training so he/she can work in a GMP environment.

**Instructor:** Melvin Dionne

9 hour course

Thursday 5:30pm-8:30pm

October 16 - 30

**\$250**

### FIRST AID & CPR FOR DAYCARES, PARENTS AND CAREGIVERS

A one-day training program including video, lecture and hands-on practice of basic lifesaving and first aid techniques. Topics include accident scene management, CPR, choking, defibrillation, bleeding, fractures, burns, severe allergies, and a variety of medical conditions.

**Instructor:** Bob Green

8 hour course

October 11, Saturday 8am-5pm

**\$85**

### GOOD MANUFACTURING PRACTICES REFRESHER TRAINING (PHARMACEUTICAL)

This course is a continuing GMP training session for production employees of pharmaceutical industries. Participant must have a practical knowledge of GMP. GMP sections on hygiene, manufacturing and packaging are reviewed. Using case studies and audit observations, non-compliance issues are exposed and discussed. The goal is to increase GMP awareness and compliance in the working environment.

**Instructor:** Melvin Dionne

3 hour course

Thursday 5:30pm-8:30pm

November 6

**\$95**

**NATURAL HEALTH PRODUCT REGULATION**

Brief overview of the Natural Health Product Regulation:

- 1) Product Licences: what does Health Canada require to allow a NHP to be offered for sale in Canada? (Evidence of efficacy and safety) Types of Product Licence Application: compendial, traditional, non-traditional, and homeopathic.
- 2) Site Licences: What do companies need to do to obtain permission to manufacturer, package, and label or import NHPs.
- 3) Good Manufacturing Practices for NHP: premises, equipment, hygiene, personnel, operations, quality assurance, specification, stability, samples, records, recall, sterile products.
- 4) Clinical trial: how clinical trials are prepared and conducted.

**Instructor:** Melvin Dionne

8 hour course

Thursdays 5:30pm-8:30pm

November 13 -27

**\$205**

**CONFLICT RESOLUTION**

This workshop provides an approach to working constructively with conflict. You will leave with an understanding of the structure of difficult conversations and having practiced a process for preparing for and engaging in these conversations with colleagues and clients. You will practice the application of this approach by working through cases drawn from your own experience. You will learn and apply the basic skills to achieve an effective conversation across differences.



**Instructor:** Marquis Bureau

14 hour seminar

October 18 - 19

**\$195**

**COACHING SKILLS FOR LEADERS**

This highly experiential workshop will assist leaders to bring out the best in others and develop high performing teams by helping them to change how they think. You will leave with strategies and skills for having solution focused coaching conversations that facilitate self-directed learning rather than telling people what to do. You will have the opportunity to reflect on your experience and to develop practices to deepen the learning and embody new approaches for improving team performance.

**Instructor:** Marquis Bureau

14 hour seminar

November 15 - 16

**\$195**

**PRACTICING AUTHENTIC LEADERSHIP**

A workshop to experience leadership practices that are practical and transferable in both your professional and personal life. Leadership develops through human experience, openness to others and memorable encounters. Leadership is a personal journey. Leadership is to show up, and choose to be present. Being present allows us to access the human resources of power, presence, and communication. We express leadership through courage, authenticity, compassion, and openness.

**Instructor:** Marquis Bureau

14 hour course

September 20 - 21

**\$195**



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**SPECIAL EVENT PLANNING ESSENTIALS –  
LEVEL 1**

Learn the essentials of thorough event planning. In this course, you will acquire the basic knowledge of all aspects of researching, designing, planning, coordinating and evaluating events. Topics include everything from budgeting and timeline development to event customs and industry trends. An additional fee to cover mandatory course textbook and materials: \$50.00 (Cash payment to the instructor must be made at first class.)

**Instructor:** Sherlyn Figueira

18 hour course  
Saturday 9am-12pm  
September 20 – November 1

**\$195**

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**SPECIAL EVENT PLANNING ESSENTIALS –  
LEVEL 2**

In the first course, you learned the essentials to event planning. Now use these competencies to manage the details involved in event planning; to recognize and plan for possible risks; and to produce an event evaluation plan. This case work-based course focuses on the event industry and the fundamental components of planning and executing events. You will explore the planning, designing, producing and managing of specific types of events from family social functions to corporate ones. You will also learn how to set your fees and estimate costs. An additional fee to cover mandatory course textbook and materials: \$75.00 (Cash payment to the instructor must be made at first class.)

**Instructor:** Sherlyn Figueira

18 hour course  
Saturday 9am-12pm  
November 8 – December 13

**\$195**

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**HOW TO BE A WEDDING PLANNER**

Wedding planning is a growing industry and seeing the joy and happiness on a client's face can make for a satisfying and fulfilling career. Planners need to be detail-oriented, creative, and have excellent interpersonal and communication skills. Come and learn the finer techniques of this fascinating industry. An additional fee to cover mandatory course textbook and materials: \$50.00 (Cash payment to the instructor must be made at first class.)

**Instructor:** Sherlyn Figueira

18 hour course  
Saturday 1-4pm  
November 8 – December 13

**\$195**

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**INSURANCE I: PART OF RISK MANAGEMENT**

The goal of this module is for participants to understand the basics of insurance: when to use it, how to use it in a financial plan or to protect oneself and their family, as well as how to spend their money wisely on insurance.

**Instructor:** Carol Adamakos

3 hour course  
Wednesday 6:30-9:30pm  
September 24

**\$49**

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**INVESTING I**

The goal of this module is for participants to understand fundamental investing concepts, and to use this framework to make informed decisions about their investments.

**Instructor:** Carol Adamakos

3 hour course  
Wednesday 6:30-9:30pm  
October 8

**\$49**

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**INVESTING II**

The goal of this module is for participants to articulate their lifestyle goals, understand how risk and volatility in markets can impact personal investment objectives, and learn how to match their profile with suitable investment products.

**Instructor:** Carol Adamakos

3 hour course  
Wednesday 6:30-9:30pm  
October 22

**\$49**

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**RETIREMENT**

The goal of this module is for participants to articulate lifestyle goals, and learn how to translate them into retirement goals.

**Instructor:** Carol Adamakos

3 hour course  
Wednesday 6:30-9:30pm  
November 5

**\$49**

# TECHNOLOGIES

Whether you're a professional in need of certification or just interested in the diverse domain of Technology, Vanier College offers courses that are tailored to your needs. You'll find everything from beginners' Microsoft Office courses to in depth Software Quality Assurance certifications. Web and graphic design seminars, social media training, and introductions to various applications and operating systems are right at your fingertips!

## WRITING FOR THE WEB WORKSHOP

This course will give an overview of writing effective content for websites. The focus will be on such elements as using plain language and keywords; making content highly readable; opting for vocabulary targeted to your audience and creating relevant; and interactive content for that audience. Tips and techniques will be discussed and examples analysed.

**Instructor:** Anne J. Fotheringham

4 hour course  
Saturday 9am-1pm  
November 22

**\$95**

## LEVERAGING LINKEDIN TO FIND A JOB

LinkedIn, considered to be the only professional social media tool, is one of the most important and valuable tools in any job search today. Recruiters and hiring managers use LinkedIn daily to find candidates for their open positions. In fact, 94% of employers are using LinkedIn to find talent. Some are asking to see your LinkedIn profile first. If you have ever wondered how to take advantage of LinkedIn to network, brand and showcase your skills, this workshop is for you. Times are changing, and effectively and proactively searching for a job means being linked in not simply on LinkedIn!

**Instructor:** Shelly Elsliger

3 hour course  
Saturday 9:30am-12:30  
October 25

**\$95**

## SOCIAL MEDIA BOOTCAMP: MAXIMIZE YOUR ONLINE BRANDING POTENTIAL: LINKEDIN, FACEBOOK AND TWITTER

Today, most professionals need to use social media in some way, but many are still not benefitting 100% from the social media experience. Instead, they are learning the basic principles, strategies and tactics on their own through frustrating, time-consuming trial and error. Over the course of 12 hours, we will walk you through the steps you need to take to not only get started on Twitter, LinkedIn and Facebook, but to use these three top social media sites with comfort and ease. Be prepared to spruce up you, or your company's, online presence.

**Instructor:** Shelly Elsliger

12 hour course  
Wednesday 6:30-9:30pm  
October 1 - 22

**\$255**

## LINKEDIN WORKSHOP: LEARN HOW TO USE & OPTIMIZE LINKEDIN FOR BUSINESS

Do you have a LinkedIn account, but never use it? Do you just accept a connection request and do nothing else? Stop forgetting and start following through. Learn why to be LinkedIn and how to be LinkedIn effectively! Stop collecting connections and be a connection! Time to start your BRAND practice!

**Instructor:** Shelly Elsliger

3 hour course  
Saturday 9:30am-12:30  
October 18

**\$95**

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**SOCIAL MEDIA MANAGEMENT –  
INTRODUCTION TO FACEBOOK**

This course is devoted to mastering Facebook, a social media platform for sharing photos and events with friends and family. Facebook can also serve as your customer service hub for social listening and engaging with your customers; responding to both positive and negative comments and/or monitor what is being said about your company or profession; as well as the product(s) and service(s) you provide.

**Instructor:** Rosanna Montoute

4 hour seminar  
Saturday 9am-1pm  
September 27

**\$75**

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**SOCIAL MEDIA MANAGEMENT –  
INTRODUCTION TO GOOGLE+**

This course is devoted to mastering Google+, a social media platform powered by the search engine Google. It allows people to create business and professional pages in order to interact and develop relationships with new and existing customers. Google+ is also recommended for grouping different associates, employees, departments, customers etc. into circles and communities based on subject, interest and conversation.

**Instructor:** Rosanna Montoute

4 hour seminar  
Saturday 9am-1pm  
November 1

**\$75**

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**SOCIAL MEDIA MANAGEMENT –  
INTRODUCTION TO LINKEDIN**

This course is devoted to mastering LinkedIn, a social media platform for developing your professional network. LinkedIn is an excellent platform for networking, advising, and sharing industry related information with other professionals and businesses in your area of specialization.

**Instructor:** Rosanna Montoute

4 hour seminar  
Saturday 9am-1pm  
September 20

**\$75**

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**SOCIAL MEDIA MANAGEMENT –  
INTRODUCTION TO PINTEREST**

This course is devoted to mastering Pinterest, a social media platform for organizing and sharing images online. The images that are shared on Pinterest are known as Pins, which can be organized in themed Boards. Boards can be created for any topic of interest. Pinterest can be a very valuable tool for many people, including wedding planners, interior decorators, graphic designers, vacationers, travel agents, real estate agents, researchers, artists, educators, architects, builders, cooks, craftsmen and craftswomen, curators etc.

**Instructor:** Rosanna Montoute

4 hour seminar  
Saturday 9am-1pm  
October 18

**\$75**

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**SOCIAL MEDIA MANAGEMENT –  
INTRODUCTION TO TWITTER**

This course is devoted to mastering Twitter, a social media platform for friends, family, professionals and businesses to communicate and stay connected through brief messages of 140 characters or less, called "Tweets". Twitter is useful for tweeting directions, event updates, moment-by-moment announcements, tips, recipes, happenings, the unfolding of an event, etc.

**Instructor:** Rosanna Montoute

4 hour seminar  
Saturday 9am-1pm  
October 25

**\$75**

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**SOCIAL MEDIA MANAGEMENT –  
INTRODUCTION TO WORDPRESS**

This course is devoted to mastering WordPress, a Web-based software program that anyone can use to build and maintain a website or blog. A Wordpress blog is also useful as it can be used to talk about your company or profession, what you do and how you do it. It can also serve as your online store and a customer service hub for product information and inquiry.

**Instructor:** Rosanna Montoute

4 hour seminar  
Saturday 9am-1pm  
November 8

**\$75**

**PRESENTATION SKILLS**

This course will focus on improving presentation skills (public speaking techniques, body language, appearance, delivery, audience contact, etc.) and the use of PowerPoint slides. Tips will be given for improving the content of slides. This is an interactive course; participants will develop and deliver short presentations as part of the class work.

**Instructor:** Anne J. Fotheringham

6 hour course  
Tuesday 6:30-9:30pm  
November 11 - 18

**\$105****INTRODUCTION TO COMPUTERS AND WINDOWS**

Are you new to computers? Do you wonder what they do and why you would want to use one? This class will introduce you to computers and Microsoft Windows. You'll learn how to install programs, create folders, copy files, surf the Internet, read your emails, and burn CD's, as well as many other things. If you have wanted to learn the basics but have never had the chance, then this class is definitely for you!

**Instructor:** Steven Rich

24 hour course  
Monday 6:30-9:30pm  
September 22 – November 24

**\$255****INTRODUCTION TO MICROSOFT WORD**

This course covers the new interface and features of Microsoft Word 2007. Learn all the basic concepts and how to properly format characters, paragraphs and pages in your Word documents. Learn keyboard shortcuts that will make it easier for you to create and edit your documents. You will also learn how to use tables as well as how to incorporate shapes and graphics to give your documents a little more personality. Practical exercises will be used at the end of every class to help you review and learn the various features covered in the course.

**Instructor:** Steven Rich

15 hour course  
Tuesday 6:30-9:30pm  
September 23 – October 21

**\$185****INTRODUCTION TO MAC OS X**

If you are new to the Mac and looking to get the most from yours, then this course is for you! In this course you will learn the basics quickly and effectively. You will learn all about the Macintosh desktop, the dock, and customizing the Mac. You will also learn how to use the Finder to work with files to save, search, share and download. You will learn how to navigate through the Apple menus, the different windows and install, launch and switch between applications. You will learn how to set up new hardware, print, send emails, use a webcam to communicate, and a whole lot more! This introductory course is also great for those who are comfortable working on a PC but who wish to migrate to the world of Mac. You will quickly understand why OS X is so powerful!

**Instructor:** Steven Rich

15 hour course  
Thursday 6:30-9:30pm  
October 30 – November 27

**\$185****MICROSOFT EXCEL FOR BEGINNERS**

This course is recommended for individuals who are new to Microsoft Excel, or have limited knowledge of spreadsheets. This course will provide an introduction to spreadsheets, their practical uses, timesaving features and tips for using Excel effectively. Students will learn how to use all the formatting tools to design, create and enhance spreadsheets. There will be hands-on exercises to practice at the end of each class.

**Instructor:** Steven Rich

15 hour course  
Thursday 6:30-9:30pm  
September 25 – October 23

**\$185****PC MAINTENANCE AND TROUBLESHOOTING**

Description: Are you tired of dishing out hundreds of dollars to have your computer fixed? Frustrated by the annoying boxes that pop up on your screen or worried that viruses may destroy your computer or data? This course will teach you the tips and tricks to quickly locate and resolve computer problems. You will learn all about the hardware components inside of a computer; how to prevent, detect and remove viruses, spyware and malware; how to easily backup and restore all of your computer's data; and more. Very soon, your friends, relatives, neighbors and colleagues will be calling YOU for help!

**Instructor:** Steven Rich  
24 hour course Tuesday 6:30-9:30pm  
October 28 - December 16

**\$255**



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**MICROSOFT EXCEL 2010 ESSENTIALS –  
MOS CERTIFICATION**

For those who have little or no knowledge of the Microsoft Excel software, the Microsoft Excel 2010 Essentials course provides students with instruction and practical exercises through typical Excel use and shows them how to get the most out of Excel features to work effectively and efficiently with workbooks, worksheets, formats, numeric and text functions, and charts. This course prepares you for the Microsoft Office Specialist (MOS) Certification exam in Excel. Heads up, Excel 2013 is coming soon!

**Instructor:** Avastco

24 hour course  
Monday 6-9pm  
September 22 – November 17 **\$325**

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**MICROSOFT EXCEL 2010 ESSENTIALS –  
COACHING SEMINAR SESSION**

This is a coaching session for those who are comfortable using the Microsoft Excel software, and would like to prepare for the 3-hour-long Microsoft Office Specialist (MOS) Certification exam.

**Instructor:** Avastco

4 hour course  
Saturday 9am-1pm  
November 22 **\$60**

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**MICROSOFT ACCESS 2010 ESSENTIALS (MOS  
CERTIFICATION)**

If you are working with a lot of data, chances are you would need to organize that well to be able to add or extract the information you need from it in different ways. Microsoft Access is a relational database that works in the Windows environment, helping you exactly with this in mind. This course will introduce you to topics such as what is involved in designing a database; how to create a database; how to create tables, queries, forms and reports; how to import and export data from/into other Office Applications; how to create an application interface that is user friendly and easy to use by others without programming skills; and how to make sure your database is secure. This course prepares you for the Microsoft Office Specialist (MOS) Certification exam in Access. Heads up, Access 2013 is coming soon!

**Instructor:** Zsafia Orzsagh

24 hour course  
Wednesday 6:30-9:30 pm  
September 24 – November 12 **\$325**

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**MICROSOFT ACCESS 2010 ESSENTIALS –  
COACHING SEMINAR**

This is a coaching session for those who are comfortable using the Microsoft Access software, and would like to prepare for the 3-hour-long Microsoft Office Specialist (MOS) Certification exam.

**Instructor:** Zsafia Orzsagh

4 hour course  
Saturday 1-5pm  
November 15 **\$60**

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**SOFTWARE QUALITY ASSURANCE - LEVEL 1A  
FOUNDATION KNOWLEDGE (CODE: MPQA\_C01)**

This training is aimed at anyone who wants to get involved in software testing, or change careers from other industrial domains to SQA. This level's certification can help graduates demonstrate proper communication and technical skills. This level knowledge is also appropriate for people who want to understand software quality engineering and testing techniques, such as project, quality, or software development managers; business analysts; IT directors; and management consultants. Holders of the Foundation level knowledge will be able to go on to a higher level of software QA qualification.

**Instructor:** Peidong Hu

15 hour course  
Tuesday and Thursday 6:30-9:30pm  
September 16 - 30 **\$375**

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**SOFTWARE QUALITY ASSURANCE – LEVEL 1B  
COMPLEMENTARY KNOWLEDGE, WEB APPLICA-  
TION (CODE: MPQA\_C02)**

This training aims to help students obtain the essential knowledge of web application for QA testing purpose. The majority of IT jobs are created with the required qualifications of web application knowledge. This module addresses the mainstream technologies being acquired by modern web applications on the market.

**Instructor:** Peidong Hu

9 hour course  
Tuesday and Thursday 6:30-9:30pm  
October 2 -9 **\$225**

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**SOFTWARE QUALITY ASSURANCE – LEVEL 2A  
INTERMEDIATE KNOWLEDGE AND SKILLS (CODE:  
MPQA\_C03)**

This training is aimed at people who want to gain practical experience working in a software verification team. This level indicates a professional level of competence not only in the principles, but also the practices of quality control in the IT profession. Knowledge and skills can give potentially more rapid career advancement and greater acceptance in the role as senior Software QA analyst. Holders of intermediate knowledge and skills will be capable of applying the best QA practice in a small or medium quality control team.

**Instructor:** Peidong Hu

42 hour course

Tuesday, Wednesday and Thursday 6:30-9:30

October 14 – November 12

**\$1050**

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**SOFTWARE QUALITY ASSURANCE – LEVEL 2B  
COMPLEMENTARY SKILL, AUTOMATION TEST  
(CODE: MPQA\_C04)**

Test automation is a significant area of investment in recent years by software entrepreneurs. The majority believe that suitable technology exists today and that high levels of test automation can realistically be achieved. Rapid adoption of this technology is happening in the quality assurance industry, and survey results clearly indicate that companies are increasingly realizing the substantial benefits of test automation. Test automation is becoming a must-have competency in the job market. The proper audience for this training are the learners who already have both basic software programming skills and software QA knowledge, and are interested in pursuing automation test or performance test careers. Either level 1 knowledge or a software programming training course is mandatory if the learner's background doesn't fulfill prerequisite knowledge requirements.

**Instructor:** Peidong Hu

24 hour course

Tuesday, Wednesday, and Thursday 6:30-9:30

November 13 – December 2

**\$600**

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**SOFTWARE QUALITY ASSURANCE – LEVEL  
3 ADVANCED SKILLS, TECHNOLOGIES, AND  
CERTIFICATIONS (CODE: MPQA\_C05)**

Advanced Level of QA qualification requires a person with the special skills and knowledge representing mastery of a particular QA subject. Being an advanced QA analyst means possessing and displaying special skills and knowledge derived from specialized training. Students who obtain an advanced level qualification have a broad understanding of testing in general, and an in-depth understanding of a specific QA area, meaning sufficient knowledge of QA theory and practice to be able to influence the direction that an organization and/or project takes when creating, implementing and executing QA activities related to the specific area. It is important that this level of analyst must embody both knowledge and the necessary skills to apply QA knowledge in real-life situations.

**Note:** Learner needs to choose at least two selective modules that can add up to minimum 30 hours course time.

**Instructor:** Peidong Hu

30 hour course

Monday, Tuesday, Wednesday, and Thursday

6:30-9:50

December 4 - 18

**\$750**

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**INTRODUCTION TO BITCOIN TECHNOLOGY,  
BUSINESS AND INVESTMENT (MPQA\_C50)**

Bitcoin has the potential to not just be a digital currency, but possibly even the future of money. While it is still in the early stages, people see Bitcoin as a protocol or platform on which financial and non-financial transactions can be conducted and verified as part of a global public ledger. Bitcoin lies at the intersection of several important academic research areas, including cryptography, distributed computing, graph theory, finance, and economics. This course provides systematic information of Bitcoin-related topics, including technology, business use cases, security, alternatives and investments that can help you quickly become a Bitcoiner to seize the future.

**Instructor:** Peidong Hu

10.5 hour course

Tuesday, Wednesday, and Thursday 6:30-9:30

September 9 - 11

**\$265**

**VIDEO GAME PRODUCTION**

The main objective of this course is to allow students to play an active role in a video game development team. They will learn about the different aspects of the video game development cycles and deliver an original game, which includes animation, audio and interactive gameplay. The course is project based, with teams of students between 2 to 4 members. After learning basic programming skills, a student may contribute to his project with a more artistic (artist/game designer) or technical role (programmer/game designer) depending on his skills and interests.

**Instructor:** Nicolas Bergeron

45 hour course

Wednesday 6:30-9:30pm

September 10 – December 17

**\$299**

**DESIGNING WITH STYLE – BEYOND GRAPHICS**

Do you want to make your printed or online web pages look nicer, but don't know how? Can you tell that someone else's artwork or web pages look better than yours, but don't know why? You might have taken courses that cover the software dealing with graphic or web design, but there is a lot more to creating winning layouts that get our points across. Learn about the main design principles that make a difference and will help you to stand out from the crowd.

**Instructor:** Zsafia Orszagh

6 hour course

Saturday 9-4pm

October 18

**\$125**

**AN INTRODUCTION TO RELATIONAL DATABASE MANAGEMENT SYSTEMS USING MICROSOFTACCESS**

This course will introduce the way Microsoft Access works in the Windows environment. The topics covered in the course will include how to design and create a database, how to build a user-friendly application program, linking of tables, adding/modifying/deleting records, how to use wizards, creating forms, queries & reports, working with filters and formulas, importing and exporting data into other Office Applications, and database security.

**Instructor:** Zsafia Orszagh

15 hour course

Wednesday 6:30-9:30pm

November 19 -December 17

**\$299**

**WEB ANALYTICS**

Have you ever wondered where your site traffic comes from, what visitors do at your site, and how you could reduce shopping cart abandonment and boost your site's profitability? This course will explain the importance of web metrics and how you can manage to do that using some free tools. Note: This course is open to all. You don't need a programming or web design background to take this course.

**Instructor:** Zsafia Orszagh

3 hour course

Saturday 10am-1pm

September 20

**\$64**

**THE BUSINESS ASPECTS OF RUNNING A WEB DESIGN OR GRAPHIC DESIGN COMPANY**

You might be a brilliant programmer or designer thinking about opening your own company or simply freelancing on the side. This course will introduce you to the business aspects you should be aware of to run your business successfully. Topics covered will include areas such as business structures, registering your company, copyrights, trademarks, patents, marketing and advertising techniques, dealing with different types of clients, how to prepare a contract, pricing strategies, outsourcing / hiring employees, and grants.

**Instructor:** Zsafia Orszagh

9 hour course

Saturday 10-3pm

October 25 - November 1

**\$189**

**UNDERSTANDING WEB USABILITY: WHAT MAKES USERS CLICK?**

If people can't find their way around your website, they won't use it. So what is it that will keep them on your site, get them to the pages that you would like them to reach? The design, structure and organization of your pages and site have a lot to do with this. Learn about how you could keep your visitors on your site and make it easy for them to find the information they need. Note: This course is open to all. You don't need a programming or web design background to take this course.

**Instructor:** Zsafia Orszagh

6 hour course

Saturday 9am-4pm

September 27

**\$125**

**DO YOU WANT TO BE A GRAPHIC DESIGNER?**

We will take the journey into the colorful world of design. You will get a true glimpse of what a graphic designer does and determine if this is the right career path for you. What graphics programs and computers are on the market today, what are they used for, and where can you purchase them? We will discuss the challenges a graphic designer faces at work. What salary can you expect? What is freelancing? What schools offer graphic design courses and programs? All your questions will be answered and your decision will be made crystal clear.

**Instructor:** Voula Kalafatidis

2.5 hour course  
Saturday 10am-12:30pm  
November 1

**\$55**

**CS6 PHOTOSHOP – THE BASICS**

This course offers a simplified hands-on approach to learning the basic features of Photoshop. Learn how to easily adjust and fix your digital images, as well as how to add, remove and enhance parts of your image. This course includes an introduction to editing techniques, including cosmetic editing using layers, and how to add text to your images.

**Instructor:** TBD

21 hour course  
Monday 6:30-9:30pm  
September 29 – November 17

**\$195**

**INTRODUCTION TO ADOBE INDESIGN**

Do you know Adobe InDesign? This is now the market-leading page layout tool for digital publishing and design. This course will introduce you to the InDesign software, and you will get your Edge! What do you want to produce—a business card, flyer, pamphlet, magazine ad, book or e-book? You don't need to be a graphic designer. We will start by importing text documents and choosing our fonts following the typographic rules. We will then download photos from a camera, modify them in Photoshop and import them into InDesign. We will encounter tables, styles and the use of colours. We will save the final document as a high quality PDF ready to print or upload as an ePub.

**Instructor:** Voula Kalafatidis

15 hour course  
Tuesday 6:30-9:30pm  
September 23 – October 21

**\$135**

**CREATING A FAMILY FRIENDLY HOME NETWORK ENVIRONMENT**

Description: Learn what steps you can take to secure your home network access to websites containing explicit and malicious content by configuring your network router the right way. This course includes a hands-on demonstration of how to set up your network router to:

- Provide a secure wired and wireless network environment for your family and guests.
- Limit access by filtering websites that contain explicit content harmful to children and teens.
- Create rules that limit access to social media websites during specific times of the day or night.

Besides the demonstration there will be a Q&A session to answer any specific concerns.

**Instructor:** Tim Delac

4 hour course  
Tuesday 6:30-8:30pm  
October 7-14

**\$69**





# Vanier College Business and Industry Training Services

Whether you're looking for a half-day workshop or a multi-year employee development program, Vanier College's Business and Industry Training Services can meet your needs. Our staff has worked with different public and private organizations so we understand the business environment as well as training and education.

Do you need more accessible, flexible solutions? Affordable, top-quality training? Traditional face-to-face or webcast sessions? Autonomous or hybrid e-learning solutions? We have done all of this, and each solution begins by building key relationships and understanding your industry, priorities and needs.

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#### **OUR BUSINESS & INDUSTRY ADVISORS WILL:**

- Analyze your situation and requirements to identify your employees' competency requirements and plan training to meet your needs;
- Develop a proposed training plan and training schedule adapted to your operational needs;
- Develop and deliver training and documentation, remaining involved throughout the process to support and monitor the implementation;
- Evaluate the training and review the results during a customer visit.
- Whether it is for your administrative, technical, professional or management staff, our training team is committed to offering you competitive training solutions precisely tailored to the needs of your business.
- We also offer a range of complementary services such as TOWES (Tests of Workplace Essential Skills) testing in English, IELTS language testing, and RAC (Recognition of Acquired Competencies), also known as PLAR services.

**Get on board the TGV (Training, Growth, Vanguard) today with Vanier College Business & Industry Training Services!**

We offer a full range of bilingual, customized training, certification, research & organizational development services for business & industry. Some of our past projects and areas of expertise include:

#### **CONSTRUCTION, ARCHITECTURAL & BUILDING SYSTEMS ENGINEERING TECHNOLOGIES:**

- Health & Safety on Construction Sites (ASP Certification);
- Building Systems including LEED technologies & Eco-Home Construction;
- Building Information Modelling (BIM) using the Autodesk Revit software;
- Complete training programs in Residential and Commercial Building Inspection.

#### **MANUFACTURING AND INDUSTRIAL ENGINEERING TECHNOLOGIES:**

- High-tech manufacturing technologies of all kinds including electronics, software and hybrid control systems (pneumatics, water, vacuum, piping, valves, controls);
- Cross-functional team training, manufacturing R & D, and organizational development.

**INFORMATION & COMMUNICATION  
TECHNOLOGIES (ICT):**

- Web systems development, operations and social media management;
- E-learning development and implementation;
- Adobe product training; Microsoft training and certification including Office, Servers, Exchange, .NET programming and system administration;
- Software Quality Assurance, Network Security

**BUSINESS AND FINANCIAL MANAGEMENT:**

- Best Manufacturing Practices for the Pharmaceutical Industry;
- Facilities Management Training;
- Small Business Seminars, Canadian Securities Course, and a wide range of specialized management workshops

**LANGUAGE**

- English
- French
- Other languages
- Courses customized to your needs

**SOME OF OUR PARTNERS AND CERTIFICATIONS**

**WE OFFER:** ASP Construction (Site Health and Safety); Carrier (HVAC technologies); International Facility Management Association (IFMA) FMP, CFP & SFP Certifications; Supply Chain Management Association (SCMA); Moody's Analytics/Canadian Securities Institute (CSI) courses; Certiport.

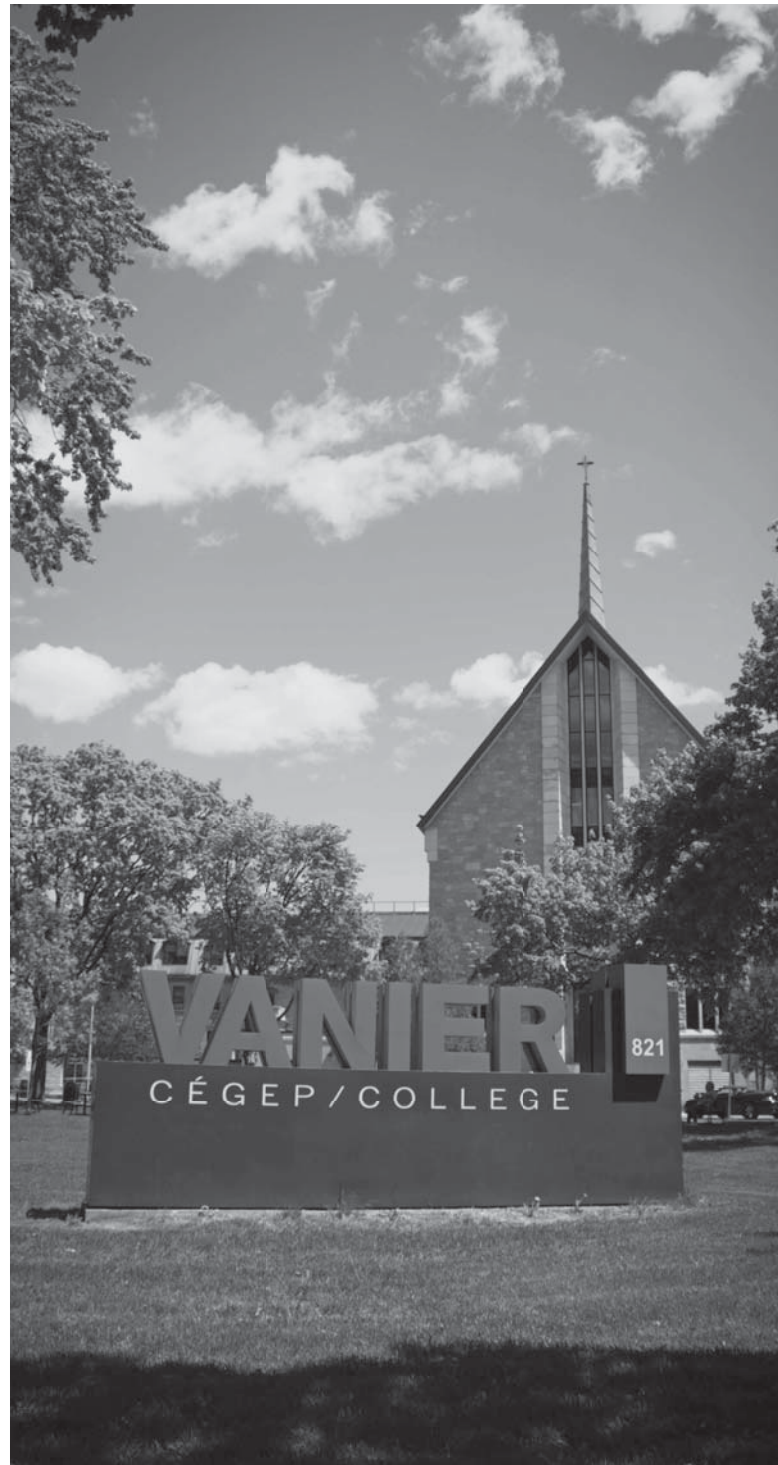
Consult our complete areas of expertise list:  
<http://www.vaniercollege.qc.ca/business-industry-training>

**To build your training plan or for more information:**

George Mack,  
Business & Industry Training Services  
[george.mack@vaniercollege.qc.ca](mailto:george.mack@vaniercollege.qc.ca)  
514 744-7500, ext. 6066

**To learn more about what Vanier College Business & Industry Training Services can offer you:**

[www.vaniercollege.qc.ca/business-industry-training](http://www.vaniercollege.qc.ca/business-industry-training)



# Part-time non-credit courses subsidized by La Direction régionale de l'Île-de-Montréal of Emploi-Québec

## BEGINNERS REVIT FOR ARCHITECTURE (EMPLOI-QUÉBEC)

This introductory course will focus on familiarizing the student with the concept of Building Information Modeling using Autodesk Revit as the tool for design and construction. The student will learn basic functionalities of the program with emphasis on: Starting a project, user interface, 2D and 3D modeling, graphical representation, scheduling, and documentation layouts, as well as working in teams. At the end of this course students will be able to create a construction document for a simple building represented in 2D and 3D. Students will have to complete both the Vanier Registration form

as well as the Emploi-Québec registration form with original signature. Prerequisite: Neither any previous knowledge of Revit or AutoCAD is necessary for this course; however, experience in architectural design and construction techniques is highly recommended.

**Instructor:** Saul Aronovitch

45 hour course

Monday 6-9pm

September 10 – December 17

**\$103**

Intermediate revit will be offered in Winter 2015

## About part-time non-credit Emploi-Québec subsidized courses

Residents of the Island of Montreal and employees for businesses located in Montreal have priority registration for these part-time training courses. Students will have to complete both the Vanier Registration Form as well as the Emploi-Québec Registration Form with original signature. **Students must be working and must fulfill other Emploi-Québec eligibility conditions.**

**See online:** <http://www.vaniercollege.qc.ca/conted/ppd/emploi-quebec>

### GENERAL ADMISSION CRITERIA \*

To be eligible for these Emploi-Québec subsidized courses, you must meet one of the following criteria:

1. Employees currently working for a company, or
2. Individuals who are self-employed, or
3. Seasonal workers (not presently working but with a future contract extension), or
4. Under-qualified workers needing to upgrade their job qualifications.

Individuals must also meet the specific course prerequisites listed and complete the two required Registration Forms. The following individuals are NOT eligible for these Emploi-Québec subsidized courses:

1. Workers in the public or parapublic sectors;
2. Municipal workers;
3. Students, even if they are working part-time;
4. Individuals who are unemployed (whether receiving employment insurance, social assistance or no public support);
5. Individuals receiving benefits from *La Commission de la santé et de la sécurité du travail* (CSST) or *La Société de l'assurance automobile du Québec* (SAAQ).



# WELLBEING

A healthy body and mind go a long way in keeping us energized and efficient. If you need to find ways to deal with stress and anxiety, make big decisions, or simply relax, Vanier offers several courses designed to help you do just that. From Anger Management to Yoga and beyond, we dare you to leave our campus without giving a huge sigh of relief!

## ANGER MANAGEMENT

Anger is a normal, healthy, human emotion, but when it is not properly handled and resolved, it can lead to problems with your health, work and relationships. Therefore the problem is not anger; it is mismanaged anger. This workshop will help you discover the root causes, recognize personal patterns and assist you in establishing more productive and healthier ways of expressing your anger.

**Instructor:** Antoinette Giacobbe

6 hour course

Saturday 9:30am-4:30pm

October 4

**\$90**

## EMOTIONAL RESCUE

Learn the dynamics of feelings. Feelings are often neglected and misunderstood. An accumulation of unresolved emotions can prevent you from enjoying your present day life and from creating a future of success, peace, and happiness. The key to emotional fitness is to be able to recognize and respect our feelings as well as to express them appropriately in healthy, constructive ways. Emotional baggage will keep us stuck in the past and drain us of precious energy in the present. Gain new insight as you get to know yourself better and gain emotional freedom.

**Instructor:** Antoinette Giacobbe

6 hour course

Saturday 9:30am-4:30pm

November 8

**\$90**

## OVERCOMING ANXIETY

Learn the basic techniques on how to cope with fear, anxiety, and panic, as well as how to relax both the body and mind. By following the step-by-step methods and strategies for dealing with anxiety, you can improve your quality of life and find peace of mind. Make anxiety work for you, not against you.

**Instructor:** Antoinette Giacobbe

8 hour course

Tuesday 7-9pm

October 28 – November 18

**\$130**

## PEOPLE SKILLS

Whether they are your bosses, co-workers, neighbours, relatives, or spouses, difficult people are the best teachers you can encounter in life. In this course you will learn effective communication skills for dealing with difficult people and getting your needs met.

**Instructor:** Antoinette Giacobbe

6 hour course

Saturday 9:30am-4:30pm

November 1

**\$90**

## SHIFTING GEARS

Description: Whether it is the economy or company restructuring or feeling bored, unhappy, stuck and unchallenged, time to shift gears; learn how to identify your passions and talents and develop a plan of action to transform these into your dream job and life!

Explore ways to deal with change and roadblocks as you discover and define your new path. It's your choice!

**Instructor:** Antoinette Giacobbe

6 hour course

Saturday 9:30am-4:30pm

November 22

**\$90**



**IS PERFECTIONISM DRIVING YOU CRAZY?**

When the obsessive need to control everything starts draining your energy, complicating even the simplest decision, and takes the fun out of living, it is time to explore the hidden factors as to why you keep procrastinating, dread making mistakes, and feeling that nothing you do is ever good enough. Learn how to identify and restructure self-destructive thought patterns and behaviours. Find the courage to be imperfect.

**Instructor:** Antoinette Giacobbe

6 hour course  
Saturday 9:30am-4:30pm  
October 25

**\$90**

**BEYOND POSITIVE THINKING**

Turn your life around by tapping into the power of your subconscious mind. Learn simple, yet powerful techniques to help you get rid of negative thought patterns and self-defeating behaviors. You will learn self-management skills that will help you transform the negatives in your life into positives.

**Instructor:** Antoinette Giacobbe

8 hour course  
Tuesday 7-9pm  
September 30 – October 21

**\$130**

**SHAPING UP YOUR SELF-CONFIDENCE**

What is confidence? How do you get it? How do you build self-esteem? In order to succeed in life, you need the foundation of self-confidence. Tapping into the essence of who you are is one of the prerequisites for a happy, healthy life. Learn the basics and enhance your well-being, relationships and quality of life.

**Instructor:** Antoinette Giacobbe

6 hour course  
Saturday 9:30am-4:30pm  
October 18

**\$90**

**YOGA FOR EVERY BODY**

Come and experience Yoga. Learn the basics: centering, gentle stretching, asanas (postures), pranayama (breathing exercises) sequences, meditation and relaxation. Suitable for all ages and bodies.

**Instructor:** Antoinette Giacobbe

10 hour course  
Monday 7:30-8:30pm  
September 29 – December 8

**\$110**

**DECISIONS, DECISIONS, DECISIONS!**

Making decisions has a major influence on the quality of your life. In order to create a more satisfying and fulfilling life, learn how to improve your decision-making process with a step-by-step formula for achieving what you want out of life.

**Instructor:** Antoinette Giacobbe

2 hour course  
Tuesday 7-9pm  
December 2

**\$35**

**OVERCOMING SHYNESS**

Having difficulty connecting with people? Avoiding social functions? Don't know what to say or do? Alone & feeling lonely? When these behaviours interfere with your life, make you nervous and uncomfortable, and take all the fun out of everything, it's time to discover more effective social skills. Conquer shyness, stop blushing and enjoy your life fully.

**Instructor:** Antoinette Giacobbe

2 hour course  
Tuesday 7-9pm  
November 25

**\$35**

**FALLING APART AND PICKING UP THE PIECES**

How to survive the aftermath of change, whether it is a breakup, divorce, separation or the loss of a spouse, sibling, friend, or job. When life seems like it is falling apart, we feel not only overwhelmed but also as if there is no way out. The key is to find your way through. It is not always easy but it can be done with simple steps. In the end, for every wrong, you end up strong. Empower yourself by learning how to pick up the pieces and move on.

**Instructor:** Antoinette Giacobbe

6 hour course  
Saturday 9:30am-4:30pm  
November 15

**\$90**

**POSITIVE AGING**

Welcome to the Baby Boomer generation explosion! Did you know that every 7.9 seconds, someone is turning 50? And that, in 2014, the baby boomer generation reaching that age will be growing in number? People today are healthier, better educated and living longer, therefore they have the opportunity to reinvent & rediscover themselves. They are always looking for ways to stay younger and take advantage of growing older. We'll take a look at the underlying principles of positive aging as well as various topics concerning the promotion of wellbeing, physical, psychological, & spiritual. Getting older is a fact of life but positive aging is optional. You can choose to age more gracefully and successfully. You're never too old to learn new tricks!

**Instructor:** Antoinette Giacobbe

2 hour course  
Tuesday 7-9pm  
December 9

**\$35****ANALYZE THIS: HOW TO INTERPRET YOUR DREAMS**

What are dreams? Where do they come from? Learn how to remember and interpret your dreams. Discover the language of dreams. Understand the messages in your dreams and how you can apply this knowledge in your everyday life for clarity, creativity, and decision-making.

**Instructor:** Antoinette Giacobbe

12 hour course  
Saturday 9:30am-4:30pm  
November 29

**\$90****UNLEASH YOUR INNER POWER**

Are you ready to experience miracles in your life? Are you ready to create the paradigm shift? Are you ready to take a leap of Faith? In this course you will discover your true purpose; you will experience inner peace; you will connect deeper to your inner wisdom; you will discover how to begin creating the life of your choosing. Live life with more joy!

**Instructor:** Nicoletta Proce

2 hour seminar  
Wednesday 6:30-8:30pm  
October 22

**\$50****IGNITE YOUR INNER POTENTIAL**

Are you ready to see the light at the end of the tunnel? Are you ready to discover what is holding you back? Are you willing to take the necessary steps to ignite your inner potential and experience true fulfillment? In this course you will understand what patterns are keeping you stuck, feeling empty, overwhelmed and unhappy. Stop sleep-walking through life. Awaken to your innate inner wisdom and live life from a place of inner peace and self-empowerment!

**Instructor:** Nicoletta Proce

2 hour seminar  
Wednesday 6:30-8:30pm  
October 8

**\$55****REIKI, NATURAL HEALING**

Discover Reiki, the all-purpose energy healer. Increase and improve your physical health as you learn the basics of hands-on healing for yourself and others. Decrease your stress; support your personal and spiritual enfoldment with Dr. Usui's easy-to-do Method of Natural Healing. Students will receive four Reiki attunements, share and receive Reiki treatments, and learn the principles for harmony and wellness. Accredited by the Association de Naturothérapeutes du Québec. Wear comfortable clothing and bring a mat or towel to lie on, as well as a small pillow and light blanket.

**Instructor:** Kyra Lober

13 hour course  
Saturday and Sunday 9:30am-5pm  
October 25 - 26

**\$175**

**VIBRATIONAL ACUPUNCTURE**

Learn the basics of a gentle hands-on approach to wellness. Vibrational Acupuncture (VA) combines traditional Chinese acupuncture principles with Shiatsu. Discover the Yin and Yang of life, the five elements, and the 12 meridians. Most of all, experience the power of a gentle vibrational touch. There are no needles and no heavy pressure. This two-day course gives you tools to use in everyday life for yourself and others. Vibrational Acupuncture includes Shiatsu stretches for health and wellbeing, the Chigong of the meridians and vibrational healing sessions. This course is great for anyone; Reiki practitioners will find it deepens their knowledge and understanding of energy healing. Wear comfortable clothing and bring a yoga mat, light blanket and pillow. Accredited by the Association des Naturothérapeutes du Québec.

**Instructor:** Kyra Lober

13 hour course

Saturday and Sunday 9:30am-5pm

November 22 - 23

**\$175**

**STRESS MANAGEMENT: BECOME YOUR OWN "STRESS EXPERT"**

How would you like to acquire all the tools you need to handle various stressors in your life including work stress, money problems, relationship, health and other stressors? You too can learn to become your own "Stress Expert". This course will give you the tools in an interactive, supportive and fun environment. The purpose of this course is to help the student live not only a stress free life, but to live a fulfilled life.

**Instructor:** Jayesh Patel

16 hour course

Saturday 9-11am

September 6 – October 25

**\$135**

**L.E.A.N.: LIFESTYLE, EXERCISE, ATTITUDE, NUTRITION**

Based on Dr. William Sears Prime Time Health. A Lifestyle Transformation Program, students will be given strategies to embrace a preventative and healthy life plan. This 12 hour program is comprised of 4 Modules: (1) Your Internal Pharmacy, (2) Health as a Hobby, (3) Move Waste from Your Waist (4) Live Without Pain and Inflammation

**Instructor:** Susan Campbell-Fournel

Four 3-hour courses

Saturday November 15, 9am-12pm

Monday November 17, 6:30-9:30pm

Tuesday November 18, 6:30-9:30pm

Saturday November 22, 9am-12pm

**\$55 each module OR  
\$195 for 4 modules**

# MUSIC, HOBBIES AND OTHER INTERESTS

We don't give ourselves enough credit for the amount of creativity that flows through us. Here at Vanier, we believe that everyone has the potential to master a hobby or creative endeavour, and we'd like to help you get there. If you have a great idea for a story but lack the polish to get it down on paper, we have writing courses. If there's an image in your mind itching to get out and onto a canvas, we have art courses. If there's a melody in your head and you want to hone your singing skills, we've got that too. The possibilities are endless!

## CRAFTING THE SHORT STORY

This course is aimed at getting your writing off the ground. The goal is to create and complete a short story over the time frame of the course. Instruction and exercises will focus on writing tools such as brainstorming and exploring the main story elements -- plot, setting, character and dialogue. Group reading and feedback on story projects will be a key part of the process. For writing exercises, participants may use pen and paper or bring their own laptops/tablets if they wish. Written feedback will be provided to participants on a confidential basis.

**Instructor:** Anne J. Fotheringham

18 hour course  
Wednesday 6:30-9:30  
October 1 – November 5

**\$235**

## MUSIC READING

Have you sung in a choir for years, and want to learn to read music? Have you been in a rehearsal or session where everyone else has been reading off charts except for you? Do you find that you have too many songs in your repertoire to practice, and want to write them down to help you remember them? This is a course that teaches music reading skills to musicians who play or sing by ear. In this course, students will learn by doing through singing, listening, clapping and drawing on the strong skills they already have as musicians. No prerequisites in music reading or theory necessary.

**Instructor:** Louise Campbell

16 hour course  
Saturday 1-3pm  
October 18 – December 6

**\$190**

## SING!

Whether you've always wanted to sing and are just now taking the opportunity, or you already know you love to sing, this is the course for you! This course fosters the joy of singing, builds your confidence to sing by developing basic musical skills (rhythm, melodic memory), teaches basic vocal technique and choral skills (breathing, pitch matching, two- and three part harmony), and develops a repertoire of songs. Repertoire ranges from world music and choral traditions to Beatles hits and songs from musicals. Formal training and the ability to read music not required. We are all singers, so come ready to sing!

**Instructor:** Louise Campbell

16 hour course  
Saturday 10am-12pm  
October 18 – December 6

**\$190**

## WATERCOLOUR PAINTING ON THE RUN

Everyone has a digital camera these days, but how many people can come back from a trip with small, colourful, ready-to-frame paintings of the places they've visited? This course is all about being an on-the-spot watercolourist for day trips or vacations. We begin by learning basic drawing techniques and move along to materials, mixing colours, and tricks and techniques for quick, impressionistic outdoor painting.

**Instructor:** George Toufexis

10 hour course  
Tuesday 7-9pm  
October 14 – November 11

**\$90**

**PAINTING WITH PASTELS**

In this course, you will learn to see like an artist. You'll work from still-life, live models, and photos, while learning composition, design values, textures, edges, colour, and movement. We will start with black and white, and eventually move into colours. You'll also learn to take reference photos. No matter what you paint, the principles are the same.

**Instructor:** Harvey Segal

15 hour course  
Wednesday 7-10pm  
October 15 – November 26

**\$215**

**BASIC HOME REPAIR**

This course will help individuals understand basic home repairs. Participants will learn how homes are built, construction terminology, which tools are essential, how to use them, and some tips on how to deal with plumbers and electricians. Basic carpentry, plastering, painting, flooring, doors and windows will all be covered.

**Instructor:** Wilder Wall

15 hour course  
Saturday 9:30am-12:30pm  
September 20 - October 25

**\$150**

**WRITING CREATIVELY**

Writing creatively opens a door to oneself; what stories live inside you? Through inspirational writing exercises, workshops and lively discussions, this course will help you explore and discover your creative writing talents, whether it be in poetry, short fiction, or memoirs.

**Instructor:** Kim Muncey

16 hour course  
Thursday 7-9pm  
October 9 – November 27

**\$135**

**TASTE FOR TAROT**

You have heard of Tarot and are intrigued, or perhaps puzzled. You have heard many stories about these 78 cards. Come discover why they have fascinated so many people, from Sigmund Freud and Carl Jung to you and your friends!

**Instructor:** Toutarot

6 hour course  
Wednesday 6-9pm  
September 17 - 24

**\$75**

**POETRY'S LANGUAGE**

There is poetry all around us! If you have ever wondered what your own poetry – how to write it or what poems live inside you – you will find your answer here. This course will explore the art of poetry and discuss the craft and techniques of writing poetry. Discussions, in-class workshops and creative assignments will have you creating your own poems in no time.

**Instructor:** Kim Muncey

12 hour course  
Tuesday 7-9pm  
October 14 – November 18

**\$115**

**TAMING THE TAROT 1: THE CARDS**

You have a Tarot deck and want to be able to read its story for yourself and others, but memorizing 150 meanings seems overwhelming. In these sessions we tame these cards so that you will not have to refer to a pamphlet or book. There will be no tests and no memorization. You will learn how to understand them through discussion, practice, play and much laughter.

**Instructor:** Toutarot

12 hour course  
Wednesday 6-9pm  
October 8 - 29

**\$145**



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**TAMING THE TAROT 2: THE SPREADS**

You know your deck and what the cards symbolize, but now you want to be able to read the stories they tell. By building on your knowledge of the cards, you will learn how use the tarot in a meaningful way through discussion, practice, play and much laughter.

**Instructor:** Toutarot

12 hour course  
Wednesday 6-9pm  
November 5 - 26

**\$145**



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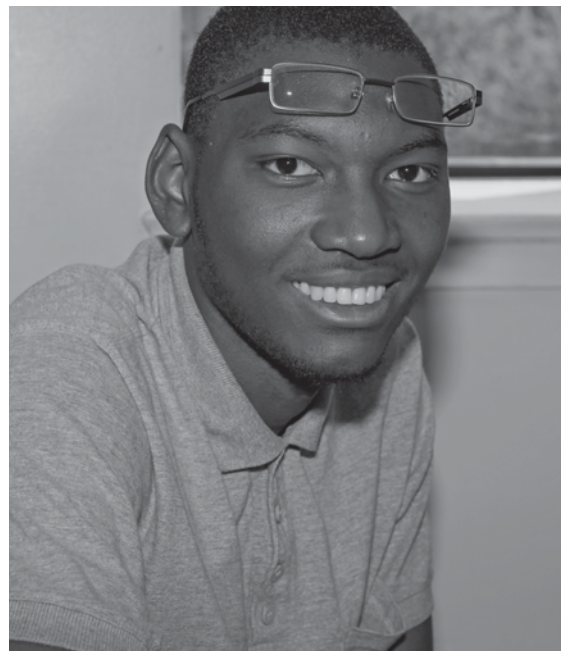
**WINE APPRECIATION**

Tasting wine is one of life's pleasures, and this course will show you how it can be enjoyed. The classic wines of various regions and the grapes used to make them will be described, as will these aspects of the laws and labels, which make choosing wine a little easier. However, wine is best appreciated by tasting, and it is this aspect of the course that will be emphasized while sampling and comparing wines from respected wine regions.

**Instructor:** Barrie Benton

15 hour course  
Tuesday 7-10pm  
October 14 – November 11

**\$225**



# Credit Programs

## Full-Time, Day-Time Attestation (AEC) Programs

Prepare yourself for the job market with affordable, fully credited studies in AEC (Attestation d'études collégiales) programs. In attestation programs, students train for entry-level positions in companies and organizations, or upgrade their skills when already working in these fields. After completing the required courses, a student receives an Attestation of Collegial Studies (AEC) from Vanier College. Most of these programs are funded by the Ministry of Education.

### Mandatory Information Sessions

Candidates **MUST** attend an Information Session in order to be considered as a student in an AEC program. Reserve online.

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## FULL-TIME AEC PROGRAMS

Check the Continuing Education website for application details, information session dates and course descriptions.

- *Audio Recording Technology*
- *Computer Assisted Drafting*
- *Computerized Financial Management*
- *Damage Insurance*
- *Early Childhood Education*
- *Early Childhood Education (RAC)*
- *Immigration Consulting*
- *Insurance of Persons*
- *Skills for the Administrative Assistant*
- *Software Applications Specialist*
- *Special Care Counselling (RAC)*
- *Web and Database Programming*

## PART-TIME AEC PROGRAMS

Check the Continuing Education website for application details, information session dates and course descriptions.

- *Accounting*
- *Early Childhood Education*
- *Management*

## Recognition of Acquired Competencies (RAC)

Have you acquired skills and knowledge without having completed an Attestation (ACS/AEC) in your field? RAC allows a person to avoid having to train for competencies they already have attained and to obtain recognition for those competencies. A competency is a set of skills, knowledge, and behaviour that enables a person to perform a specific role or function.

### RAC IN EARLY CHILDHOOD EDUCATION

Are you an adult who has acquired skills and knowledge in the field of Early Childhood Education without having completed an Attestation of College Studies ACS/AEC in the discipline? Through the RAC evaluation process, you would have the opportunity to demonstrate the knowledge gained in the field of ECE through formal, informal, and non-formal workplace and life experiences. Persons must be available to meet with our RAC advisors and content experts on evenings and/or weekends over several months, and can continue to work full-time throughout the process.

#### Mandatory Information Session

All candidates must attend an Information Session. See details online. Select an open session for RAC – ECE.

### NEW RAC IN SPECIAL CARE COUNSELLING DCS/DEC PROGRAM 351.A0

Are you an adult who has acquired skills and knowledge in the Special Care Counselling field and who has a Diploma of College Studies (DCS/DEC) in another field but not in Special Care Counselling? You can earn a Diploma of College Studies (DCS/DEC) in Special Care Counselling through the RAC evaluation process, which provides the opportunity to demonstrate your competencies in the field of SCC through formal, informal, and non-formal workplace and life experiences. You can add a Diploma of Collegial Studies (DCS/DEC) in SCC in recognition for knowledge and skills you have attained already without having to re-train. You must be available to meet with our RAC advisors and content experts on evenings and/or weekends over several months, and can continue to work full-time throughout the process.

#### Mandatory Information Session

All candidates must attend an Information Session. See details online. Select an open session for RAC – SCC.

## Evening and Weekend Credit Courses

**Choose from more than 100 Evening and  
Weekend Credit Courses  
Register Early – Limited Spaces – First Come,  
First Served.**

#### Some reasons for taking a credit course:

- Complete a DCS/DEC or ACS/AEC program
- Get back into Day School
- Upgrade for Cegep or University Admission
- Acquire a university prerequisite

#### Check online for all the credit courses available in the following disciplines:

- Anthropology
- Biology
- Business Administration
- Personal Investment
- Chemistry
- Communications
- Computer Science
- Computer Science - Web  
and Data base  
Programming
- Early Childhood  
Education
- Home Daycare
- Economics
- English
- French
- Geography
- History
- Humanities
- Mathematics
- Methodology
- Office Systems  
Technology
- Physical Education
- Physics
- Psychology
- Science
- Sociology
- Spanish

# The Language School

at Vanier College



The Vanier College Language School offers the skills to meet your second-language needs. For personal and professional needs, choose among English, French, Mandarin, Spanish and Italian to improve your oral and written communication. For your English or French academic needs as preparing for admissions tests, IELTS, TOEFL and general study skills, consult our day, evening and weekend course lists at [www.vaniercollege.qc.ca/lc](http://www.vaniercollege.qc.ca/lc), and put your needs first.

## Full-time Intensive Program

English for Academic Purposes

### Part-time, non-credit courses

English Oral Communication  
 English Written Communication and Grammar  
 English Pronunciation Workshop  
 Business English  
 French Oral Communication  
 French Written Communication and Grammar  
 Business French  
 Preparation for IELTS and TOEFL  
 English Academic Writing for Teens (Sec. III, IV and V)  
 French Academic Writing for Teens (Sec. III, IV and V)  
 Academic Writing Skills  
 Mandarin, Spanish, Japanese and Italian courses

Custom second language and soft skills communication courses for your employees

**The following pages contact descriptions of all our current programs and courses. If you have questions about our courses, or would like advice on the more appropriate course to take, please contact the Language School, or drop in:**

**Online: [www.vaniercollege.qc.ca/lc](http://www.vaniercollege.qc.ca/lc)**

**Room: B-228, Monday to Thursday, 9am-6pm and Friday, 9am-5pm**

**Telephone: 514.744.7897**

**Please note that full payment must accompany all registrations.**

**We do not accept cash or personal cheques**

# English Part-time Courses

## ENGLISH COMMUNICATION

### WRITTEN COMMUNICATION AND GRAMMAR

Students will focus on improving their English writing and Grammar and will practice by writing a variety of documents. These include emails, letters, personal journals and opinion articles. The overall goal is to improve the students' confidence in their own writing by practicing, learning self-correction techniques, and developing a stronger foundation of well written English. Written Communication and Grammar is not for beginners.

Levels 2, 3 and 4

Monday and Wednesday, 6 pm – 8:30 pm  
September 22 to November 17 (no class October 13)

40 hour course / **\$245** / ages 16+

### ORAL COMMUNICATION

Students will focus on speaking (vocabulary development and pronunciation) and listening skills. Some writing and grammar will be included. An interactive approach will be used to involve students in conversations, and the small class size (approximately 12-15 students) and supportive environment will ensure that everyone has the opportunity to develop their communication skills.

Levels 1 to 5

Tuesday and Thursday, 6 pm – 8:30 pm  
September 23 to November 13

40 hour course / **\$245** / ages 16+

### Course Combination

Register for any 2 or more of the above courses and receive a 15% discount.

### ENGLISH PRONUNCIATION WORKSHOP

This course provides intensive pronunciation practice for anyone who wants to improve the clarity of their English speech. The primary focus of the course is improvement in word stress and phrase stress, intonation, and the rhythm of English speech. In addition, there will be individual and class work on vowel and consonant sounds throughout the course. Strategies for practicing and improving your pronunciation outside of class will also be introduced. Pronunciation practice will include individual, large group, and small group work during class, recorded and written homework assignments, individual tutorials arranged as desired with the teacher.

Saturday, 12 pm to 4 pm  
September 27 – to November 15

30 hour course / **\$185** / ages 16+

### BUSINESS ENGLISH

In this practical and dynamic workshop, participants will practice and improve their English workplace and professional communication skills. Speaking, reading, listening, and writing tasks will simulate those tasks that participants may encounter in an English workplace, for example:

- Answering and placing phone calls
- Writing and responding to emails
- Giving presentations
- Participating in business meetings
- Talking about education and career
- Making small talk in the workplace
- Mastering key vocabulary for the workplace

Participants will leave the course with a greater sense of their ability to use English in a general professional environment. Course materials will be provided by the teacher, and students should come prepared with a pen and notebook. Please note that this course assumes an intermediate level or higher proficiency and is not for beginners.

Monday and Wednesday, 6 pm – 9 pm  
October 22 to December 10

45 hour course / **\$260** / ages 16+



## Full-time English Courses

### ENGLISH FOR ACADEMIC PURPOSES

This intensive program is designed for people who wish to improve their speaking, listening, reading and writing skills.

Five levels are offered (Basic, Low-Intermediate, Intermediate, High-Intermediate and Advanced). Students follow textbooks from the “North Star” series, depending on their level. There is regular testing of the material, and students are expected to complete homework assignments, write book reports, and prepare oral presentations.

Pre-requisite: The placement test will be on the first day of class. Students must be 16 or over.

Monday to Friday, 9 am – 1 pm or 1 pm– 5 pm, depending on the result of your placement test

25 hours per week / ages 16 +

5 levels offered: Beginner to Advanced  
Conversation Partners: 1 – 2 pm or 5 – 6 pm

<b>SCHEDULE</b>		<b>Registration Fee \$90</b>
September 2 – December 12	15 weeks	<b>\$2700</b>
September 2 – November 7	10 weeks	<b>\$1800</b>
September 2 – October 3	5 weeks	<b>\$900</b>

<b>Late Start Dates: (Not for beginners)</b>		
October 7 – December 12	10 weeks	<b>\$1800</b>
November 10 – December 12	5 weeks	<b>\$900</b>

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## English Test Preparation Courses

### PREPARATION FOR IELTS

This course is designed to introduce and familiarize students with IELTS exam type questions. Students will enhance their listening, speaking, reading and writing skills related to the type of questions asked during the exam. Throughout the course, students will be given exam tips and strategies and will also become familiar with and understand the interview portion of the exam. Activities in class will be centered on questions similar to those students will encounter during the exam. In addition, students will have access to an online document library (Moodle) to access practice materials.

Monday and Wednesday, 6 pm to 9 pm  
Saturday from 9 am to 2 pm  
September 3 – September 20

**OR**

Monday and Wednesday, 6 pm to 9 pm  
Saturday, 9 am to 2 pm  
October 22 – November 8

Monday and Wednesday, 6 pm to 9 pm  
Saturday, 9 am to 2 pm  
November 26 to December 13

30 hour course / ages 16+  
Material is included.

**\$275**

### PREPARATION FOR TOEFL

This 45 hour course is designed for high-intermediate and advanced students of English who want to prepare for the TOEFL. In this course, you will learn test-taking strategies, become familiar with the test set-up and understand directions, receive extensive practice in all sections of the exam, review essential grammar, learn idiomatic expressions, develop tools to increase your vocabulary and focus on skills of inference and drawing conclusions.

September 16 – October 18  
Tuesday and Thursday, 6 – 9 pm and  
Saturday, 9 am – 2 pm

45 hour course / ages 16+  
The book and practice CD are included

**\$360**

# French Part-time Courses

## FRENCH COMMUNICATION

### WRITTEN COMMUNICATION AND GRAMMAR

The French Written Communication program is divided into four levels and these levels coincide with the Oral Communication program. The students will be required to write in situations in which they use of French is necessary or useful. Learning in this practical way will ensure that students remain motivated while achieving their learning objectives. Written Communication and Grammar is not for beginners.

Levels 2 to 4

Tuesday and Thursday, 6 pm – 8:30 pm

September 23 to November 13

40 hour course / ages 16+

**\$245 (per course)**

### ORAL COMMUNICATION

The French Oral Communication course is divided into four levels. The students will be required to communicate in situations in which the use of French is necessary or useful. Learning in this practical way will ensure that students remain motivated while reaching their learning objectives. Grammar will be integrated during the exchanges in class.

Levels 2 to 4

Monday and Wednesday, 6 pm – 8:30 pm

September 22 to November 17 (no class October 13)

40 hour course / ages 16+

**\$245 (per course)**

### BUSINESS FRENCH

In this practical and dynamic workshop, participants will practice and improve their French workplace and professional communication skills. Speaking, reading, listening, and writing tasks will simulate those tasks that participants may encounter in a French workplace, for example:

- Answering and placing phone calls
- Writing and responding to emails
- Giving presentations
- Business meetings
- Talking about your education and career
- Making small talk in the workplace
- Key vocabulary for the workplace

Participants will leave the course with a greater sense of their ability to use French in a general professional environment. Course materials will be provided by the teacher, and students should come prepared with a pen and notebook.

Please note that this course assumes an intermediate level proficiency and is not for beginners.

Tuesday and Thursday, 6 pm – 9 pm

October 23 – December 11

45 hour course / ages 16+

**\$260**

### Course Combination

Register for any 2 or more of the above courses to receive a 15% discount (approx.)

## Academic Success

### ACADEMIC WRITING SKILLS

Academic Writing Skills prepares prospective students for admissions tests and to write well-structured grammatical essays. This course uses Standard English materials, such as articles, which include both formal and informal English communication. Academic Writing Skills will help learners become proficient enough to write a 400-word essay on a social topic, a summary and an opinion within an allotted time.

- Producing grammatical sentences
- Analyzing passages for theme, main idea and supporting points
- Outlining ideas and arguments
- Writing five-paragraph essays
- Developing the elements of paragraphs
- Evaluating work

Monday and Wednesday, 6 – 9 pm  
September 15 – November 5

**OR**

Monday to Friday, 2 pm - 4:15 pm  
October 14 – November 10

45 hour course / ages 16+

**\$260**

## English and French Courses for Teenagers

### ENGLISH ACADEMIC WRITING FOR TEENS

This course is designed for students in Secondary III, IV and V from French high schools who are thinking of applying to an English CEGEP in the future. The emphasis will mainly be on reading and writing, with many activities to improve spelling, grammar, and sentence structure. Students will be expected to write book reports and keep a journal. They will be introduced to the Vanier College English Admission Test, which they may be asked to write as part of the CEGEP application process.

This course is for students in Secondary III, IV and V only.

Saturday, 9 am – 12 pm  
October 4 – December 13 (no class October 11)

40 hour course / ages 14 to 17

**\$260**

### FRENCH ACADEMIC WRITING FOR TEENS

This course is designed for students in Secondary III, IV and V from who wish to improve their French writing abilities in order to obtain better grades in their high school courses and to prepare themselves for CEGEP. The emphasis will mainly be on reading and writing, with many activities to improve spelling, grammar, and sentence structure. Students will be expected to write book reports and keep a journal.

This is not a beginner level French course.

Saturday, 9 am – 12 pm  
October 4 – December 13 (no class October 11)

40 hour course / ages 14 to 17

**\$260**

# Mandarin, Spanish, Japanese and Italian Courses

## SPANISH ORAL COMMUNICATION LEVELS 1 AND 2

This interactive course is designed to build students' oral communication skills in Spanish. Speaking will take priority in class; however some grammar and listening activities will be included. At the beginner level, students will also learn travel vocabulary. Spanish Oral 1 (Beginner) and Spanish Oral 2 (Low-Intermediate) are offered. Students who complete level 1 may take level 2. Students who have already taken a Spanish course elsewhere may contact us.

Tuesday and Thursday, 6:30 pm – 9 pm  
October 21 to November 27  
30 hour course / ages 16+

**\$185**

## INTRODUCTORY JAPANESE

Why not sign up for a language course with a fascinating history which dates back to centuries. This introductory course in Japanese language and culture is designed for students who have no knowledge of the language. Throughout the course, students will be exposed to the fundamental and cultural aspects of the language. By the end of the course, learners will be able to hold a basic conversation. This course is also ideal for those who wish to gain knowledge into the culture for business practices.

Monday and Wednesday, 6:30 pm – 9 pm  
October 20 – November 26  
30 hour course / ages 16+

**\$185**

## INTRODUCTORY ITALIAN

This introductory course in Italian language and culture is designed for students who have no knowledge of the language. Activities in class will center towards speaking and reading.

Some writing and grammar activities will also be introduced.

Tuesday and Thursday, 6:30 pm – 9 pm  
October 21 to November 27  
30 hour course / ages 16+

**\$185**

## INTRODUCTORY MANDARIN

This course has been developed in cooperation with the Montreal Chinese (Mandarin) School. At the beginner level, the instructor will emphasize practical conversation. Basic Language and grammar will be introduced. At the end of this course, students will have acquired basic skills necessary for them to hold simple conversations.

Monday and Wednesday, 6:30 pm – 9 pm  
October 20 – November 26  
30 hour course / ages 16+

**\$185**

### Course Combination:

Register for both of the above courses to receive a 15% discount.

# Vanier College Aquatics Program

821 Sainte-Croix, St-Laurent, QC, H4L-3X9

## Canadian Red Cross Affiliation & Lifesaving Society Affiliation

**Our courses are offered on: Tuesday 4:00-9:00pm, Wednesday 6:00pm-9:00pm, Friday 2:00-9:00pm, Saturday and Sunday from 8:30am-4:00pm**

**You would like your child to learn how to swim, improve his technique or improve his swimming cardio skills;** you may sign him or her in one of our group lessons. (4 months to 13 years old). We also offer private and semi-private swimming lessons.



**You have a teenager interested in becoming a lifeguard;** he or she may do so by registering to our Lifesaving Society program: Bronze Star (11years old), Bronze Medallion (13 years old), Bronze Cross (13 years old), General First Aid (14 years old) and Nationals (16 years old).



**We also offer a big variety of swimming lessons for adults:** Adult Stroke Improvement (Beginner, Intermediate and Expert), Aqua Zumba, Aqua Fitness, Aqua Jogging, Pre-Natal Aqua Fitness and Post-Natal Aqua Fitness. Adults may also register for private and semi-private swimming lessons

**Children, teenagers, young adults and adults can celebrate their birthday party at our location on weekends by reserving our pool.**

**Register online at [www.vaniercollege.qc.ca/health-fitness-recreation-courses](http://www.vaniercollege.qc.ca/health-fitness-recreation-courses)**



# Vanier College Aquatics Program

821 Sainte-Croix, St-Laurent, QC, H4L-3X9

## Canadian Red Cross Affiliation & Lifesaving Society Affiliation

### Registration Period and Aquatics Semester Dates Can Be Found Below:

#### FALL 2014

##### ONLINE REGISTRATION PERIOD:

Saturday, June 21st to Sunday, August 31st 2014

##### Aquatic Semester Dates:

Friday, September 12th to Sunday, December 7th, 2014 (12 weeks session)

#### WINTER 2015

##### ONLINE REGISTRATION PERIOD:

Monday, December 8th to Sunday January 4th 2015

##### Aquatic Semester Dates:

Friday, January 9th to Wednesday, March 11th, 2015 (8 weeks session)

#### SPRING 2015

##### ONLINE REGISTRATION PERIOD:

Saturday, February 28th to Sunday, March 22nd 2015

##### Aquatic Semester Dates:

Friday, March 27th to Sunday, June 14th 2015 (10 weeks session)

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## How to register:

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### REGISTRATION FOR GROUP SWIMMING LESSONS (Red Cross, Lifesaving Society and Adult Courses)

- 1) Go to [www.vaniercollege.qc.ca](http://www.vaniercollege.qc.ca)
- 2) Search for "Aquatics & Swimming"
- 3) Click on the first link you will find and choose your course

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### REGISTRATION FOR PRIVATE, SEMI-PRIVATE SWIMMING LESSONS AND SPLASH PARTIES:

Please write an email to Jessica Brault at [braulj@vaniercollege.qc.ca](mailto:braulj@vaniercollege.qc.ca) or call 514-744-7500 (8237)

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**FOR MORE INFORMATION** please send an email to: [braulj@vaniercollege.qc.ca](mailto:braulj@vaniercollege.qc.ca) or call 514-744-7500 (8237)

Register online at [www.vaniercollege.qc.ca/health-fitness-recreation-courses](http://www.vaniercollege.qc.ca/health-fitness-recreation-courses)

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# VANIER

CÉGEP / COLLEGE

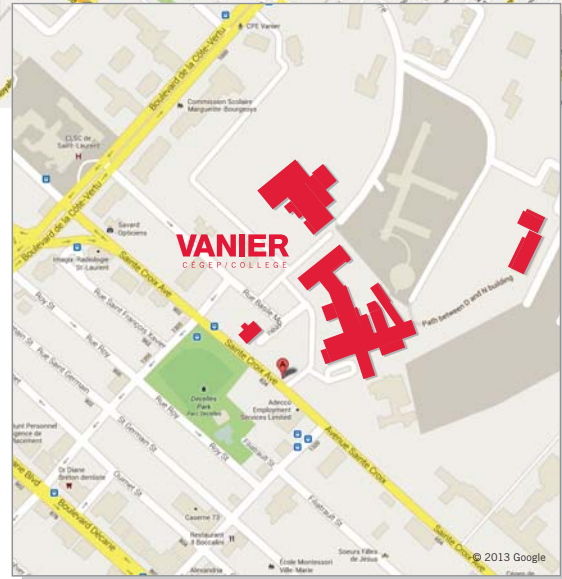
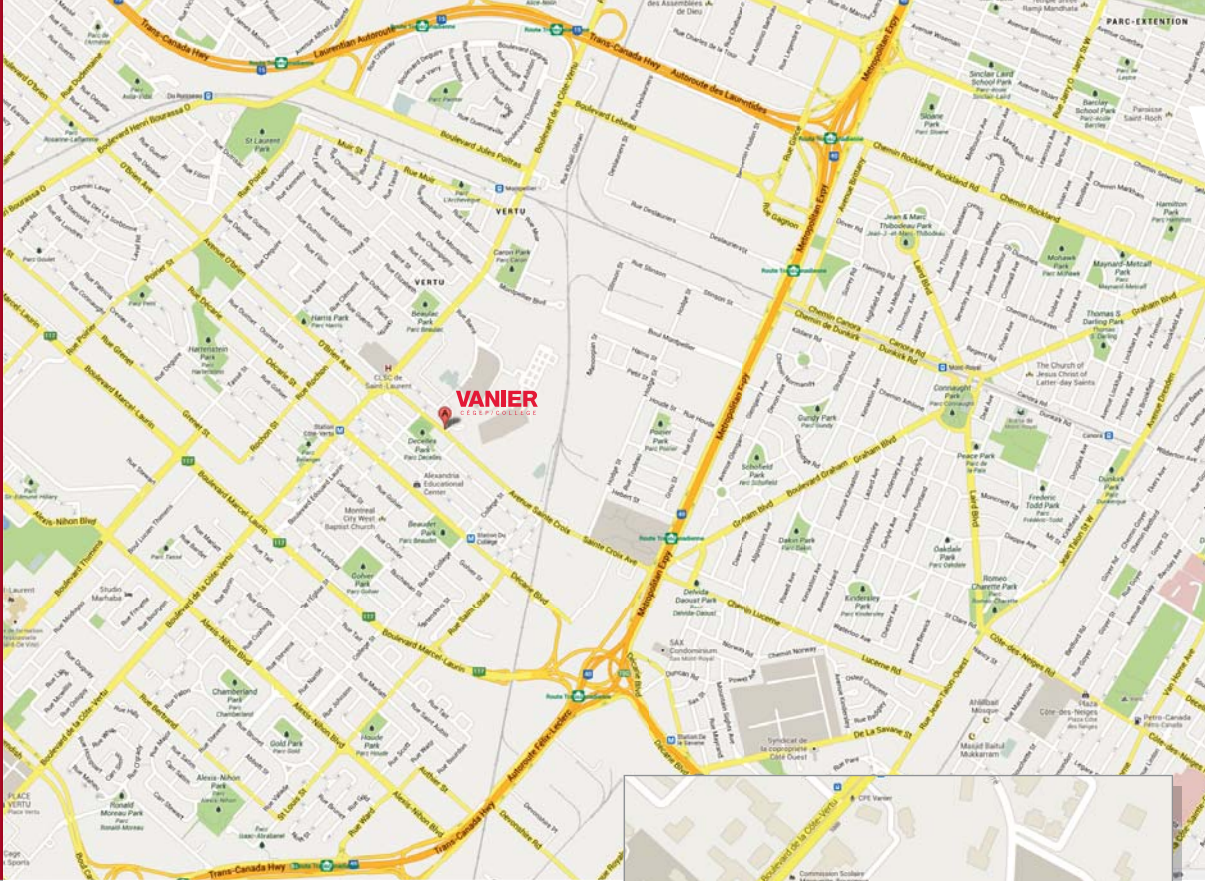
821, avenue Sainte-Croix  
Montréal, Québec  
Canada H4L 3X9

T 514.744.7500  
F 514.744.7505  
[www.vaniercollege.qc.ca](http://www.vaniercollege.qc.ca)

## OPEN HOUSE

Saturday, November 1, 2014,  
12pm to 4pm

[www.vaniercollege.qc.ca/visiting-vanier](http://www.vaniercollege.qc.ca/visiting-vanier)



### Getting to Vanier by car

#### FROM DOWNTOWN

North on Décarie Expressway (route 15), at the Metropolitan intersection take Décarie Blvd north, continue to de l'Église, turn right on de l'Église and left on Sainte-Croix.

#### FROM SOUTH SHORE

Pont Champlain to Décarie Expressway north, exit on Décarie Blvd. north, turn right on de l'Église and left on Sainte-Croix.

#### FROM EAST END

Take Métropolitain east to Exit 70 (Deslauriers/Ch. Rockland) and merge onto Côte-de-Liesse (Service Road). Turn right at avenue Sainte-Croix.

#### FROM WEST ISLAND

Highway 40 to Côte Vertu to Sainte-Croix or Decarie Blvd north to de l'Église and then Sainte Croix; or Highway 20 to Côte de Liesse (Highway 520) Decarie Blvd north to de l'Église right and then left on Sainte-Croix.

#### FROM LAVAL

Pont Lachapelle (Cartierville Bridge) Lachapelle to de Salaberry, east on de Salaberry to O'Brien to Côte-Vertu to left on Sainte-Croix to Vanier.

### Getting to Vanier from nearby Metro stations

Access to Vanier College is easy from Côte-Vertu and Du Collège Orange Line Metro stations that are also the terminals for several bus routes. Both stations are within walking distance of Vanier College. **From Côte-Vertu station** walk east on Côte-Vertu then south on avenue Sainte-Croix to Vanier College (821, avenue Sainte-Croix). **From Du Collège station** walk north on Décarie then east on De l'Église to Vanier College (821, avenue Sainte-Croix).

#### FROM DOWNTOWN

Take the Metro to Côte-Vertu or Du Collège Metro station then walk to Vanier Collège. Also the 16, 17, 121, and 171 bus routes that service Ahuntsic-Cartierville, Mont-Royal, and Hampstead provide direct access to Vanier College.

#### FROM THE WEST ISLAND

Most bus routes from the Fairview terminal have the Côte-Vertu or Du Collège Metro stations as the final terminal. These are the 202, 215, 225 regular buses and the 214, 216, and 470 express bus routes.

#### FROM LAVAL AND THE NORTHERN FRINGE

**From the Deux-Montagnes** commuter train line, get off at Montpellier and take the 121 or 171 bus to avenue Sainte-Croix and Côte-Vertu. Get off at avenue Sainte-Croix then walk south to Vanier College.

**From the Saint-Jérôme** commuter train line, get off at Bois-de-Boulogne and take the 171 bus route on Henri-Bourassa, which goes to avenue Sainte-Croix and Côte-Vertu. Get off at avenue Sainte-Croix then walk south to Vanier College.

**Laval residents** can take the Express 902 bus to the Côte-Vertu terminal then walk to Vanier College, or take either the 144 bus route from Sainte-Dorothée to the Côte-Vertu terminal or the 151 bus route from Sainte-Rose to the Côte-Vertu terminal then walk to Vanier College. They can also take the Metro from Laval and travel either to the Sauvé Metro station then take the 121 bus route or to the Henri-Bourassa Metro then take the 171 bus route to avenue Sainte-Croix and Côte-Vertu. Get off at avenue Sainte-Croix then walk south to Vanier College.

#### FROM LONGUEUIL AND THE SOUTHERN FRINGE

Take the Metro from Longueuil to Berri-UQAM then change to the Orange Metro line (direction Côte-Vertu) and get off at Du Collège or Côte-Vertu station and walk to Vanier College. **For bus lines and commuter trains** that have terminals at the **Bonaventure or Vendôme Metro stations**, take the Orange Metro line (direction Côte-Vertu) to Du Collège or Côte-Vertu station then walk to Vanier College. **From Vaudreuil** take the Express Vaudreuil 40 bus route to the Côte-Vertu terminal then walk to Vanier College.

#### FROM THE EAST

**For residents of the eastern area of the Island of Montreal**, take the Metro to Côte-Vertu station then walk to Vanier College. **For residents close to boulevard Crémazie** take the 460 bus to the Du Collège terminal then walk to Vanier College. **For residents of Montreal-North & RDP** take the 48, 49, 69, 89 or the 159 bus to the Henri-Bourassa metro. Then transfer to the 171 bus which will go to Côte-Vertu and avenue Sainte-Croix. Then walk to Vanier College.

FIND OUT MORE ABOUT VANIER



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