LaSalle College
Vancouver

2021 - 2022 Academic Calendar

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LASALLE COLLEGE VANCOUVER
ACADEMIC CALENDAR 2021 - 2022

TABLE OF CONTENTS

USING THIS ACADEMIC CALENDAR 5
MESSAGE FROM THE PRESIDENT 6
MESSAGE FROM THE CHIEF ACADEMIC OFFICER 7
MISSION, VISION AND VALUES 8
ACCREDITATION 9
INTRODUCTION 11
ACADEMIC PROGRAMS OF STUDY 13
- ASSOCIATE OF ARTS 14
- FASHION DESIGN 16
- GAME PROGRAMMING 18
- GRAPHIC DESIGN 21
- INTERIOR DESIGN 24
- 3D MODELING FOR ANIMATION & GAMES 27
- ANIMATION ART & DESIGN 29
- BAKING & PASTRY ARTS 31
- CULINARY ARTS 33
- CULINARY ARTS & RESTAURANT OWNERSHIP 35
- CULINARY ARTS with Co-op 37
- DIGITAL FILM & VIDEO 39
- DIGITAL PHOTOGRAPHY 41
- FASHION DESIGN 43
- FASHION DESIGN with Co-op 45
- FASHION MARKETING 47
- GAME ART & DESIGN 49
- GRAPHIC DESIGN 51
- GRAPHIC DESIGN & FOUNDATION FOR DESIGN 53
- HOSPITALITY & RESTAURANTBUSINESS MANAGEMENT 55
- INTERIOR DESIGN 57
- JEWELLERY DESIGN 59
- PROFESSIONAL RECORDING ARTS 61
- PROFESSIONAL RECORDING ARTS (LIPA) 63
- VFX FOR FILM & TELEVISION 65
- VISUAL & GAME PROGRAMMING 67

BAKING & PASTRY ARTSLEVEL 1 69
CULINARY ARTS LEVEL 1 71
E-LEARNING 73
ADMINISTRATIVE ASSISTANT 74
E-BUSINESS 76
EVENT PLANNING AND MANAGEMENT 78
FASHION MARKETING – BUYER'S PROFILE 80
FASHION STYLING 82
GRAPHIC DESIGN – BRANDING 84
INTERIOR DESIGN 86
VIDEO GAME 3D MODELING 88
CONTINUING EDUCATION 90
APPLIED ARTS ESSENTIALS 91
APPLIED CULINARY ESSENTIALS 93
ASPIRING CHEFS HOME SERIES 95
CROSS DISCIPLINARY STUDIES 96
KITCHEN & BATH DESIGN – LEVELS 1 & 2 97
COURSE DESCRIPTIONS 98
LIBERAL STUDIES COURSE DISTRIBUTION REQUIREMENTS 175
POLICIES AND PROCEDURES 176
STUDENT STATEMENT OF RIGHTS 176
ADMISSIONS INFORMATION 176
FINANCIAL INFORMATION 185
ACADEMIC POLICIES AND PROCEDURES 191
ARTICULATION AGREEMENTS 205
STUDENT SERVICES 217
ACADEMIC ADVISING 219
CAREER SERVICES 220
LIBRARY SERVICES 221
STUDENT INFORMATION 222
OTHER SERVICES, POLICIES, AND PROCEDURES 239
LASALLE COLLEGE VANCOUVER BOARD OF DIRECTORS 248
FACULTY AND ADMINISTRATIVE STAFF LISTING 249
ACADEMIC DATES 252

USING THIS ACADEMIC CALENDAR

This calendar serves LaSalle College Vancouver with its main location at 2665 Renfrew Street. The Academic Calendar will use the terms “LaSalle College Vancouver, “LCV”, or “the College” interchangeably.

The online version of this Academic Calendar and its addenda may be found on the College’s website at http://www.lasallecollegevancouver.com and is the College’s official version. In the case of a discrepancy between a printed version and the online version, the online Academic Calendar will be considered accurate.

LaSalle College Vancouver reserves the right to make changes after the publication of this Academic Calendar. Any updates applicable to the current academic year will be posted online.

It is the responsibility of all students to familiarize themselves with the specific requirements for the degree, diploma, or certificate which they seek. While advice and counseling are readily available, it is the students’ responsibility to ensure that the courses in which they are registered fulfill their degree and program requirements.

The Academic Calendar and the Student Handbook are periodically reviewed and updated as necessary to reflect current academic, operational, and related policies and procedures including, but not limited to, compliance with regulatory or accreditation requirements and LaSalle College Vancouver policy changes. Changes are effective when made.

The information contained herein applies to the 2021-2022 academic year. Curriculum, fees, expenses, and other matters described herein are subject to change without notice at the discretion of LaSalle College Vancouver. For more information, write to the above address or phone Toll-Free: +1 877 847-7902.

Publication Date: April 12, 2022
The information presented in this Academic Calendar supersedes previously published Academic Calendar and addenda information.

MESSAGE FROM THE PRESIDENT

Welcome!

Your decision to attend LaSalle College Vancouver is an important step in pursuing your goals for a career in a creative field. We are excited to have the opportunity to help you achieve your goals by providing the education you need to succeed.

Our faculty bring with them experiences, training, and knowledge from industries in which they have, or continue to build, notable careers. Their passion for working to the success of our students is matched only by our students themselves.

Underpinning all that we do is the conviction that the success of LaSalle College Vancouver has been, and continues to be, defined by the success of our students and graduates.

As a member of LaSalle College Vancouver community, please familiarize yourself with the rules, policies, and course information contained in this academic calendar. It will serve as a guide and provide you with important information as you start down your educational path leading to a career in the creative arts.

We trust your experience with us will fulfill your expectations and more.

Dr. Jason Dewling President

MESSAGE FROM THE CHIEF ACADEMIC OFFICER

On behalf of the Academic team at LCV I would like to warmly welcome you to what we hope will be a memorable part of your ongoing learning journey. We are confident that your time with us will be rewarding as you create your own identity and place within your chosen field of study, but also as you continue to grow as individuals and global citizens. We are delighted to have the opportunity to work with you and support you in your academic and professional development.

The quality of the student learning experience is at the heart of our efforts. Our programs are designed and taught with this in mind. Our student services (academic and career advising, clubs, events, and celebrations) are similarly structured to enhance your learning through targeted experiences outside of class.

We are living through some extra ordinary times. As cities, nations, and the global community continue to deal with the COVID- 19 pandemic, social inequities, and environmental concerns, the role of education to address these has never been more relevant.

Please remember that at any time of your studies, you can reach out and seek input, advice, and support from your faculty, program director, advisors, counsellor, and myself on any number of topics pertaining to your studies and professional growth. If we don't have the information you are looking for, we will connect you with someone who does. Please take time to review the information detailed here and familiarize yourself with the processes and responsibilities you and others have.

I wish you all the best as you embark on this journey and look forward to meeting with you along the way and seeing you cross the stage at graduation at the end of your studies.

Seize the opportunity and enjoy the journey!

Zafar Syed

LaSalle College Vancouver
MISSION, VISION AND VALUES

Our campus is located on the unseeded territory of the Coast Salish peoples, including the Musqueam, Squamish, and Tsleil-Waututh Nations. Our ability to honour, live, and learn in the spirit of collaboration with the indigenous peoples of Canada is essential for our mutual success.

Mission
LaSalle College Vancouver's mission is to offer quality creative arts education that is comprehensive, current with labour market needs, and encourages self-actualization within a global context.

Vision
LaSalle College Vancouver's vision is to be one of Canada's premier providers of professional creative arts education.

Values
LaSalle College Vancouver values quality, initiative, creativity, altruism, commitment and sharing. These values are upheld throughout the entire organization and support the College's mission.

Quality
Care for the quality of work in all that is undertaken must be a leitmotif for all employees. The organization aims for nothing less than excellence in all its operations.

Initiative
LaSalle College Vancouver believes in the importance of a sense of initiative, in each employee, when it comes to finding solutions to difficult situations that may occur at work. This quality enables employees to take calculated risks in order to achieve their goals.

Creativity
Being open to change, inspiring innovation and continuously aiming for improvement are fundamental to maintaining a progressive edge. This openness nurtures constructive criticism in the working environment and encourages innovation.

Mutual consideration
Mutual consideration, tolerance and respect for peoples' individuality and differences underpin LaSalle College Vancouver - fostering employee motivation and satisfaction. Social and environmental issues are also at the heart of LaSalle College Vancouver's mission.

Commitment
LaSalle College Vancouver's greatest strength resides in both the expertise and sense of belonging of the institution's staff. Here, they feel supported and fulfilled, understanding its corporate values, adopting its standards and working in harmony with their peers. To an LCV employee, the institution's successes are their successes, its failures theirs to rectify.

Sharing
The spirit of sharing is the essential LCI Education attribute that empowers the network. The institution's employees are called upon to share its successes, resources, knowledge and best practices.

ACCREDITATION

British Columbia Ministry of Advanced Education and Skills Training

LaSalle College Vancouver is registered with the Ministry of Advanced Education and Skills Training, Student Services Branch. LaSalle College Vancouver offers the Bachelor of Applied Design in Graphic Design, Bachelor of Applied Design in Interior Design, Bachelorof Design in Fashion Design, Bachelor of Science in Game Programming, and the Associate of Arts programs under the written consent of the Minister of Advanced Education, Skills and Training having undergone a quality assessment process and been found to meet the criteria established by the minister. Nevertheless, prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).

LaSalle College Vancouver is designated by the Private Institutions Training Branch.

LaSalle College Vancouver is a Registered and Designated Institution under the Private Training Institutions Branch ("PTIB") of the Ministry of Advanced Education, Skills and Training.

PTIB

203 - 1155 West Pender St

Vancouver, BC

Canada V6E 2P4

Local: 604-569-0033

Toll-free: 1-800-661-7441

LaSalle College Vancouver has received institutional approval from PTIB to provide the following certificate, diploma, and advanced diploma programs: 3D Modeling for Animation & Games, Administrative Assistant, Animation Art & Design, Baking & Pastry Arts, Culinary Arts, Culinary Arts & Restaurant Ownership, Digital Film & Video, Digital Photography, E-Business, Event Planning and Management, Event Management, Fashion Design, Fashion Marketing, Fashion Marketing – Buyer's Profile, Fashion Styling, Game Art & Design, Graphic Design, Graphic Design – Branding, Graphic Design and Foundation for Design, Hospitality & Restaurant Business Management, Interior Design, Jewellery Design, Professional Recording Arts, Professional Recording Arts (LIPA),Video Game 3D Modeling, Visual & Game Programming, and VFX for Film & Television. This list may be amended from time to time.

Education Quality Assurance

LaSalle College Vancouver is designated under the Education Quality Assurance (EQA) certification mark by the province of British Columbia. The EQA designation is British Columbia's brand for quality post-secondary education.

Citizenship and Immigration Canada

LaSalle College Vancouver is recognized by the government of Canada as a Designated Learning Institution (DLI). LaSalle College Vancouver's DLI# is O19275426742.

ITA Designated Training Provider

The Culinary School at LaSalle College Vancouver is recognized by the Industry Training Authority as a designated training provider for Professional Cook 1.

Statement of Ownership

LaSalle College Vancouver is owned by LCI Education Network.

INTRODUCTION

LaSalle College Vancouver (LCV) is one of British Columbia's premier providers of quality creative arts education. The only private post-secondary degree-granting arts college in Canada, LCV has five undergraduate degree programs and 30 diploma programs. Since 2010, LCV has been recognized by the Princeton Review as having the best Game Design program in Canada and one of the top ten programs in North America. LCV alumni have worked on nine of the top ten grossing films of all time, 81 Oscar-nominated feature films, and have been part of 13 Academy Award-winning Visual Effects teams. Acknowledged as one of the "Top 50 Fashion Colleges" by Fashionista.com, LCV's fashion design students have participated in numerous high-profile events including New York Fashion Week, Vancouver Fashion Week and received accolades from many sources including the Telio Canada's Breakthrough Designer competition. LCV takes pride in its direct links with the workplace and educational network around the world, offering diverse opportunities and support for students to be exposed to industry and build the skills necessary for success.

History

The Colleges that make up LaSalle College Vancouver have a long history of providing quality education to the students of British Columbia. The College traces its origins back to 1979 with the Buttertree College of Sound which later became the Center for Digital Imaging and Sound. The College was acquired by The Art Institutes in 2002 and added the famous Dubrulle International Culinary and Hotel College of Canada in 2003. In 2017, The Art Institute of Vancouver became LCV, a member of the LCI Education network.

LCI Education traces its Canadian origins back to LaSalle College in Montreal, which was founded in 1959. Present today on five continents, the LCI Education network consists of 23 select higher education institutions in cities such as Montreal, Barcelona, Melbourne, Jakarta just to name a few.

Since 2004, LCV has been offering an array of exciting, applied arts programs in such diverse fields as Animation, Culinary Arts, Digital Film & Video, Event Management, Game Art & Design, Graphic Design, Interior Design, Fashion Design, Professional Recording Arts, VFX for Film and Television, Video Game Programming, and Web Design.

In June 2009, the Design and Event Management programs moved into a new purpose-built, two-story structure located at 2665 Renfrew Street, adjacent to the Renfrew SkyTrain station. This conveniently located building features increased library and student lounge spaces and is specifically built to strict environmental requirements. The Media Arts programs moved to the Renfrew campus in summer 2010, followed by the Culinary program in 2011, bringing the student space to a total of 80,000 square feet.

In April 2010, LCV received formal approval from the British Columbia Ministry of Advanced Education and Skills Training to offer a Bachelor of Applied Design in Graphic Design degree. This was followed by degrees in Game Programming and Interior Design in 2011, Fashion Design in 2019, and Associate of Arts in 2021. The College plans to expand its degree offerings over the next several years.

Governance and Administration

LCV is governed by an independent Board of Directors that determines the operating direction and priorities for the institution including approving policy and business decisions as well as setting strategic directions consistent with the College's mission to deliver learning-centred, industry-driven academic programs in the applied arts. The President of LaSalle College Vancouver reports to the Board of Directors. At the campus level, the College Leadership Team, headed by thePresident, is tasked with the operational management of the College. The Board of Directors and College Leadership Team are advised by an Education Council composed of faculty, students, and administrative staff.

LaSalle College Vancouver

Every student is here to learn from the experienced and industry connected faculty. They have come for an immersive, applied learning experience. But they are also here for the infrastructure and resources our programs provide: the equipment, hardware, software, and access to digital assets necessary to create a professional end result.

At LCV, students will have the opportunity to learn what it takes to become a creative professional, how to create a portfolio that showcases your talents, skills, and dispositions—that is called having an edge and standing out for prospective employers.

What separates us from other institutions? The quality of the learning experience as you complete your program of study. Industry informs us that the key indicators of life-long success are attitude, ability to collaborate, effective communication skills, as well as persistence and a strong work ethic. We believe that they are just as important to success as exceptional technical and artistic skills. Our instructors work hard to impress upon students the importance of good communication skills, a goal-oriented mindset and strong team skills. We encourage students to be adaptable, have a positive attitude and be accountable for their actions.

Our faculty and staff believe students deserve an attractive return on their education investment. Combining traditional studies with career-focused technical training and practica, well-rounded graduates are prepared to seek entry-level employment, or to be successful in their own business. An impressive faculty, many of whom are working professionals, strives to strengthen students' skills and cultivate their talents through well-designed curricula. Programs are carefully defined with the support and contributions of leading members of the professional community. Curricula are reviewed often to ensure they meet the needs of a changing employment marketplace and prepare graduates to seek entry-level positions in their chosen fields. A dedicated team of professionals also provides personal career planning services to students and graduates, capping an outcome-oriented education experience.

About the City of Vancouver

Nestled snugly in and around the slopes of the snow-capped Coast Mountains in the southwest corner of British Columbia, Vancouver is consistently ranked as one of the top ten places in the world to live and voted as one of the top ten "best destinations" in the world by the readers of Condé Nast Traveler magazine. It's a cosmopolitan and culturally diverse metropolis, a place to enjoy world class restaurants, art galleries, shopping, events, and entertainment. Vancouver supports a thriving theatre community and is home to a number of first-class attractions such as the Vancouver Art Gallery and the Vancouver Museum.

With one of the most temperate climates in Canada, exquisite natural scenery, and relaxed outdoor lifestyle are all part of what makes the city so popular. Greater Vancouver offers outdoor activities year-round. During the summer months, kayaking, hiking, boating, camping, rock-climbing, and golfing are all popular recreational pursuits. In the winter months, neighboring ski hills such as Whistler, Cypress and Blackcomb teem with snowboarders and skiers from around the world.

Industry-wise, the Greater Vancouver area is considered the production capital of the game industry in North America where companies such as Radical Entertainment, Electronic Arts and Rainmaker Entertainment call home. The city is the continent's third largest film and television production centre behind Los Angeles and New York City. Truly a city for innovative people, Vancouver, British Columbia is the gem of the Canadian southwest coast.

For culinary and hospitality interests, international caliber restaurants offer students countless opportunities to experience tastes from all corners of the globe. A little known, but relevant fact for future world class chefs is that Vancouver boasts more five diamond hotels than New York or Los Angeles. In fact, Vancouver has the greatest concentration of deluxe-rated hotels per capita in the whole of North America - a fine training ground for the new chefs of the world. LaSalle College Vancouver is centrally situated for all these activities and is well-serviced by public transport to the downtown core.

ACADEMIC PROGRAMS OF STUDY

DEGREE Programs
Associate of Arts
Bachelor of Design Fashion Design
Bachelor of Science Game Programming
Bachelor of Applied Design Graphic Design
Bachelor of Applied Design Interior Design

DIPLOMA Programs
3D Modeling for Animation & Games
Animation Art & Design
Baking & Pastry Arts
Culinary Arts
Culinary Arts & Restaurant Ownership (Advanced Diploma)
Culinary Arts with Co-op
Digital Film & Video
Digital Photography
Fashion Design
Fashion Design with Co-op
Fashion Marketing
Game Art & Design
Graphic Design
Graphic Design & Foundation for Design
Hospitality & Restaurant Business Management
Interior Design
Jewellery Design
Professional Recording Arts
Professional Recording Arts (LIPA)
VFX for Film & Television
Visual & Game Programming

CERTIFICATE Programs
Baking & Pastry Arts Level 1
Culinary Arts Level I

ASSOCIATE OF ARTS

DEGREE PROGRAM - 60 CREDITS - 4 QUARTERS

EXPAND YOUR HORIZONS

The Associate of Arts degree at LCV prepares graduates for further study in a Faculty of Arts bachelor's degree program at one of British Columbia's universities An Associate of Arts degree at LCV is a dynamic way to earn credits that can be put toward a university degree while exploring interests and gaining a broad foundation of knowledge. .

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The program provides students a comprehensive liberal arts education in a supportive and nurturing learning environment, and supports the development of strong critical thinking, communication and research skills sought after by employers. Students can be expected to complete the program in 1 to 2 years.

PROGRAM OBJECTIVES

The overall objective is to prepare students to be successful in pursuing an undergraduate degree in the Arts, Humanities, Social and Natural Sciences. We seek to do this by providing our learners a comprehensive liberal arts education in a supportive and nurturing learning environment. The program has the following specific learning outcomes:

1. Demonstrate effective written communication skills by providing their audience with relevant and organized information on a specific topic.
2. Demonstrate effective oral communication by providing their audience with relevant and organized information on a specific topic.
3. Demonstrate the ability to interpret and analyze artistic work, historical events, or philosophical thought and describe the relevance of that work to themselves, society, and cultures.
4. Analyze the nature, diversity, and impact of social, political, psychological, and/or economic thought on the individual, institutions, and differing cultures.
5. Demonstrate critical thinking and problem-solving skills using mathematical and/or scientific reasoning to solve problems.
6. Demonstrate responsible use of information by discerning authority, by evaluating the relevance of information to their purpose, and by appropriately documenting sources.

Graduates are Prepared

Graduates will have completed the first two years of an undergraduate degree at LCV or other universities in BC.

This program is offered under the written consent of the Minister of Advanced Education effective September 11, 2020, having undergone a quality assessment process, and been found to meet the criteria established by the Minister. Nevertheless, prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).

PROGRAM REQUIREMENTS

The Associate of Arts degree meets the following general requirements (60 total credits of first- and second-year courses) including 18 credits at the second-year level taken in two or more subject areas:

6 credits in first-year English

First-Year English
6 credits

ENG101
ENG103
ENG105
ENG110

9 credits in Science

Quantitative *3 credits*		**Laboratory Science** *3 credits*	**Additional Science** *3 credits*
MTH100	MTH180	BIO100	NTR100
MTH102	MTH201	CHE100	PHY100
MTH110	MTH221	ENV100	PHY200
MTH120	MTH222	ENV110	PHY221

36 credits in Arts

Humanities (other than English) *6 credits*	**Social Sciences** *6 credits*	**Any Arts** *6 credits*		**Second Year Arts** *18 credits (2 or more subject areas)*	
ARC145	ECN101	ARC145	FST100	ART220	FST200
ART100	POL100	ART100	HST101	BUS299	FST214
ART102	PSY100	ART102	HST102	COM201	FST215
ART103	SOC100	ART103	PHL101	CST200	PSY201
ART110	SUS100	ART110	PHL102	ENG201	PSY202
CST100		BUS134	PHL103	ENG211	PSY203
HST101		COM100	PHO115	ENG212	PSY204
HST102		CST100	POL100	ENG213	SUS200
PHL101		ECN101	PSY100	ENG214	SUS201
PHL102		ENG101	SOC100		
PHL103		ENG103	SUS100		
PHO115		ENG105			
		ENG110			

9 Elective credits in Arts, Sciences, or other areas

Electives
9 credits (Course options include all courses above not used to satisfy another category requirement. A single course cannot be used to meet more than one of the requirements listed above.)

ARC145	COM100	ENG211	HST101	NTR100	PSY201
ART100	COM201	ENG212	HST102	PHL101	PSY202
ART102	CST100	ENG213	MTH100	PHL102	PSY203
ART103	CST200	ENG214	MTH102	PHL103	PSY204
ART110	ECN101	ENV100	MTH110	PHO115	SOC100
ART220	ENG101	ENV110	MTH120	PHY100	SUS100
BIO100	ENG103	FST100	MTH180	PHY200	SUS200
BUS134	ENG105	FST200	MTH201	PHY221	SUS201
BUS299	ENG110	FST214	MTH221	POL100	SUS301
CHE100	ENG201	FST215	MTH222	PSY100	

FASHION DESIGN

BACHELOR OF DESIGN - 180 CREDITS – 12 QUARTERS

SENSE & STYLE, THE SUSTAINABLE FUTURE OF FASHION

The global apparel industry is driven by change, creativity and most recently a focus on problem-solving within the scope of ethical fashion design. For students who seek a meaningful career in a multi-faceted business, fashion design offers creative and practical opportunities to transform ground-breaking concepts into unique 3-dimensional garments & accessories to meet the demands of consumers everywhere.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The Fashion Design Degree offers the ability to implement design strategies that exemplify the role of the designer as capable of seeing ways of shifting towards more resilient and responsible (ecological, social, political) modes of design, production and end use. This will be practiced through critically assessing decisions from raw materials through to management of post-consumer goods. Students will have the chance to use a wide range of technologies to formulate fashion design, production and business solutions, and to collaborate with geographically distributed teams. The course encompasses the creative development of a fashion brand in a global market which includes design thinking and the coordination of iterative design, production and business activities that meet the needs of the end users, while working independently or collaboratively in a team. In addition, marketing and entrepreneurship courses are included to enable the students to develop, analyze and implement effective strategies for self-marketing as a Designer.

PROGRAM OBJECTIVES

Graduates will reliably demonstrate the ability to:

1. Implement design strategies that exemplify the role of the designer as capable of seeing ways of shifting towards more resilient and responsible (ecological, social, political) modes of design, production, and end use.
2. Critically assess decisions from raw materials through to management of post-consumer goods.
3. Employ the use of a wide range of technologies to formulate fashion design, production, and business solutions, and to collaborate with geographically distributed teams.
4. Advance higher order cognitive skills creatively developing a fashion brand in a global market which includes design thinking and the coordination of iterative design, production and business activities that meet the needs of the end users, while working independently or collaboratively in a team.
5. Constructively challenge assumptions and traditions using critical thinking and problem-solving techniques, incorporating ethical and responsible citizenship with written and oral communication skills.
6. Gain meaningful post-graduate employment in the apparel and creative industries, contributing to economic growth and advancing the state of practice in the global field of fashion.
7. Promote life-long learning by advancing into post-graduate programs or working as an employee or entrepreneur.

GRADUATES ARE PREPARED

The fashion industry offers a wide range of career paths in the global apparel supply chain. Program graduates typically enter the field as assistants in one or more areas of the design/production process at the entry-level and after gaining professional experience, are able to go on to advanced positions. This includes either working as an employee or entrepreneur in the apparel industry.

This program is offered under the written consent of the Minister of Advanced Education effective March 4, 2019, having undergone a quality assessment process, and been found to meet the criteria established by the Minister. Nevertheless, prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).

DEGREE IN FASHION DESIGN

Course Number and Title		Credits
ART100	Survey of Art and Civilization	3
BFD111	Fashion & Creative Industries	3
BFD112	Fashion Illustration	3
BFD113	Drafting I	3
BFD114	Sewing I	3
BFD121	Textile Science	3
BFD122	Concept Development in Fashion	3
BFD123	3D Exploration Draping I	3
BFD131	Portfolio Development	3
BFD132	Fundamentals of Fashion Design	3
BFD133	Drafting and Sewing II	6
BFD211	History of Fashion	3
BFD213	3D Exploration Draping II	3
BFD223	Women's Tailoring	3
BFD231	Trend Analysis & Forecasting	3
BFD232	Product Development	3
BFD233	Production Processes	6
BFD311	Textile Manipulation	3
BFD312	Costuming for Film, TV & Stage	3
BFD313	Computer-Aided Drafting	3
BFD321	Advanced Textiles & Technologies	3
BFD322	Technical Design for Fashion	3
BFD323	Pattern Grading & CAD	6
BFD331	Practicum Preparation	3
BFD332	Responsible Innovative Design	3
BFD333	Production & Quality Management	6
BFD411	Practicum	9
BFD413	Menswear	6
BFD422	Capstone Collection I: Ideation	6
BFD431	Professional Development	3
BFD432	Styling & Promotion	3
BFD433	Capstone Collection II: Realization	6
BUS107	Fashion Marketing	3
BUS124	Computer Applications	3
BUS134	Business Communications	3
BUS234	Creative Design & Management	3
BUS314	Consumer Behaviour	3
BUS334	Brand Management	3
BUS424	Global Sourcing & Trade	3
BUS434	Entrepreneurship	3
CST100	Cultural Theory	3
CST220	Globalization & Cultural Differences	3
ENG101	Rhetoric and Composition	3
ENG103	Academic Writing	3
ELS101	Liberal Studies Elective	3
ELS201	Liberal Studies Elective	3
ELS301	Liberal Studies Elective	3
MTH102	Research Methodologies	3
PHL101	Critical Thinking	3
RS299	Field Research	3
SUS100	Fundamentals of Sustainable Design	3
Total		**180**

GAME PROGRAMMING

BACHELOR OF SCIENCE - 180 CREDITS - 12 QUARTERS

SCIENCE OF GAMES

The Bachelor of Science in Game Programming degree program has a strong applied focus in programming, mathematics, physics, game development, game design and teamwork and is designed to prepare graduates to seek entry-level employment as a Video Game Programmer. The program aims to prepare students for a career in real-time multi-threaded software development by equipping the student to deal with its complexity and the limits of their knowledge, using critical thinking and communication skills.

PROGRAM OBJECTIVES

The program has seven major learning outcomes. Upon successful completion of the Bachelor of Science in Game Programming, graduates will be able to:

1. Implement strong theoretical and practical procedural and object-oriented programming skills
2. Demonstrate critical thinking, problem solving, and algorithm creation skills
3. Apply required math and physics skills to game development
4. Illustrate understanding of core game design skills
5. Work well independently and collaboratively.
6. Research a topic of interest and present informed arguments in an academic setting,
7. Demonstrate entry level skills in the job market as a Junior Game Programmer

GRADUATES ARE PREPARED

Graduates will have the opportunity to acquire the training, programming knowledge and professional skills to interview for entry-level positions at game development studios, web development companies, serious game companies (games designed to educate), social networking companies, and general programming listings.

This program is offered under the written consent of the Minister of Advanced Education effective July 20, 2011 having undergone a quality assessment process and been found to meet the criteria established by the Minister. Nevertheless, prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).

BACHELOR OF SCIENCE IN GAME PROGRAMMING

Course Number and Title	Credits
CC310 Pre-production and Project Management	3
CC449 Production Team I	6
CC451 Production Team II	6
CC452 Post-Production	3
CCM121 Digital Imaging I	3
CCM131 Basic 3D Concepts	3
GAD100 History of Games	3
GAD110 Game Design I	3
GAD121 Minigames & Prototyping	3
GAD130 Level Design I	3
VGP101 Introduction to Computer Programming	6
VGP102 Object-Oriented Programming in C++ I	6
VGP204 Software Development and Testing	3
VGP125 Introduction to C# Programming	3
VGP131 Object-Oriented Programming in C++ II	3
VGP201 Portfolio I	3
VGP220 Algorithms and Data Patterns I	3
VGP230 2D Games Programming	3
VGP232 Game Tools and Pipelines	3
VGP233 Programming for Game Engines	3
VGP234 Introduction to Artificial Intelligence	3
VGP235 Introduction to Mobile Programming	3
VGP240 3D Graphics and Applications	3
VGP242 3D Graphics Programming	3
VGP244 Algorithms and Data Patterns II	3
VGP256 Math and Physics for Games	3
VGP320 Database Programming	3
VGP330 Real Time GPU Programming	3
VGP331 Network Programming	3
VGP332 Artificial Intelligence	3
VGP334 Animation for Games	3
VGP336 Gameplay Programming	3
VGP337 Neural Networks and Game Learning	3
VGP339 Introduction to Operating Systems	3
VGP340 Concurrency and Parallel Programming	3
VGP350 Compiler Theory	3
VGP430 Senior Project	3
VGP452 Senior Portfolio	6
ELVG100 Studio Elective	3
ELVG200 Studio Elective	3
ELVG300 Studio Elective	3
ELVG350 Studio Elective	3
ELVG400 Studio Elective	3
Total	**144**

Liberal Studies Requirements

CAP499	Capstone	3
ENG101	Rhetoric and Composition	3
ENG103	Academic Writing	3
MTH100	Mathematics	3
MTH110	Statistics	3
MTH201	Geometry and Linear Algebra	3
MTH221	Calculus for Physics	3
PHL101	Critical Thinking	3
PHY200	Physics of Motion, Light, and Sound	3
ELS101	Liberal Studies Elective	3
ELS102	Liberal Studies Elective	3
ELS103	Liberal Studies Elective	3
Total		**36**
TOTAL CREDITS		**180**

GRAPHIC DESIGN

BACHELOR OF APPLIED DESIGN - 180 CREDITS - 12 QUARTERS

GREEN BY DESIGN

LCV's Bachelor of Design in Graphic Design degree program focuses on the increasingly vital relationshipbetween design and sustainable principles. As environmental demands escalate and take center focus in educational and political discourse, there is a growing need for designers who can provide solutions while creating sustainable, eco-conscious designs.

This academic program aims to produce designers who combine technical aptitude, critical thinking skills and ethical awareness. Program graduates will possess knowledge of design and sustainable fundamentals, as well as an understanding of core values, emerging trends, and discipline challenges. They will demonstrate professional excellence in the application of environmentally conscious principles to any design project or milieu.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Students study their craft in an inspiring classroom setting, where ideas are nurtured and refined. Throughout the degree program, students create a portfolio to showcase their skills and creative aesthetic. The Graphic Design Bachelor's program is perfect for creatives who want to spend their days working on high-impact visual campaigns that resonate.

PROGRAM OBJECTIVES

Our specific program outcomes are to provide students with the ability to:

1. Make ethical and sustainable decisions, and navigate within the various channels of the graphic design industry
2. Collect, analyze, and synthesize design data and visual and print information
3. Document their design process, and are willing to reflect on their learning
4. Communicate in a professional written, oral, and visual manner
5. Be resourceful and flexible; adapt to different and ever-changing design, production, and business practices in the graphic design industry
6. Apply a variety of research, design, production, and promotional techniques to the graphic design industry
7. Work well independently and collaboratively in a group
8. Recognize their strengths and what they need to work on, and view the successes of others without envy
9. Manage the organization, supervision, and promotion of graphic design projects

This program is offered under the written consent of the Minister of Advanced Education effective March 31, 2010, having undergone a quality assessment process and been found to meet the criteria established by the Minister. Nevertheless, prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).

BACHELOR OF APPLIED DESIGN IN GRAPHIC DESIGN

Course Number and Title		Credits
FND110	Drawing	3
FND112	Fundamentals of Design	3
FND114	Digital Imaging	3
FND115	Colour Theory	3
BGD100	Concept Development	3
BGD110	Graphic Stylization and Symbols	3
BGD120	Typography	3
BGD130	Digital Illustration	3
BGD150	Design Thinking	3
BGD200	Corporate Identity	3
BGD202	Advertising	3
BGD210	Conceptual Illustration	3
BGD212	Electronic Design	3
BGD214	Digital Imaging II	3
BGD220	Advanced Typography	3
BGD224	Production Procedures	3
BGD300	Portfolio I	3
BGD301	Professional Practices	3
BGD302	Green Campaign	3
BGD311	Art Direction	3
BGD312	Design Studio	3
BGD314	Digital Photography	3
BGD320	Experimental Typography	3
BGD324	Packaging Design	3
BGD402	Environmental Design	3
BGD412	Advanced Design Studio	3
BGD422	Publication Design	3
BGD432	Senior Project	3
BGD450	Information Design	3
BGD490	Senior Portfolio	6
WIM100	Fundamentals of User-Centred Design	3
WIM110	Web Development	3
WIM200	UX/UI Design	3
WIM250	Introduction to Scripting Languages	3
WIM300	Computer Animation for Multimedia	3
WIM400	Advanced Web Development	3
ELGD100	BGD Studio Elective	3
ELGD150	BGD Studio Elective	3
ELGD200	BGD Studio Elective	3
ELGD250	BGD Studio Elective	3
ELGD300	BGD Studio Elective	3
ELGD350	BGD Studio Elective	3
Total		**129**

Liberal Studies Requirements

ART102	History of Art in Early Civilizations	3
ART110	History and Analysis of Design	3
CAP499	Capstone	3
COM100	Speech Communications	3
ENG101	Rhetoric and Composition	3
ENG103	Academic Writing	3
MTH100	Mathematics	3
or MTH102	Research Methodologies	3
PHL101	Critical Thinking	3
SUS100	Fundamentals of Sustainable Design	3
SUS200	Principles of Sustainable Design	3
SUS300	Sustainable Design Standards	3
SUS400	Sustainable Design Leadership	3
ELS101	Liberal Studies Elective	3
ELS201	Liberal Studies Elective	3
ELS202	Liberal Studies Elective	3
ELS301	Liberal Studies Elective	3
ELS401	Liberal Studies Elective	3
Total		**51**
TOTAL CREDITS		**180**

INTERIOR DESIGN

BACHELOR OF APPLIED DESIGN - 180 CREDITS - 12 QUARTERS

ENHANCING FORM AND FUNCTION

Today's professional interior designers enhance the function and quality of interior environments. Their mission, significant in today's society, is to design spaces that improve the quality of life, protect the health, safety, and welfare of the public, and support increased productivity. The Bachelor of Applied Design in Interior Design degree program offers a well-rounded curriculum strengthened with numerous computer-based courses, designed to prepare graduates to meet the current demands of the profession.

Other important topics explored include the areas of universal design, human factors, environmental and sustainable design, business aspects of the profession, and other issues related to the interior design field.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The Bachelor of Applied Design in Interior Design provides a well-rounded curriculum designed to prepare graduates to meet the current demands of the profession with the same equipment, software and technology used in the industry. The program explores universal design, human factors, environmental and sustainable design, and business aspects of the profession. Graduates of the Bachelor of Applied Design in Interior Design develop the technical and creative skills to design interior spaces that meet demanding requirements, not just aesthetically, but also related to safety, accessibility, and sustainability.

PROGRAM OBJECTIVES

Our specific program outcomes are to provide students the ability to:

1. Solve complex interior design problems using the design process and their knowledge of principles, theories, and applications in analyzing client profiles and project program requirements, both individually and collaboratively.
2. Provide interior design services using effective oral, written, and visual communication employing a variety of means, methods, and technologies in both 2- and 3-dimensions
3. Produce interior design solutions that constructively integrate with available building, environmental, and property management systems, as well as prevailing codes and standards of use, maintenance, and sustainability.
4. Specify and apply prevailing standards of use, maintenance, sustainability, regulatory compliance, and aesthetics to their solutions and finish materials
5. Provide professional services based on their body of knowledge with a standard of care that meets both client needs and protects the health, safety, and welfare of the public in an ethical and legal manner.

This program is offered under the written consent of the Minister of Advanced Education effective October 31,2011, having undergone a quality assessment process and been found to meet the criteria established by the minister. Nevertheless, prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).

BACHELOR OF APPLIED DESIGN IN INTERIOR DESIGN

Course Number and Title		Credits
FND110	Drawing	3
FND112	Fundamentals of Design	3
FND115	Colour Theory	3
IDS110	Design Basics 3D	3
IDS112	Architectural Drawing 3D	3
IDS118	Rendering and Visualization	3
IDS120	Commercial Design I	3
IDS122	Computer-Aided Design I	3
IDS128	Materials and Resources	3
IDS210	Residential Design I	3
IDS212	Computer-Aided Design II	3
IDS218	Textiles	3
IDS220	Commercial Design II	3
IDS222	Computer-Aided Design III	3
IDS228	Building Systems and Materials	3
IDS230	Residential Design II	3
IDS232	Computer-Aided Design IV	3
IDS238	Ergonomics and Psychology of Design	3
IDS300	Career Development	3
IDS303	Business for Interior Design	3
IDS310	Hospitality Design	3
IDS312	Design Documents and Technology I	3
IDS318	Interior and Architectural Detailing	3
IDS320	Institutional Design	3
IDS322	Design Documents and Technology II	3
IDS328	Environmental Design	3
IDS330	Healthcare Design	3
IDS332	Design Documents and Technology III	3
IDS338	Energy Efficiency and Lighting	3
IDS401	Internship and Mentorship I	3
IDS402	Internship and Mentorship II	3
IDS403	Senior Portfolio	3
IDS410	Senior Project Research	3
IDS412	Project Management	3
IDS418	3D Prototyping and Fabrication	3
IDS420	Senior Project Design	3
IDS422	Building Systems and Materials Senior Project	3
IDS430	Senior Project Presentation	3
IDS432	Design Documents and Technology IV – Senior Project	3
	Interior Design Electives (5 courses)	15
Total		**132**

Liberal Studies Requirements

ART102	History of Art in Early Civilizations	3
ART103	Art History II: From the Early Modern to the Contemporary	3
ART204	History of Modern & Contemporary Design Theory	3
CAP499	Capstone	3
COM100	Speech Communications	3
ENG101	Rhetoric and Composition	3
ENG103	Academic Writing	3
MTH100	Mathematics	3
MTH180	Geometry	3
PHL101	Critical Thinking	3
PSY100	Fundamentals of Psychology	3
SOC100	Fundamentals of Sociology	3
	Liberal Studies Elective	3
	Liberal Studies Elective	3
	Liberal Studies Elective	3
	Liberal Studies Elective	3
Total		**48**
TOTAL CREDITS		**180**

Optional

IDS400	**Co-op Work Term**

3D MODELING FOR ANIMATION & GAMES

DIPLOMA - 105 CREDITS - 7 QUARTERS

MASTERING FORM AND SPACE

The 3D Modeling for Animation & Games diploma program at LCV is designed to provide graduates with the relevant skills necessary to pursue entry-level employment in the game, animation, and visual effects entertainment industries. Students will have the opportunity to develop the technical and creative aptitude necessary to demonstrate and present their skills to industry. This goal is achieved by building a foundation of traditional artistic skill, and then providing students with hands on training in its modern application.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Each three-month quarter of the program is comprised of tightly integrated, cohesive courses which are designed to provide the opportunity for students to accomplish specific, industry driven competencies and outcomes. Each course builds on the lessons of the ones before it and each quarter is a prerequisite for the following.

GRADUATES ARE PREPARED

The 3D Modeling for Animation & Games diploma program is focused upon providing students with the opportunity to learn the fundamental artistic skills necessary to seek entry-level employment in Media Arts industries. Entry-level employment opportunities for graduating students may include 3D Modeler, Character Modeler, Environment Modeler, Texture Artist, Lighting Artist, Technical Artist, Junior Production Designer, Render Wrangler, and a host of related entry level production positions.

> "Instructors at LaSalle College helped me to build a very solid foundation of
> art and design. Software and technology may evolve rapidly as time progresses,
> but I believe the fundamental will always remain the same." - Leon Su (Double Negative)

PROGRAM OBJECTIVES

- Application of learned concepts from foundation level art courses. These would include drawing, colour, form, design, composition, and foundation level digital art skills.
- Applied technical knowledge of compositing, effects, animation tools and software according to current industry standards.
- Practical understanding and application in the principles of visual effects and motion graphics to meet the needs of corporate communication, television, motion picture, video production, and other media outlets.
- Professionalism through the process of conceptualizing, planning, executing, and delivering quality visual effects projects that will lead toward the capstone project and self-promotion package, according to current industry standards.

DIPLOMA IN 3D MODELING FOR ANIMATION & GAMES

Course Number and Title		Credits
ANI323	Final Diploma Capstone	6
CCM100	Introduction to Digital Arts	3
CCM101	Drawing and Perspective	3
CCM111	Design and Colour Theory	3
CCM121	Digital Imaging I	3
CCM131	Basic 3D Concepts	3
CCM141	Life Drawing I	3
CCM161	Concept Design and Illustration	3
CCM181	3D Modeling I	3
CCM191	Life Drawing II	3
CCM221	3D Animation I	3
CCM231	Materials and Textures I	3
CCM241	Life Drawing III	3
CCM261	Portfolio I	3
CCM271	Rigging	3
CCM281	CG Lighting and Rendering I	3
CCM391	Script Programming	3
CCM411	Portfolio II	3
MAG151	Sculpture	3
MAG201	Character Modeling	3
MAG221	Brush Based Modeling	3
MAG251	Environment Modeling	3
MAG322	Modeling Studio I	3
MAG323	Modeling Studio II	3
MAG330	Modeling for Production	3
MAG331	Materials and Textures II	3
MAG351	Character Modeling II	3
MAG381	CG Lighting and Rendering II	3
MAG441	Matte Painting	3
Media Arts Elective 1		3
Media Arts Elective 2		3
Media Arts Elective 3		3
Media Arts Elective 4		3
Media Arts Elective 5		3
Total		**105**

ANIMATION ART & DESIGN

DIPLOMA - 105 CREDITS - 7 QUARTERS

INDUSTRY FOCUS

The Animation Art & Design diploma program is designed to provide graduates with the relevant skills necessary to pursue entry-level employment in the animation, game and visual effects entertainment industries. Students will have the opportunity to develop the technical and creative aptitude necessary to demonstrate and present their skills to industry. This goal is achieved by building a foundation of traditional artistic skills, and then providing students with the opportunity to receive hands on training in various modern applications.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

In this program, students begin with a foundation in drawing, colour, design, and computer applications. Students have the opportunity to develop advanced skills in various aspects of computer graphics and animation. Students use the tools of the computer animation profession, ranging from computer operating systems to three-dimensional modeling. These tools are designed to enhance a student's flexibility and creativity to produce an individualized digital portfolio that demonstrates their practical and technical abilities to potential employers.

GRADUATES ARE PREPARED

Entry-level employment opportunities for graduating students may include 3D Animator, 2D Animator (traditional and vector based), Technical Animator, Video Game Animator, VFX Animator, Junior Production Designer, Motion Capture Artist, Junior Modeler, Junior Texture Artist, Render Wrangler, and a host of related entry-level animation production positions.

> "I really valued the teachers and their honesty concerning the industry. It helped me gain a better understanding of what I could expect going into a new work environment." - Angela Collins (Bardel Entertainment)

PROGRAM OBJECTIVES

- Application of learned concepts from foundation level art courses. These would include drawing, colour, form, design, composition, and foundation level digital art skills.
- Applied technical knowledge of animation tools and software according to current industry standards.
- Practical understanding and application in the principles of animation, acting and movement and cinematic storytelling as it relates to 2D and 3D animation (as applicable).
- Professionalism, through the creation and presentation of a demo-reel and self-promotion package, according to current industry standards.
- Ability to conceptualize, plan, execute, and deliver quality animation projects.
- Ability to work on team-based projects.

DIPLOMA IN ANIMATION ART & DESIGN

Course Number and Title		Credits
ANI151	2D Animation I	3
ANI207	3D Animation Body Mechanics	3
ANI217	3D Animation Acting and Pantomime	3
ANI251	2D Animation II	3
ANI277	Advanced Body Mechanics	3
ANI287	Advanced Acting and Performance	3
ANI322	Animation Studio	3
ANI323	Final Diploma Capstone	6
ANI331	Vector Animation I	3
ANI381	Vector Animation II	3
CCM100	Introduction to Digital Arts	3
CCM101	Drawing and Perspective	3
CCM111	Design and Colour Theory	3
CCM121	Digital Imaging I	3
CCM131	Basic 3D Concepts	3
CCM141	Life Drawing I	3
CCM161	Concept Design and Illustration	3
CCM181	3D Modeling I	3
CCM191	Life Drawing II	3
CCM221	3D Animation I	3
CCM241	Life Drawing III	3
CCM261	Portfolio I	3
CCM271	Rigging	3
CCM281	CG Lighting and Rendering I	3
CCM292	Digital Storyboarding	3
CCM321	Pre-production Team	3
CCM361	Production Team	6
CCM411	Portfolio II	3
Media Arts Elective 1		3
Media Arts Elective 2		3
Media Arts Elective 3		3
Media Arts Elective 4		3
Media Arts Elective 5		3
Total		**105**

BAKING & PASTRY ARTS

DIPLOMA - 60 CREDITS - 4 QUARTERS

A PASSION FOR BAKING & PASTRY ARTS

Whether it is an insatiable sweet tooth or a love of warm, home-baked bread, all students in the Baking & Pastry Arts program at LCV share a passion for the baking and pastry arts field.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The Diploma program in Baking & Pastry Arts is a four-quarter program, which provides students with culinary skills combined with a focus on baking and pastry skills. The combination of culinary, baking and pastry skills, as well as business courses enhances the students' ability to meet the challenges of an increasingly demanding and rapidly changing field. Students develop competencies in breads, plated and restaurant desserts, cake production, and buffet centerpieces. The program focuses on both production and individual skills necessary to gain employment in bakeries, restaurants, hotels, resorts, and other catering or foodservice institutional settings.

GRADUATES ARE PREPARED

Graduates have the training and skills necessary to seek entry-level employment in positions in the food service industry, such as assistant baker, baker, cake decorator, assistant pastry chef, pastry maker, pastry chef, assistant caterer.

PROGRAM OBJECTIVES

Upon successful completion of the program, graduates should be able to:

1. Obtain an entry-level skill position in the food service industry.
2. Prepare standardized recipes using a variety of cooking, baking and pastry techniques as well as appropriate equipment and tools.
3. Produce various baked goods and a variety of international and classical pastries and desserts using basic as well as advanced techniques, which meet industry quality standards.
4. Design, produce, assemble, and decorate display and wedding cakes using various finishing methods which meet industry quality standards.
5. Describe and perform tasks related to common business practices within the foodservice industry including inventory, menu planning, cost control and food purchasing.
6. Seek employment in retail, commercial and institutional food service settings in entry-level job positions.

WORK EXPERIENCE

Students are required to complete the course CUL213 Practicum which includes 90 hours of practical work experience.

DIPLOMA IN BAKING & PASTRY ARTS

Course Number and Title		Credits
CUL102	Concepts and Theories of Culinary Techniques	3
CUL103	Sanitation and Safety	3
CUL104	Dimensions of Culinary	3
CUL105	Fundamentals of Classical Techniques	6
CUL115	Nutrition	3
CUL121	Introduction to Baking	3
CUL122	Introduction to Pastry	6
CUL132	Management by Menu	3
CUL136	Sustainable Purchasing and Controlling Costs	3
CUL202	European Cakes and Tortes	3
CUL204	Advanced Patisserie and Display Cakes	6
CUL207	Artisan Breads & Baking Production	6
CUL213	Practicum	3
CUL252	Food and Beverage Management	3
CUL260	Chocolate, Confections, and Centrepieces	6
Total		**60**

CULINARY ARTS

DIPLOMA - 60 CREDITS - 4 QUARTERS

ART CULINAIRE

The mission of the Culinary Arts diploma program is to provide an environment for students to become learners possessing the skills, knowledge, creativity, and ethical values necessary to survive and flourish in the rapidly changing culinary, restaurant and catering professions. Experienced industry professionals aim to impart their knowledge and up-to-date technical acumen to their students, and curriculum relies heavily on actual participation in projects that are practical and technical in scope.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The Diploma program in Culinary Arts is a four-quarter program that develops students' skills through a variety of culinary courses designed to teach classical cuisine techniques, as well as exploring international cuisine. Students will be exposed to a variety of world cuisines and use ingredients and techniques from around the globe. Instruction in kitchen management, purchasing, cost control, menu design, and dining room operation provides students with business acumen. The program focuses on both production and individual skills necessary to gain employment in restaurants, hotels, resorts, and other catering or foodservice institutional settings.

As part of the practical training received in the program, students work in the student-run, 40-seat restaurant, where they can learn to prepare modern and regional cuisine, and rotate working in the various positions (both front and back of house) found in any top-end restaurant.

GRADUATES ARE PREPARED

Graduates have the training and skills necessary to seek entry-level employment in positions in the food service industry, such as catering assistant, prep cook, short-order cook, and line cook.

PROGRAM OBJECTIVES

Upon successful completion of the program, graduates should be able to:

1. Establish and maintain safety and sanitation procedures.
2. Prepare standardized recipes using a variety of cooking techniques which meet industry quality standards.
3. Prepare a variety of international recipes utilizing the correct techniques, ingredients and equipment which meet industry quality standards.
4. Describe and perform tasks related to common business practices in the culinary industry, including inventory, menu planning, cost control, and food purchasing.
5. Describe the principles of food and beverage management.
6. Define and articulate the core values of the culinary professional.
7. Seek entry-level positions in commercial and institutional food service settings.

WORK EXPERIENCE

Students are required to complete the course CUL213 Practicum which includes 99 hours of practical work experience byworking at positions in commercial food service and hospitality establishments approved by LCV.

DIPLOMA IN CULINARY ARTS

Course Number and Title		Credits
CUL102	Concepts and Theories of Culinary Techniques	3
CUL103	Sanitation and Safety	3
CUL104	Dimensions of Culinary	3
CUL105	Fundamentals of Classical Techniques	6
CUL111	North American Regional Cuisine	6
CUL115	Nutrition	3
CUL121	Introduction to Baking	3
CUL122	Introduction to Pastry	6
CUL132	Management by Menu	3
CUL136	Sustainable Purchasing and Controlling Costs	3
CUL213	Practicum	3
CUL247	World Cuisine	3
CUL252	Food and Beverage Management	3
CUL261	A la Carte Kitchen	9
CUL264	Classical French Cuisine	3
Total		**60**

CULINARY ARTS & RESTAURANT OWNERSHIP

ADVANCED DIPLOMA - 90 CREDITS - 6 QUARTERS

THE COMPLETE PROFESSIONAL

Top professionals in the culinary arts do more than just cook. They manage restaurants, cater special events, offer personal chef services, and more. For many however, the ultimate goal is to own their own restaurant – to create a place that reflects their culinary passions and lets them share their style and personal panache with the world. For these individuals, our Culinary School offers the Culinary Arts & Restaurant Ownership advanced diploma program.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The program begins with basic culinary skills and progresses to advanced food techniques, garnishing, and presentation. During the hands-on production, students are exposed to specialty products and produce, as well as the skills and techniques of baking and pastry arts. International, Asian, Classical French, and North American regional cuisine help round-out the student's knowledge of the culinary world. As they have the opportunity to hone their skills and gain a solid foundation in the culinary and baking and pastry arts, students can move on to develop managerial and leadership skills. They receive training in management, marketing, human resources, accounting and financial management, technology, business communications, beverage management, legal issues, customer service, and global management and operations as they relate to the food service industry. Management by menu, garde manger, and catering and banquet operations are also covered, and students have the opportunity to learn to celebrate the culinary styles, restaurants, and chefs who are currently in the industry spotlight. As part of the practical training received in the program, students work in the student-run, 40-seat restaurant, where they can learn to prepare modern and regional cuisine, and rotate working in the various positions (both front and back of house) found in any top-end restaurant.

GRADUATES ARE PREPARED

Graduates have the training and skills necessary to seek employment in positions in the food service industry, such as management trainee, kitchen manager, banquet chef, sous chef, assistant purchasing manager, catering assistant, prep cook, short-order cook, and line cook.

PROGRAM OBJECTIVES

Upon successful completion of the program, graduates should be able to:

1. Obtain an entry-level skill position in the food service industry.
2. Identify, establish, and maintain safety and sanitation procedures which meet industry quality standards.
3. Demonstrate and articulate an awareness of the cross-cultural, moral, ethical and environmental issues in hospitality organizations and their relationship with all stakeholders.
4. Analyze the food and beverage cost-control cycle and accounting practices, and implement controls to manage, maintain and ensure profitability.
5. Prepare a variety of international recipes using a variety of cooking techniques which meet industry quality standards.
6. Apply standard Human Resource principles in regard to recruiting, retaining, and developing staff.
7. Create a business plan for a food service outlet or hospitality company.

WORK EXPERIENCE

Students are required to complete the course CUL213 Practicum which includes 99 hours of practical work experience.

ADVANCED DIPLOMA IN CULINARY ARTS & RESTAURANT OWNERSHIP

Course Number and Title		Credits
CUL102	Concepts and Theories of Culinary Techniques	3
CUL103	Sanitation and Safety	3
CUL104	Dimensions of Culinary	3
CUL105	Fundamentals of Classical Techniques	6
CUL111	North American Regional Cuisine	6
CUL115	Nutrition	3
CUL121	Introduction to Baking	3
CUL122	Introduction to Pastry	6
CUL132	Management by Menu	3
CUL136	Sustainable Purchasing and Controlling Costs	3
CUL201	Garde Manger	6
CUL213	Practicum	3
CUL244	Asian Cuisine	3
CUL247	World Cuisine	3
CUL252	Food and Beverage Management	3
CUL261	A la Carte Kitchen	9
CUL264	Classical French Cuisine	3
CUL271	Art Culinaire	6
CUL272	Capstone	3
RCM241	Marketing for the Hospitality Industry	3
RCM262	Catering and Banquet Operations	3
RCM263	Hospitality and Human Resources Management	3
RCM264	Financial Management for the Hospitality Industry	3
TOTAL		**90**

CULINARY ARTS with Co-op

DIPLOMA - 63 CREDITS - 7 QUARTERS

ART CULINAIRE

The mission of the Culinary Arts diploma program is to provide an environment for students to become learners possessing the skills, knowledge, creativity, and ethical values necessary to survive and flourish in the rapidly changing culinary, restaurant and catering professions. Experienced industry professionals aim to impart their knowledge and up-to-date technical acumen to their students, and curriculum relies heavily on actual participation in projects that are practical and technical in scope.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The Diploma program in Culinary Arts is a four-quarter program that develops students' skills through a variety of culinary courses designed to teach classical cuisine techniques, as well as exploring international cuisine. Students will be exposed to a variety of world cuisines and use ingredients and techniques from around the globe. Instruction in kitchen management, purchasing, cost control, menu design, and dining room operation provides students with business acumen. The program focuses on both production and individual skills necessary to gain employment in restaurants, hotels, resorts, and other catering or foodservice institutional settings.

As part of the practical training received in the program, students work in the student-run, 40-seat restaurant, where they can learn to prepare modern and regional cuisine, and rotate working in the various positions (both front and back of house) found in any top-end restaurant.

GRADUATES ARE PREPARED

Graduates have the training and skills necessary to seek employment in positions in the food service industry, such as catering assistant, prep cook, short-order cook, line cook, and advance into leadership roles such as sous chef, banquet chef, or restaurant chef.

PROGRAM OBJECTIVES

Upon successful completion of the program, graduates should be able to:

1. Establish and maintain safety and sanitation procedures.
2. Prepare standardized recipes using a variety of cooking techniques which meet industry quality standards.
3. Prepare a variety of international recipes utilizing the correct techniques, ingredients and equipment which meet industry quality standards.
4. Describe and perform tasks related to common business practices in the culinary industry, including inventory, menu planning, cost control, and food purchasing.
5. Describe the principles of food and beverage management.
6. Define and articulate the core values of the culinary professional.
7. Seek entry-level positions in commercial and institutional food service settings.

WORK EXPERIENCE

Students are required to complete the courses CUL290, CUL291, and CUL292 Co-op which includes 900 hours of practical work experience.

DIPLOMA IN CULINARY ARTS WITH CO-OP

Course Number and Title		Credits
CUL102	Concepts and Theories of Culinary Techniques	3
CUL103	Sanitation and Safety	3
CUL104	Dimensions of Culinary	3
CUL105	Fundamentals of Classical Techniques	6
CUL111	North American Regional Cuisine	6
CUL115	Nutrition	3
CUL121	Introduction to Baking	3
CUL122	Introduction to Pastry	6
CUL132	Management by Menu	3
CUL136	Sustainable Purchasing and Controlling Costs	3
CUL244	Asian Cuisine	3
CUL247	World Cuisine	3
CUL252	Food and Beverage Management	3
CUL261	A la Carte Kitchen	9
CUL264	Classical French Cuisine	3
CUL290	Co-op 1	1
CUL291	Co-op 2	1
CUL292	Co-op 3	1
Total		**63**

DIGITAL FILM & VIDEO

DIPLOMA - 90 CREDITS - 6 QUARTERS

NEW MEDIA LANDSCAPE

New tools for content creation are continually rising on the digital landscape. Today's content developer must be able to navigate this world with confidence. The Digital Film & Video program at LCV provides a study of digital production and visual storytelling, focusing on narrative film, corporate and commercial video production.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Expanding digital markets continue to present new challenges for the workforce. With this in mind, the Digital Film & Video program offers students a curriculum which is designed to prepare them to meet the needs of industry. With the guidance of industry professionals, students will explore the skills and organizational thinking necessary for a creative and productive experience, accessing and executing their own ideas and vision via hands-on learning opportunities and practical field exercises.

GRADUATES ARE PREPARED

The curriculum, designed in consultation with industry representatives, is intended to prepare students to seek entry-level positions in digital filmmaking and related industries. The Digital Film & Video program is best suited for highly motivated, self-starters who want a well-rounded education to assist them in preparing to seek entry-level employment in digital film and video production.

PROGRAM OBJECTIVES

1. Demonstrate application of learned concepts from foundation level art courses. These would include drawing, colour, form, design, composition, and foundation level digital art skills.
2. Applied technical knowledge of compositing, effects, animation tools and software according to current industry standards.
3. Demonstrate a practical understanding and application in the principles of visual effects and motion graphics to meet the needs of corporate communication, television, motion picture, video production, and other media outlets.
4. Professionalism through the process of conceptualizing, planning, executing, and delivering quality visual effects projects that will lead toward the capstone project and self-promotion package, according to current industry standards.

DIPLOMA IN DIGITAL FILM & VIDEO

Course Number and Title	Credits
DFV110 Introduction to Digital Film Editing	3
DFV111 Digital Film Editing	3
DFV120 Introduction to Video Production	3
DFV121 Television and Film Production Techniques	3
DFV130 Visual Storytelling and Aesthetics	3
DFV131 Concept Development and Scriptwriting	3
DFV140 Introduction to Cinematography	3
DFV141 Cinematography	3
DFV161 Introduction to Production Planning	3
DFV171 Applications in Video Production	3
DFV172 Working with Actors	3
DFV180 Film Studies	3
DFV181 Colour Theory for Digital Media and the Web	3
DFV191 Location Audio	3
DFV192 Sound Design for Film	3
DFV210 Motion Graphics and Compositing	3
DFV220 Electronic Field Production	3
DFV221 Short-Form Media Production	3
DFV222 Documentary Filmmaking	3
DFV223 Advanced Project Production	3
DFV224 Music Video Production	3
DFV230 Screenwriting	3
DFV250 Media Business: Law, Marketing and Distribution	3
DFV251 Business Development & Communications	3
DFV252 Social Media Strategy	3
DFV253 Professional Development and Portfolio	3
DFV260 Advanced Project Pre-production	3
DFV270 Directing	3
DFV281 Media Management and Delivery	3
Applied Elective	3
Total	**90**

DIGITAL PHOTOGRAPHY

DIPLOMA - 60 CREDITS - 4 QUARTERS

TURN ASPIRING INTO INSPIRING

Photography is about so much more than taking a good photo; it is about understanding light and form, technology and software, editing and finishing. The Digital Photography Diploma program teaches students the essentials of the craft, preparing them for an exciting and diverse career in photography.

While developing an understanding of their visual style, students develop professional standards and skills to guide their career. In the digital age, there is a market for people who known how to create professional-level photos. The Digital Photography Diploma helps students grow the needed skills to build a rewarding career in photography.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Students have the opportunity to explore the principles of photographic design and the significance of visual style in the commercial sector; study the application of professional cameras, lenses, and related processes as they apply to commercial uses such as editorial or advertising photography; and to learn to use contemporary photographic imaging equipment and software in industry related facilities.

PROGRAM OBJECTIVES

1. Professional Presentation: Graduates produce a portfolio of original work for current media and multiple platforms, integrating industry standards, personal interest, and career specialization.
2. Critical Thinking: Graduates assess the historical and social impact of photography and evaluate how their photographs fit within this context.
3. Visual Communication: Graduates develop a style and vision conveying a personal point of view using problem solving processes that integrate extraordinary print quality and skillful judgment of aesthetic value.
4. Business: Graduates conceptualize, plan, and implement marketing strategies to create a successful business model.
5. Lighting: Graduates exhibit technical excellence in lighting and demonstrate inclusion or exclusion of ambient light sources, placement of main light source, degree of diffusion, control of overall lighting contrast, and separation of subject and background.
6. Post-production: Graduates exhibit technical excellence in post-production and demonstrate retouching based on professional parameters, Integrate multiple images together to illustrate a concept, and use selection techniques, alpha channels, layer masks, blending modes, and layer techniques demonstrating a mastery of image manipulation techniques.
7. Workflow: Graduates exhibit technical excellence in digital asset management and demonstrate how to process and manage images and time-based media, employ tools, menus, and keywords, manage and archive digital image files on external sources.

GRADUATES ARE PREPARED

Students graduate from the Digital Photography program with the training and portfolio required to pursue entry-level positions such as photographic technician, photographer's assistant, digital imaging artist, product or still-life photographer, news-source editorial photographer, or photo re-touch professional. They may work in studios, advertising agencies, publishing houses, photo labs or production companies, magazines, or as freelancers.

DIPLOMA IN DIGITAL PHOTOGRAPHY

Course Number and Title		Credits
CC115	Colour Theory	3
CC133	Digital Imaging	3
DFV110	Introduction to Digital Film Editing	3
DFV111	Digital Film Editing	3
PHOA101	Principles of Photography	3
PHOA102	Introduction to Photography Applications	3
PHOA103	Digital Image Management	3
PHOA105	Photojournalism	3
PHOA112	Photographic Design	3
PHOA113	Lighting	3
PHOA115	History of Photography 1	3
PHOA122	View Camera Theory	3
PHOA123	Colour Management & Printing	3
PHOA202	Studio Photography	3
PHOA203	Photographic Post-Production	3
PHOA208	Business of Photography	3
PHOA209	Portfolio I	3
PHOA233	Advanced Photographic Post-Production	3
PHOA308	Marketing for Photographers	3
WDIM130	Web Site Development I	3
Total		**60**

FASHION DESIGN

DIPLOMA - 90 CREDITS - 6 QUARTERS

SENSE OF STYLE

The global apparel industry is driven by change and creativity in fashion design. For students who seek an exciting career in a dynamic business, fashion design offers creative and practical opportunities to transform 2-dimensional design concepts into 3-dimensional garments and accessories that can be sold in retail outlets everywhere.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The Fashion Design program offers the ability to transform design ideas into garments and accessories as well as knowledge of the business side of the fashion industry. The design segment of the program is intended to help students develop a diverse skill set combining practical elements in garments construction, tailoring, flat pattern drafting and computer pattern drafting. Students will have the chance to harness creative capabilities in color theory and the history of fashion as well as concept development and design specialties to provide a solid foundation in the fundamentals of apparel design and engineering. In addition, marketing courses are designed to enable the students to develop, analyze and implement effective market strategies.

PROGRAM OBJECTIVES

1. Design: Graduates integrate the art of fashion design with the knowledge of materials and apparel production.
2. Production Skills: Graduates integrate textile knowledge and process skills in the production of garments from concept development to finished product.
3. Technology: Graduates effectively employ industry software and equipment to design and produce garments and produce garment technical packages.
4. Context and Critical Thinking: Graduates evaluate interconnections of historical perspectives, global events, forecasting, design, and color to create products relevant to fashion industry business trends.
5. Professionalism: Graduates exemplify professional standards, ethics, and business concepts.
6. Communication: Graduates display the ability to professionally communicate their ideas visually and verbally.

GRADUATES ARE PREPARED

The faculty encourages creativity and provides the opportunity for students to learn hands-on skills using traditional tools as well as industrial equipment and software currently utilized in the fashion design field. The combination of professional marketing skills and technical knowledge and creative development is designed to prepare students to seek entry-level positions in the industry such as a junior designer, fashion design assistant, assistant costume designer, junior tailor, junior pattern maker, pattern grader, fashion design entrepreneur or fashion stylist.

DIPLOMA IN FASHION DESIGN

Course Number and Title		Credits
CC110	Drawing	3
CC112	Fundamentals of Design	3
CC115	Colour Theory	3
CC133	Digital Imaging	3
FD104	Survey of the Fashion Industry	3
FD110	Fashion Illustration	3
FD124	Fundamentals of Construction	3
FD130	Textiles Fundamentals	3
FD180	Product Development	3
FD190	History of Fashion	3
FD210	Concept Development	3
FD211	Digital Illustration for Fashion	3
FD224	Intermediate Construction	3
FD240	Fundamentals of Patternmaking	3
FD241	Intermediate Patternmaking	3
FD250	Draping	3
FD260	Trends and Forecasting	3
FD280	Apparel Evaluation and Production	3
FD300	Professional Development and Portfolio	3
FD320	Design Studio: Women's Wear	3
FD321	Design Specialties II	3
FD324	Advanced Construction	3
FD340	Computer Patternmaking	3
FD341	Computer Patternmaking II	3
FD370	Final Collection Concept	3
FD372	Final Collection Production	9
FM102	Introduction to Fashion Marketing	3
FM304	Website Development	3
Total		**90**

FASHION DESIGN with Co-op

DIPLOMA - 94 CREDITS - 10 QUARTERS

SENSE OF STYLE

The global apparel industry is driven by change and creativity in fashion design. For students who seek an exciting career in a dynamic business, fashion design offers creative and practical opportunities to transform 2-dimensional design concepts into 3-dimensional garments and accessories that can be sold in retail outlets everywhere.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The Fashion Design program offers the ability to transform design ideas into garments and accessories as well as knowledge of the business side of the fashion industry. The design segment of the program is intended to help students develop a diverse skill set combining practical elements in garments construction, tailoring, flat pattern drafting and computer pattern drafting. Students will have the chance to harness creative capabilities in color theory and the history of fashion as well as concept development and design specialties to provide a solid foundation in the fundamentals of apparel design and engineering. In addition, marketing courses are designed to enable the students to develop, analyze and implement effective market strategies.

PROGRAM OBJECTIVES

1. Design: Graduates integrate the art of fashion design with the knowledge of materials and apparel production.
2. Production Skills: Graduates integrate textile knowledge and process skills in the production of garments from concept development to finished product.
3. Technology: Graduates effectively employ industry software and equipment to design and produce garments and produce garment technical packages.
4. Context and Critical Thinking: Graduates evaluate interconnections of historical perspectives, global events, forecasting, design, and color to create products relevant to fashion industry business trends.
5. Professionalism: Graduates exemplify professional standards, ethics, and business concepts.
6. Communication: Graduates display the ability to professionally communicate their ideas visually and verbally.

GRADUATES ARE PREPARED

The faculty encourages creativity and provides the opportunity for students to learn hands-on skills using traditional tools as well as industrial equipment and software currently utilized in the fashion design field. The combination of professional marketing skills and technical knowledge and creative development is designed to prepare students to seek entry-level positions in the industry such as a junior designer, fashion design assistant, assistant costume designer, junior tailor, junior pattern maker, pattern grader, fashion design entrepreneur or fashion stylist.

WORK EXPERIENCE

Students are required to complete the courses FD390, FD391, FD392 and FD393 Co-op which includes 1,320 hours of practical work experience.

DIPLOMA IN FASHION DESIGN WITH CO-OP

Course Number and Title		Credits
CC110	Drawing	3
CC112	Fundamentals of Design	3
CC115	Colour Theory	3
CC133	Digital Imaging	3
FD104	Survey of the Fashion Industry	3
FD110	Fashion Illustration	3
FD124	Fundamentals of Construction	3
FD130	Textiles Fundamentals	3
FD180	Product Development	3
FD190	History of Fashion	3
FD210	Concept Development	3
FD211	Digital Illustration for Fashion	3
FD224	Intermediate Construction	3
FD240	Fundamentals of Patternmaking	3
FD241	Intermediate Patternmaking	3
FD250	Draping	3
FD260	Trends and Forecasting	3
FD280	Apparel Evaluation and Construction	3
FD300	Professional Development and Portfolio	3
FD320	Design Studio: Women's Wear	3
FD321	Design Specialties II	3
FD324	Advanced Construction	3
FD340	Computer Patternmaking	3
FD341	Computer Patternmaking II	3
FD370	Final Collection Concept	3
FD372	Final Collection Production	9
FM102	Introduction to Fashion Marketing	3
FM304	Website Development	3
FD390	Co-op 1	1
FD391	Co-op 2	1
FD392	Co-op 3	1
FD393`	Co-op 4	1
Total		**94**

FASHION MARKETING

DIPLOMA - 90 CREDITS - 6 QUARTERS

THE BUSINESS OF DESIGN

The Fashion Marketing program blends individual creativity with a keen sales orientation. The program exposes students to the apparel industry from a business standpoint, offering them the knowledge and skills needed to effectively market companies, create advertising campaigns and identify appropriate messaging to target demographics.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Students are introduced to foundation skills such as color theory, fashion sketching, costume history, digital imaging and introductory retail skills. They later move on to topics such as concepts and trends in apparel, merchandise management, textiles and fabrics, advertising and marketing, elements of retail operations and technology, manufacturing, retail mathematics, consumer behavior, business ownership, media buying, human resources, accounting, store planning and lease management. Prior to graduating, students concentrate on developing a portfolio, securing an internship, and turn to topics on e-commerce and web marketing.

PROGRAM OBJECTIVES

1. Technology: Graduates utilize advanced business and design software for marketing, management, publications, social media, communication, and visual merchandising.
2. Marketing: Graduates analyze consumer behavior utilizing target markets, demographics, product development, psychographics, and cultural, social, and individual variables to influence the buyer decision process.
3. Management: Graduates apply the elements of management processes including personnel, operations, finance, and supply chain distribution.
4. Visual Merchandising: Graduates design and critique visual merchandising as a communication tool to target-market merchandise to the consumer.
5. Professionalism: Graduates demonstrate professional presentation skills through integrating and articulating appropriate communication skills, knowledge of fashion marketing and management and industry standards, professional practices, and ethics.

Branding: Graduates evaluate and assess fashion branding, utilizing product trends, brand identity, and forecasting as related to creating a brand image.

GRADUATES ARE PREPARED

The faculty encourages creativity and provides the opportunity for students to learn hands-on skills using traditional tools as well as industrial equipment similar to those found in the fashion design field. The combination of professional marketing skills and technical knowledge is designed to prepare students to seek entry-level positions in the industry such as a junior designer, pattern grader, management trainees, visual merchandisers, and assistant merchandise buyers.

DIPLOMA IN FASHION MARKETING

Course Number and Title		Credits
CC115	Colour Theory	3
CC133	Digital Imaging	3
FD104	Survey of the Fashion Industry	3
FD130	Textile Fundamentals	3
FD190	History of Fashion	3
FD211	Digital Illustration for Fashion	3
FD260	Trends and Forecasting	3
FD300	Professional Development and Portfolio	3
FM101	Fundamentals of Marketing	3
FM102	Introduction to Fashion Marketing	3
FM110	Fundamentals of Advertising	3
FM120	Business Fundamentals	3
FM200	Consumer Behaviour	3
FM201	Brand Strategy	3
FM202	Brand Marketing	3
FM203	Principles of Market Research	3
FM210	Media Planning and Buying	3
FM220	Business Communications	3
FM231	Public Relations	3
FM240	Visual Merchandising	3
FM241	Sales and Event Promotion	3
FM242	Merchandise Management	3
FM250	Event and Fashion Show Production	3
FM260	Current Designers	3
FM270	Fashion Writing	3
FM290	Retail Mathematics	3
FM303	International Marketing	3
FM304	Website Development	3
FM320	E-Business and Marketing	3
Fashion Design Elective		3
Total		**90**

GAME ART & DESIGN

DIPLOMA - 105 CREDITS - 7 QUARTERS

THEORY AND PRACTICE OF FUN

Game designers are the ones who create the fun experience in gaming, give life to near flesh-and-blood characters, embroil them in fantastic plots, and design levels placing them in a compelling environment. In sort, they create the user/player experience. This is a field that demands constant evolution as new gameplay, engines, systems, and technology are introduced on a constant basis.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Students have the opportunity to acquire a core skill set of written communication, game and level design, game scripting, and a foundation in art and project management. The student then has the opportunity to learn to create professional documentation, design game play, articulate stories, characters, and their environments, and apply knowledge of games to create their own interactive experiences. Students integrate all of these skills during a final game project in which they create an original game.

GRADUATES ARE PREPARED

Graduates have the training and skills necessary to seek entry-level positions in the game industry such as level designer, gameplay designer, mission designer, UI UX designer, technical designer, game tester, and assistant producer.

DIPLOMA IN GAME ART & DESIGN

Course Number and Title		Credits
CC310	Pre-Production and Project Management	3
CC449	Production Team I	6
CC451	Production Team II	6
CC452	Post-Production	3
CCM121	Digital Imaging I	3
CCM131	Basic 3D Concepts	3
GAD100	History of Games	3
GAD113	Free to Play Game Design	3
GAD110	Game Design I	3
GAD120	Scripting I	3
GAD121	Mini Games and Prototyping	3
GAD122	Game Design II	3
GAD130	Level Design I	3
GAD140	Scripting II	3
GAD160	Advanced Scripting	3
GAD205	UI | UX Design	3
GAD222	Game Research and Critical Analysis	3
GAD230	Level Design II	3
GAD250	Game Design for Business	3
GAD253	Portfolio I	3
GAD262	Advanced Game Design	3
GAD271	Game Design for Platforms	3
GAD320	Senior Project	3
GAD322	Capstone Project	3
GAD323	Final Capstone Project	6
GAD330	Critical Game Design	3
GAD362	Portfolio II	3
Media Arts Elective 1		3
Media Arts Elective 2		3
Media Arts Elective 3		3
Media Arts Elective 4		3
Media Arts Elective 5		3
Total		**105**

GRAPHIC DESIGN

DIPLOMA - 75 CREDITS - 5 QUARTERS

VISUAL COMMUNICATOR

Magazines, newspapers, advertising agencies, publishing houses, engineering companies, builders, packaging, and app development companies all require the specialized skills of graphic designers.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

If you already have a portfolio of design foundations courses, the Graphic Design, Diploma program is right for you. Diploma students master the fundamentals of design, typography, illustration, and production procedures in creative communication projects. Students also learn how to meet the needs of clients quickly, creatively, and economically. Graduates are prepared to work in a variety of fields, from film and TV to publishing and retail. Creatives with the ability to tell an impactful story through visuals are always in demand.

PROGRAM OBJECTIVES

1. Design - Graduates demonstrate versatile aesthetic layout and design solutions, including effective usage of space, line, color, shape, texture, form, balance and value, typographic and photographic hierarchy structures.
2. Conceptual - Graduates demonstrate conceptual thinking through work that reflects historical and contemporary trends, answering design problems with creative visual and writing elements.
3. Communication - Graduates demonstrate the interdependence of content and visual expression; evaluate and critique their design concept; articulate the vision behind their creative work and defend their creative solutions.
4. Professional Presentation - Graduates articulate their design direction by communicating mastery of graphic and web design, problem solving, ethics and industry standards in visual presentations. Graduates will demonstrate the ability to conceptualize, plan, execute, and deliver quality visual effects and motion graphics projects.
5. Technical – Graduates demonstrate and apply competencies in industry-specific computer software. These include preparation and presentation of work, technical aspects of prepress, output, and quality reproduction as well as web design.

GRADUATES ARE PREPARED

Graphic Design graduates will have acquired the training and developed the portfolio necessary to interview for entry-level positions in marketing departments, advertising agencies, publishing houses, app development companies, corporate communications departments, and design studios.

DIPLOMA IN GRAPHIC DESIGN

Course Number and Title		Credits
ART102	History of Art in Early Civilizations	3
GD121	Concept Development	3
GD131	Typography	3
GD132	History & Analysis of Design	3
GD211	Advanced Typography	3
GD212	Electronic Design	3
GD221	Production Procedures	3
GD223	Photoshop for Prepress	3
GD230	Digital Illustration	3
GD231	Corporate Identity	3
GD310	Dimensional Design	3
GD311	Art Direction	3
GD312	Design and Technology	3
GD322	Foundation of Electronic Production	3
GD430	Portfolio I	3
GD330	Portfolio II	6
GD412	Advertising Design	3
GD432	Senior Project	3
IMD102	Digital Visual Composition	3
MM221	Computer Animation for Multimedia	3
RS400	Professional Development	3
WS121	Fundamentals of the www	3
WS130	Web Site Development I	3
WS230	Web Site Development II	3
Total		**75**

GRAPHIC DESIGN & FOUNDATION FOR DESIGN

DIPLOMA - 90 CREDITS - 6 QUARTERS

VISUAL COMMUNICATOR

Magazines, newspapers, advertising agencies, publishing houses, engineering companies, builders, packaging, and app development companies all require the specialized skills of graphic designers.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

If you do not have a portfolio representing the foundation courses, the Graphic Design & Foundation for Design program is for you. In this program students learn the fundamentals of design, typography, illustration and production procedures. They are trained in the use of the latest industry software and graduate knowing how to meet the graphic design needs of their clients quickly, creatively, and economically. Graduates know how to use powerful imagery to convey ideas and emotion.

PROGRAM OBJECTIVES

1. Design - Graduates demonstrate versatile aesthetic layout and design solutions, including effective usage of space, line, color, shape, texture, form, balance and value, typographic and photographic hierarchy structures.
2. Conceptual - Graduates demonstrate conceptual thinking through work that reflects historical and contemporary trends, answering design problems with creative visual and writing elements.
3. Communication - Graduates demonstrate the interdependence of content and visual expression; evaluate and critique their design concept; articulate the vision behind their creative work and defend their creative solutions.
4. Professional Presentation - Graduates articulate their design direction by communicating mastery of graphic and web design, problem solving, ethics and industry standards in visual presentations. Graduates will demonstrate the ability to conceptualize, plan, execute, and deliver quality visual effects and motion graphics projects.
5. Technical – Graduates demonstrate and apply competencies in industry-specific computer software. These include preparation and presentation of work, technical aspects of prepress, output, and quality reproduction as well as web design.

GRADUATES ARE PREPARED

Graduates will have acquired the training and developed the portfolio necessary to interview for entry-level positions in marketing departments, advertising agencies, publishing houses, app development companies, corporate communications departments, and studios.

DIPLOMA IN GRAPHIC DESIGN & FOUNDATION FOR DESIGN

Course Number	and Title	Credits
ART102	History of Art in Early Civilizations	3
CC110	Drawing	3
CC112	Fundamentals of Design	3
CC115	Colour Theory	3
CC133	Digital Imaging	3
GD121	Concept Development	3
GD131	Typography	3
GD132	History & Analysis of Design	3
GD211	Advanced Typography	3
GD212	Electronic Design	3
GD221	Production Procedures	3
GD223	Photoshop for Prepress	3
GD230	Digital Illustration	3
GD231	Corporate Identity	3
GD310	Dimensional Design	3
GD311	Art Direction	3
GD312	Design and Technology	3
GD322	Foundation of Electronic Production	3
GD430	Portfolio I	3
GD330	Portfolio II	6
GD412	Advertising Design	3
GD432	Senior Project	3
IMD102	Digital Visual Composition	3
MAA121	Life Drawing I	3
MM221	Computer Animation for Multimedia	3
RS400	Professional Development	3
WS121	Fundamentals of the www	3
WS130	Web Site Development I	3
WS230	Web Site Development II	3
Total		**90**

HOSPITALITY & RESTAURANT BUSINESS MANAGEMENT

DIPLOMA - 60 CREDITS - 4 QUARTERS

WHERE HOSPITALITY AND CULINARY MEET

The world's most illustrious restaurants build their reputations on being able to meet customer expectations and demands for service, quality, nutrition, diversity of product, and flavour. At LCV, we understand that successful communication between all the players in the business – in the kitchen and in the front of the house – keeps things running smoothly and contributes to the overall success of any culinary venture.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Curriculum for the Hospitality & Restaurant Business Management diploma program begins with an introduction to the fundamental culinary skills and techniques used in basic cookery. Students then explore the various dimensions of culinary, such as the role of culinary education and various career opportunities, before moving on to both practical and theoretical skills in the business arena. Purchasing, budgeting, planning, and cost control knowledge informs students of the market requirements of running a food and beverage business. Front-end management issues such as dining room procedures, management by menu, and human resources management expand on the student's ability to foster effective communication with key staff. Students are also grounded in the marketing, financial management, and kitchen management skills critical to operating a business in the hospitality and culinary industries. During the fourth and final quarter of the program, students combine all the critical skills they have acquired in the program to develop a complete business plan for a minimum 100-seat restaurant.

GRADUATES ARE PREPARED

Graduates have the training and skills necessary to seek employment in positions in the food service industry, such as assistant front-of-the-house manager, management trainee, assistant department manager, and catering manager.

PROGRAM OBJECTIVES

Upon successful completion of the program, graduates should be able to:

1. Obtain an entry-level skill position in the food service industry.
2. Demonstrate and articulate an awareness of the cross-cultural, moral, ethical, and environmental issues in hospitality organizations and their relationship with all stakeholders.
3. List, explore and critically analyze the principles and practices impacting contemporary issues affecting the global hospitality industry.
4. Differentiate between the many roles and responsibilities of a manager within a range of hospitality environments.
5. Implement operational sales and marketing techniques in hospitality organizations.
6. Prepare, maintain, analyze, and utilize financial documents and data related to hospitality organizations.
7. Create a business plan for a food service outlet or hospitality company.

WORK EXPERIENCE

Students are required to complete the course CUL213 Practicum which includes 99 hours of practical work experience.

DIPLOMA IN HOSPITALITY & RESTAURANT BUSINESS MANAGEMENT

Course Number and Title	Credits
CUL102 Concepts and Theories of Culinary Techniques	3
CUL103 Sanitation and Safety	3
CUL105 Fundamentals of Classical Techniques	6
CUL115 Nutrition	3
CUL132 Management by Menu	3
CUL136 Sustainable Purchasing and Controlling Costs	3
CUL213 Practicum	3
CUL250 Management, Supervision & Career Development	3
CUL252 Food and Beverage Management	3
CUL261 A la Carte Kitchen	9
CUL272 Capstone	3
RCM210 Lodging Operations	3
RCM241 Marketing for the Hospitality Industry	3
RCM262 Catering and Banquet Operations	3
RCM263 Hospitality and Human Resources Management	3
RCM264 Financial Management for the Hospitality Industry	3
RCM273 Leadership and Organizational Development	3
Total	**60**

INTERIOR DESIGN

DIPLOMA - 90 CREDITS - 6 QUARTERS

GIVING FORM TO SPACE

Interior designers give form to the spaces in which we spend our lives. An interior designer is, by definition a person who identifies, researches, and solves problems pertaining to the function and quality of interiors. Their work includes programming, design analysis, as well as specifying and designing all aspects of interior spaces. Using specialized knowledge of interior construction, building codes, materials, lighting, and furnishings, interior designers prepare drawings and documents in order to protect the health, safety, and welfare of the public.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The work of a designer is about much more than creating polished spaces. In today's digital age, they also must be proficient in industry software and design analysis. LCV's Diploma Interior Design diploma program ensures students graduate with all of the necessary skills to design a brilliant career, by knowing current trends and understanding traditional concepts of design. Our balanced approach, taught by experienced interior designers, ensures students gain an understanding of interior construction, building codes, materials, lighting and furnishings.

The program is designed to prepare students to communicate design solutions through a variety of visual media while developing aesthetic and ethical sensitivities. Along with design principles, students learn how their role connects with others in the industry and how to manage the business of their profession.

PROGRAM OBJECTIVES

1. Solve complex interior design problems using the design process and their knowledge of principles, theories, and applications to analyze the client profile and project program, both individually and collaboratively.
2. Provide interior design services using effective oral, written, and visual communication employing a variety of means, methods, and technologies, in both 2- and 3-dimensions.
3. Produce interior design solutions that constructively integrate with available building, environmental, and property management systems, as well as prevailing codes and standards of use, maintenance, and sustainability.
4. Specify and apply to their solutions, finish materials that meet prevailing standards of use, maintenance, sustainability, regulatory compliance, and aesthetics.
5. Provide professional services based on their body of knowledge with a standard of care that meets both client needs and protects the health, safety, and welfare of the public in an ethical and legal manner.

GRADUATES ARE PREPARED

The goal of the Interior Design diploma program is to produce graduates that are prepared to seek entry-level employment in their profession and able to conceive and execute viable, creative design solutions in diverse occupations within our current market realities. Graduates of LCV's Interior Design diploma program will be eligible to write the NationalCouncil for Interior Design Qualification exam upon completion of the required work experience.

DIPLOMA IN INTERIOR DESIGN

Course Number and Title		Credits
CC110	Drawing	3
CC112	Fundamentals of Design	3
CC115	Colour Theory	3
ID109	Basic Drafting	3
ID113	Introduction to Interior Design	3
ID118	Perspective	3
ID120	History of Architecture, Interiors, and Furniture	3
ID124	Rendering and Illustration	3
ID127	Computer-Aided Design	3
ID130	Programming & Space Planning	3
ID134	Textiles	3
ID211	Lighting	3
ID221	Residential Design	3
ID225	Human Factors and Psychology of Design	3
ID234	Materials and Resources	3
ID237	Advanced Computer-Aided Design	3
ID240	Corporate Design	3
ID303	Project Management	3
ID311	Codes/Barrier Free Design	3
ID316	3D Digital Modeling	3
ID317	3D Digital Rendering	3
ID323	Professional Practices	3
ID324	Interior & Architectural Detailing	3
ID330	Environmental Design	3
ID340	Building Systems and Materials	3
ID350	Commercial Design	3
ID351	Presentation Techniques	3
ID431	Senior Project	3
ID440	Construction Documents	3
ID460	Portfolio	3
Total		**90**

JEWELLERY DESIGN

DIPLOMA - 900 HOURS - 3 SEMESTERS

CARVE YOUR OWN PATH

Take the first step towards the career of your dreams! In only one year, and with no experience necessary, produce an original collection of jewellery or wearable art. Experienced and passionate teachers will guide you through the jewellery design process from concept through to fabrication, including the promotion of your own jewellery business. Roll up your sleeves and practice the basics of shaping, forming, soldering, and finishing metal; advance into your favorite techniques with the freedom and supportto carve your own path as a designer. Gain skillful talents in multiple bead stringing and weaving techniques and learn to designand fabricate unique metal findings. Using historical and modern concepts in jewellery design, learn traditional freehand drawing and painting techniques that are later enhanced with digital illustration skills. Participate in jewellery presentation and photography sessions that shape your own style and brand. Graduate with an impressive digital portfolio of jewellery images that provides a cutting edge in the field.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

In this demanding program, you will learn to:

- Develop the ability to transform jewellery concepts into actual works.
- Communicate jewellery concepts verbally, in writing, and through traditional and digital illustration.
- Learn about the various materials and techniques available to create a range of jewellery pieces.
- Learn the history of jewellery design and how culture influences jewellery trends.
- Gain first-hand experience with exhibitions and scout out career-building opportunities in the local and international jewelry social network.
- Produce an original collection of jewellery.
- Acquire skills to produce, manage, market, promote and present jewellery designs.

GRADUATES ARE PREPARED

The diploma in Jewellery Design prepares students for career options such as Jewellery Designer, Jewellery Manufacturer, Jewellery Studio Technician, Costume Design Accessory Consultant (theatre, film and television), Jewellery Merchandiser, Jewellery Customer Service/Sales.

DIPLOMA IN JEWELLERY DESIGN

Semester *1*

JD0-001-01	Metal Work I
JD0-001-02	Beading I
JD0-001-03	History and Trends
JD0-001-04	Illustration I
JD0-001-05	Visual Language

Semester 2

JD0-002-01	Metal Work II
JD0-002-02	Beading II
JD0-002-03	Multimedia
JD0-002-04	Illustration II
JD0-002-05	Art and Application

Semester *3*

JD0-003-01	Metal Work III
JD0-003-02	Beading III
FD0-003-04	Computerized Illustration
FD0-004-03	Fashion Marketing
GD0-003-04	Digital Portfolio

PROFESSIONAL RECORDING ARTS

DIPLOMA - 90 CREDITS - 6 QUARTERS

AUDIO PROFESSIONALS

The tools for recording, editing, and delivery of audio are evolving at a rapid pace. Today's professional audio engineers and producers must constantly stay abreast of current developments in equipment technology and production methods. To do this, they must have a solid foundation in the basic physics of sound and acoustics as well as skills in equipment operation, usage, and design.

The Professional Recording Arts program is designed to meet the needs of industry by offering a curriculum that provides students with a solid background in technology, theory and industry practices. Practical hands-on experience with recording and live production equipment is essential to being prepared for the contemporary marketplace.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Through rigorous study of theoretical concepts, industry practices, and hands-on production techniques, students work to develop the technical skills and aesthetic sensibilities needed to become professional engineers, technicians, producers and businesspeople. Students have the opportunity to learn the fundamentals of acoustics, audio engineering principles, digital audio editing, analog and digital audio mixing, music theory, keyboarding, and practical audio electronics among other skills.

GRADUATES ARE PREPARED

The diploma in Professional Recording Arts is a six-quarter, course of study that is designed to prepare students with the essential skills and knowledge necessary to seek entry-level employment in the field of audio engineering and production, music recording, live sound, television, home studio, radio, studio management, corporate AV, game audio, technical support, and others.

DIPLOMA IN PROFESSIONAL RECORDING ARTS

Course Number and Title	Credits
PRA100 Fundamentals of Audio	3
PRA101 Digital Audio and Control Systems	3
PRA110 Audio Technology I	3
PRA111 Audio Recording I	3
PRA112 Audio Recording II	3
PRA120 Digital Music Technology I	3
PRA121 Digital Music Technology II	3
PRA130 Digital Audio I	3
PRA131 Digital Audio II	3
PRA140 Music Theory I	3
PRA141 Music Theory II	3
PRA200 Acoustics	3
PRA201 Psychoacoustics	3
PRA202 Audio Electronics	3
PRA210 Advanced Recording Techniques I	3
PRA211 Advanced Recording Techniques II	3
PRA212 Practical Audio Electronics	3
PRA220 Synthesis & Sound Design I	3
PRA221 Synthesis & Sound Design II	3
PRA230 Digital Audio III	3
PRA231 Digital Audio IV	3
PRA250 Live Sound Reinforcement	3
PRA260 Business Fundamentals	3
PRA390 Professional Development and Portfolio	3
PRA391 Senior Project	3
Recording Arts Elective 1	3
Recording Arts Elective 2	3
Recording Arts Elective 3	3
Recording Arts Elective 4	3
Recording Arts Elective 5	3
Total	**90**

PROFESSIONAL RECORDING ARTS (LIPA)

DIPLOMA - 110 CREDITS - 6 QUARTERS

LIVERPOOL INSTITUTE FOR PERFORMING ARTS

The Professional Recording Arts (LIPA) program is a fully articulated block transfer program. Students aspiring to a higher level of academic work and/or are clear about their desire to transfer to the Liverpool College for Performing Arts (LIPA) may apply for the articulated program at the beginning of their studies at LCV.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The program includes all course work in the Professional Recording Arts diploma program with additional academic and project requirements and higher expectations regarding academic achievement. Additional courses include Media Studies and Technology and Directed Studies. The program requires the completion of a variety of written papers through Directed Studies courses. In addition, students are required to complete a major collaborative project.

ENTRANCE REQUIREMENTS

Students must apply for the Professional Recording Arts (LIPA) program at the beginning of the regular Professional Recording Arts program. In order to be considered into the Professional Recoding Arts (LIPA) program, interested students must fulfill the follow requirements.

- Students must agree to maintain a minimum grade point average (GPA) of 2.4 or better throughout their program.
- Provide a 1000-word essay on employment goals and how the Professional Recording Arts (LIPA) diploma program will help the student achieve his/her goals.

Upon acceptance into the program, students are required to fill out the Professional Recording Arts (LIPA) Preparatory Program Agreement form that will be considered as part of the Enrollment Agreement.

DIPLOMA IN PROFESSIONAL RECORDING ARTS (LIPA)

Course Number and Title		Credits
PRA100	Fundamentals of Audio	3
PRA101	Digital Audio and Control Systems	3
PRA110	Audio Technology I	3
PRA111	Audio Recording I	3
PRA112	Audio Recording II	3
PRA120	Digital Music Technology I	3
PRA121	Digital Music Technology II	3
PRA130	Digital Audio I	3
PRA131	Digital Audio II	3
PRA140	Music Theory I	3
PRA141	Music Theory II	3
PRA200	Acoustics	3
PRA201	Psychoacoustics	3
PRA202	Audio Electronics	3
PRA210	Advanced Recording Techniques I	3
PRA211	Advanced Recording Techniques II	3
PRA212	Practical Audio Electronics	3
PRA220	Synthesis & Sound Design I	3
PRA221	Synthesis & Sound Design II	3
PRA230	Digital Audio III	3
PRA231	Digital Audio IV	3
PRA240	Songwriting	3
PRA241	Music Arranging and Recording Technology	3
PRA242	Music Production for Visual Media	3
PRA243	Composition for Advertising	3
PRA250	Live Sound Reinforcement	3
PRA260	Business Fundamentals	3
PRA280	Media Studies - Technology and Culture I	3
PRA281	Media Studies - Technology and Culture II	3
PRA340	Scoring for Film and Television	3
PRA380	Directed Studies I	3
PRA381	Directed Studies II	3
PRA390	Professional Development and Portfolio	3
PRA391	Senior Project	3
Total		**102**

Liberal Studies Requirements

Course Number and Title		Credits
GE104	Rhetoric and Composition	4
GE114	Academic Writing	4
Total		8

TOTAL CREDITS **110**

VFX FOR FILM & TELEVISION

DIPLOMA - 105 CREDITS - 7 QUARTERS

CREATING NEW VISIONS

The VFX for Film & Television diploma program at LCV is designed to provide graduates with the relevantskills necessary to seek entry-level employment in the post-production industry for film and television as VFX artists and technicians, as well as the game and animation industries. This goal is achieved by building a foundation of traditional artistic skill, a solid knowledge base in film and VFX theories and principles, and by then providing students with hands on training in various modern applications and tools including compositing and digital film production techniques.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Each 3-month quarter of the program is comprised of tightly integrated, cohesive courses which are designed to help students meet specific, industry driven competencies and outcomes. The curriculum is structured to facilitate portfolio outcomes culminating in the development of a professional "demo reel" and other marketing pieces.

As technology and software are constantly evolving, training is provided that is designed to prepare students to be diagnostic in their study, to problem solve and above all, develop work ethic and standards in accordance with their professional practice. Finally, the program is designed to teach students how to communicate ideas effectively, as well as how to work in a collaborative environment through a variety of team-based projects.

GRADUATES ARE PREPARED

Entry-level employment opportunities for graduating students may include 3D Modeler, 3D Generalist, 3D Match Mover, 2D Compositor, VFX Wrangler, Texture Artist, Matte Painter, Render Wrangler, and a host of related entry level visual effects production positions.

"My education at LaSalle helped me get a foundation for what I learned in the VFX studio. The teachers were very inspiring and knowledgeable and helped push me and challenge me to get to a level of knowledge that would be a great starting point for everything I was going to learn in the professional VFX studios. The career services were also very helpful in getting me interviews and helping me create my own personal VFX brand. Everyone at LaSalle was very supportive and encouraging. In the end, my demo reel helped me get my first job in the Compositing Department within a few months of graduating." - Nikki Snider (Double Negative VFX)

PROGRAM OBJECTIVES

1. Application of learned concepts from foundation level art courses. These would include drawing, colour, form, design, composition, and foundation level digital art skills.
2. Applied technical knowledge of compositing, effects, animation tools and software according to current industry standards.
3. Practical understanding and application in the principles of visual effects and motion graphics to meet the needs of corporate communication, television, motion picture, video production, and other media outlets.
4. Professionalism through the process of conceptualizing, planning, executing, and delivering quality visual effects projects that will lead toward the capstone project and self-promotion package, according to current industry standards.
5. Ability to work on team-based projects.

DIPLOMA IN VFX FOR FILM & TELEVISION

Course Number and Title	Credits
ANI323 Final Diploma Capstone	6
CCM100 Introduction to Digital Arts	3
CCM101 Drawing and Perspective	3
CCM111 Design and Colour Theory	3
CCM121 Digital Imaging	3
CCM131 Basic 3D Concepts	3
CCM161 Concept Design and Illustration	3
CCM181 3D Modeling I	3
CCM221 3D Animation I	3
CCM231 Materials and Textures I	3
CCM261 Portfolio	3
CCM281 OBJ Lighting and Rendering I	3
CCM292 Digital Storyboarding	3
CCM311 3D Effects	3
CCM321 Production Team I	3
CCM361 Production Team II	6
CCM391 Script Programming	3
CCM411 Portfolio II	3
DFV120 Introduction to Video Production	3
DFV140 Introduction to Cinematography	3
MAG331 Materials and Textures II	3
MAG381 OBJ Lighting and Rendering II	3
MAG441 Matte Painting	3
VFX201 Compositing I	3
VFX251 Compositing II	3
VFX281 Compositing III	3
VFX321 Visual Effects Studio I	3
VFX322 Visual Effects Studio II	3
Media Arts Elective 1	3
Media Arts Elective 2	3
Media Arts Elective 3	3
Media Arts Elective 4	3
Media Arts Elective 5	3
Total	**105**

VISUAL & GAME PROGRAMMING

DIPLOMA - 90 CREDITS - 6 QUARTERS

GAME CREATORS

Video game programmers must be well versed in the technical aspects of game creation. They must be able to create the core game engine subsystems, integrate art assets, and translate the intent of the game designers into functional game software. The game programmer's skill set includes the ability to create and customize game code, scripts and tools to best meet the needs of an individual game project.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The Visual & Game Programming diploma program is an intense hands-on program with a focus on technical design and programming skills for video games. While the emphasis is on object-oriented programming, students also study mathematics, scripting, game design, and algorithm development. In addition to core programming skills, the curriculum introduces students to a number of programming topics including graphics, physics, game engines, gameplay, and tools development. Students have the opportunity to learn C, C++, C#, and OpenGL.

GRADUATES ARE PREPARED

The program's objective is to provide students with the essential programming, mathematics, problem solving, and design skills required of a video game programmer or a technical game designer. Graduates possess a blend of theoretical knowledge and practical experience that equips them to seek entry-level employment.

DIPLOMA IN VISUAL & GAME PROGRAMMING

Course Number and Title		Credits
CC310	Pre-production and Project Management	3
CC449	Production Team I	6
CC451	Production Team II	6
CCM121	Digital Imaging	3
GAD100	History of Games	3
GAD110	Game Design I	3
GAD130	Level Design I	3
VGP101	Introduction to Computer Programming	6
VGP102	Object-Oriented Programming in C++ I	6
VGP114	Software Development and Testing	3
VGP113	UML and Object-Oriented Design	3
VGP125	Introduction to C# Programming	3
VGP126	Applied Mathematics	3
VGP128	Geometry and Linear Algebra	3
VGP131	Object-Oriented Programming in C++ II	3
VGP201	Portfolio I	3
VGP220	Algorithms and Data Patterns I	3
VGP230	2D Games Programming	3
VGP232	Game Tools and Pipelines	3
VGP233	Programming for Games Engines	3
VGP240	3D Graphics and Applications	3
VGP244	Algorithms and Data Patterns II	3
VGP248	Physics of Motion, Light and Sound	3
VGP324	23D Graphics Programming	3
VGP430	Senior Project	3
Media Arts Elective 1		3
Total		**90**

BAKING & PASTRY ARTS
LEVEL 1

CERTIFICATE - 30 CREDITS - 2 QUARTERS

THE ART OF TASTE

From cakes to custards and meringues to macaroons, the exacting, creative expression that characterizes the baking and pastry arts is a respected and demanding facet of the culinary profession. The Baking & Pastry Arts – Level 1 certificate program is ideal for culinary students and professionals who want to explore the opportunities that exist in the colorful and creative world of baking and pastry arts

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

A creative yet technical specialization, pastry arts is experiencing a renaissance that reflects the rapid growth of the food service industry. Our curriculum emphasizes speed, co-ordination, and teamwork when preparing baked goods and pastries from scratch. Topics such as cake and pastry preparation, frozen desserts, chocolate, regional desserts, and cake decorating are specifically included in courses which are designed to prepare students to seek entry-level employment in baking and pastry-making.

Through hands-on experimentation and in-class instruction, students have the opportunity to discover the tools and techniques used by industry to achieve professional results. The curriculum is designed to provide a solid foundation that is designed to enhance the student's knowledge and skills in the kitchen and is designed to prepare them to seek entry-level positions within the baking and pastry industry. Studies in nutrition, sanitation, safety management, and careers in the restaurant business are intended to provide students with a full spectrum of knowledge about the culinary industry as they develop their skills as pastry technicians.

GRADUATES ARE PREPARED

Graduates have the training and skills necessary to seek entry-level employment in positions in the food service industry, such as assistant baker, baker, cake decorator, assistant pastry chef, & assistant caterer.

PROGRAM OBJECTIVES

Upon successful completion of the program, graduates should be able to:

1. Obtain an entry-level skill position in the food service industry.
2. Prepare standardized recipes using a variety of cooking, baking and pastry techniques as well as appropriate equipment and tools.
3. Produce various baked goods and a variety of international and classical pastries and desserts using basic as well as advanced techniques, which meet industry quality standards.
4. Design, produce, assemble, and decorate display and wedding cakes using various finishing methods which meet industry quality standards.
5. Describe and perform tasks related to common business practices within the foodservice industry including inventory, menu planning, cost control and food purchasing.
6. Seek employment in retail, commercial and institutional food service settings in entry-level job positions.

CERTIFICATE IN BAKING & PASTRY ARTS - LEVEL 1

Course Number and Title		Credits
CUL102	Concepts and Theories of Culinary Techniques	3
CUL103	Sanitation and Safety	3
CUL104	Dimensions of Culinary	3
CUL105	Fundamentals of Classical Techniques	6
CUL115	Nutrition	3
CUL121	Introduction to Baking	3
CUL122	Introduction to Pastry	6
CUL132	Management by Menu	3
Total		**30**

CULINARY ARTS LEVEL 1

CERTIFICATE - 30 CREDITS - 2 QUARTERS

THE TECHNIQUES OF FLAVOUR

Poaching, roasting, braising, and frying: Do these words stimulate more than just make your mouth water? Do they get you wondering how Chefs prepare delicious meals or balance the workload of a busy kitchen? The Culinary Arts – Level 1 certificate program at LCV is ideal for anyone wishing to explore the career options available to them in the world ofculinary arts.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The curriculum is broad and addresses the fundamental concepts, skills, and techniques involved in basic cookery. Training covers a diverse range of topics, from kitchen operation and nutrition to knife skills and hygiene. Rigorous hands-on kitchen work aims to familiarize students with cooking techniques, preparation, ingredients, cooking theories, and presentation. Our Chef instructors combine classical principles and modern techniques and trends in both the classroom and the kitchen portions of the program. Over two quarters, students prepare, taste, serve, and evaluate a wide range of dishes to provide them with insight into the scope of the culinary world.

GRADUATES ARE PREPARED

As students progress through the program, they have the opportunity to learn about modern, regional, and classical cuisines and practice making their own culinary creations in our instructional kitchens. Successful completion of the program prepares graduates to seek entry-level jobs such as prep cook, line cook, and first cook.

PROGRAM OBJECTIVES

Upon successful completion of the program, graduates should be able to:

1. Establish and maintain safety and sanitation procedures.
2. Prepare standardized recipes using a variety of cooking techniques which meet industry quality standards.
3. Prepare a variety of international recipes utilizing the correct techniques, ingredients and equipment which meet industry quality standards.
4. Describe and perform tasks related to common business practices in the culinary industry, including inventory, menu planning, cost control, and food purchasing.
5. Describe the principles of food and beverage management.
6. Define and articulate the core values of the culinary professional.
7. Seek entry-level positions in commercial and institutional food service settings.

CERTIFICATE IN CULINARY ARTS - LEVEL 1

Course Number and Title	Credits
CUL102 Concepts and Theories of Culinary Techniques	3
CUL103 Sanitation and Safety	3
CUL104 Dimensions of Culinary	3
CUL105 Fundamentals of Classical Techniques	6
CUL111 North American Regional Cuisine	6
CUL115 Nutrition	3
CUL121 Introduction to Baking	3
CUL247 World Cuisine	3
Total	**30**

E-LEARNING

With technology developing daily, educational and career paths are no longer confined to a conventional classroom. Our E-learning College provides a variety of programs that grant you easy access to quality education and help you to advance your career goals in a flexible medium. All E-learning programs are inspired by our on-campus diploma programs, but curriculum is delivered remotely, letting you utilize course material and rich media content on your own time frame. The virtual classes allow you to juggle your full schedule while enjoying open communication with qualified instructors who will be on hand to evaluate your progress and support you each step of the way.

Administrative Assistant - Diploma
E-Business - Diploma
Event Planning and Management - Diploma
Fashion Marketing - Buyer's Profile - Diploma
Fashion Styling - Diploma
Graphic Design - Branding - Diploma
Interior Design - Diploma
Video Game 3D Modeling - Diploma

ADMINISTRATIVE ASSISTANT

DIPLOMA – 750 HOURS - 4 SEMESTERS

With the Administrative Assistant training, you will be able to take part in every stage of document production. The administrative assistant is an indispensable human resource for any organization. Make the most of your imagination, creativity, and capacity to synthesize. Be a vehicle of clear communication and learn how to create electronic layouts, produce multimedia documents, and manage projects.

Relevant Training

- High-quality training with rich media content.
- Continuous evaluation of your understanding of the subject at hand.
- A variety of courses available remotely.
- A combination of virtual classes, self-guided training, and homework for a minimum amount of class hours and a maximum amount of freedom.
- Virtual classes offered at night.
- Length of program: 16 months.
- 20 hrs./ week of work; 750 hours (includes self-guided training, virtual classes and individual study time).

Skills

If you have skills in these areas, then the Administrative Assistant career is for you!

- Time Management
- Multi-tasking
- Strong Communication
- Attention to Detail
- Organization
- Problem Solving
- Teamwork

Employment

- Administrative Assistant
- Office Administrator
- Personal Assistant
- Office Coordinator

Required Materials

Microsoft Office Suite, Adobe Suite CS, Microsoft Project, Sage Simply Accounting

Recommended Equipment

- Computer with 64 bits 3GHz processor
- Windows 7 or higher
- Minimum 4GB of RAM
- Hard Drive 500GB
- High Speed Internet access
- Firefox Internet Browser
- Screen with minimum resolution of 1080 x 900 (1280 x 1024 recommended)
- Sound Card, headphones and microphones
- Application software and peripherals required for the course
- Flatbed Scanner

Students are responsible for ensuring compatibility with the software.

Curriculum

Semester 1:

412-AM2-AS	Electronic Messaging and Web-Based Research
412-AM3-AS	Word-Processing I
570-DE3-AS	Computer Operating Systems
582-TM7-AS	Introduction to Media

Semester 2:

412-BM2-AS	Creating Multimedia Presentations
412-BM3-AS	Word Processing 2
412-BM4-AS	Data Processing and Graphical Representation I (Basic and Intermediate)
582-TM2-AS	Image Design Processing

Semester 3:

412-CM4-SA	Data Processing and Graphical Representation II
571-RC4-AS	Principles of Accounting
412-DM2-AS	Project Management and Event Planning
412-DM3-AS	Creating and Using Databases

Semester 4:

412-AA7-AS	Creating Layouts
412-DN4-AS	Integration Project
582-DM1-AS	Website Design and Screenwriting

E-BUSINESS

DIPLOMA – 690 HOURS - 3 SEMESTERS

The aim of the online e-Business program is to familiarize you with different online practices and business strategies designed to increase the visibility, accessibility and competitiveness of businesses.

The online e-Business program is designed to help you assess problems, analyze results and implement the best practices to ensure that a company can achieve its strategic objectives.

During your training, you will learn how to develop a Web marketing plan, compare models and emerging technologies in the areas of electronic services and e-business, analyze web-based information for strategic planning purposes, and more.

E-business management will no longer hold any secrets from you!

Profile

The Project Manager holds the knowledge related to delivery processes as well as the web analytical tools and methods. His wide range of skills allows him to easily work in different multimedia teams and to ensure consistency of choices through different stages of implementing e-Business solutions. With experience, the e-Business professional can access positions such as e-Business strategist or adviser.

- 25 hours / week of self-paced courseware learning, virtual evening classes and individual work
- This 690-hour program leads to a Diploma.

Required Materials

- Software: Adobe CS Suite or CC
- Devices: Headphones with integrated microphone.

Recommended Equipment

- Computer with 64 bits 3GHz processor or Mac Intel
- Windows 7 or higher or Mac OS v.10.7 or higher
- Minimum 4GB of RAM
- Hard Drive 500GB
- High Speed Internet access
- Screen with minimum resolution of 1080 x 900 (1280 x 1024 recommended)
- Sound Card, headphones and microphones
- Application software and peripherals required for the course
- Flatbed scanner

Students are responsible for ensuring compatibility with the software.

Curriculum

Semester 1:

582-NAA-AS	The World of e-Business
582-NAB-AS	Production Process for Web Projects
582-NAC-AS	User Experience
582-NAD-AS	Website Development

Semester 2:

582-NAE-AS	e-Business Innovations
582-NAF-AS	Interactive Communication and Social Media
582-NAG-AS	Web Marketing (Google Ad words)
582-NAH-AS	Web Business Intelligence (Google Analytics)

Semester 3:

582-NAJ-AS	Internet Marketing Plan
582-NAK-AS	Online Rights and Responsibilities
582-NAL-AS	e-Business Management Practices
582-NAN-AS	Integrating Project

EVENT PLANNING AND MANAGEMENT

DIPLOMA – 810 HOURS - 4 SEMESTERS

With a training in event planning and management, your creativity, your versatility, and your ability to work within a team will be put to practice. In the field of event planning, the team works together with a single common purpose: to ensure that the event is unique and successful! The online Event Planning and Management program is designed for event and communications enthusiasts. Do you enjoy dynamic field work? Do you adapt well to flexible work schedules? This program is perfect for you! The exciting world of event planning opens its doors to you.

Relevant Training

- High-quality training with rich media content.
- Continuous evaluation of your understanding of the material.
- An E-learning program based on the original on-campus program.
- A variety of courses available remotely.
- A combination of virtual classes, self-guided training, and homework for a minimum amount of class hours and a maximum amount of freedom.
- Virtual evening classes.
- Length of program: 16 months; 810 hours

Skills

If you have these qualities or skills, then a career in Event Planning and Management may be for you!

- Creativity
- People Skills
- Organization
- Passion
- Time Management
- Communication
- Attention to Detail
- Multi-Tasking
- Quick Problem-Solving Skills

Employment

After completing the Event Planning and Management E-learning program, you will have earned your diploma from LCV, and gain access to the following fields of employment:

- Event Coordinator
- Event Producer
- Project Management

Required Materials

- Microsoft Office Suite, Adobe CS Suite or CC and Freeware Openproject.
- Headphones with integrated microphone

Recommended Equipment

- Computer with 64 bits 3GHz processor or Mac Intel
- Windows 7 or higher or Mac OS v.10.7 or higher
- Minimum 4GB of RAM
- Hard Drive 500GB
- High Speed Internet access
- Screen with minimum resolution of 1080 x 900 (1280 x 1024 recommended)
- Sound Card, headphones and microphones
- Application software and peripherals required for the course
- Flatbed Scanner
- Adobe Flash Player (most recent update)
- Flat scanner
- Camera

Students are responsible for ensuring compatibility with the software.

Curriculum

Semester 1:

582-KNN-AS	Introduction to Event Planning
582-KNP-AS	Cultures, Etiquette and Protocols
582-KNQ-AS	Event Logistics
582-KNR-AS	Introduction to Event Production Software

Semester 2:

582-KNS-AS	Resource Planning
582-KNT-AS	Client-Supplier Communications
582-KNU-AS	Service Contracts and Proposals
582-KNV-AS	Presenting Project Plans

Semester 3:

582-KNE-AS	Observational Project
582-KNZ-AS	Event Marketing
582-KBA-AS	Professional Portfolio
582-KNZ-AS	Project Management

Semester 4:

582-KNY-AS	Website Development
582-KBB-AS	Event Coordination
582-KBC-AS	Post-Event Activities
582-RH1-AS	Human Resources

FASHION MARKETING – BUYER'S PROFILE

DIPLOMA – 900 HOURS - 4 SEMESTERS

The Fashion Marketing—Buyer's Profile program is geared towards teaching you an exciting profession where you can expose your talent, and even influence future fashion collections! As a buyer, you will select and purchase clothing as well as accessories for a boutique's specific clientele. Your intuition and sense of aesthetic will be useful to analyze and predict fashion trends. Prepare yourself for the exciting, competitive, and multi-faceted world of fashion!

Relevant Training

- High-quality training with rich media content.
- Continuous evaluation of your understanding of the subject at hand.
- A variety of courses available remotely.
- A combination of virtual classes, self-guided training, and homework for a minimum amount of class hours and a maximum amount of freedom.
- Virtual evening classes.
- Length of program: 16 months. 20 hours/ week of work (includes self-guided training, virtual classes and individual study time).

Skills

If you have these qualities or skills, then a career in Fashion Marketing may be for you!

- Creativity
- Aesthetic sensibility
- Artistic ability
- Interest in public relations and teamwork
- Dynamism and initiative
- Interest in business Strong interest in fashion and everything connected to it
- An ability to communicate with and convince people

Employment

- Purchase, sale, promotion, and distribution of fashion merchandise
- Predicting styles & trends
- Evaluating target clientele needs
- Managing communication
- Managing marketing strategy

Required Materials

- Simply Accounting
- Fiber and textile kit

Recommended Equipment

- Computer with 64 bits 3GHz processor or Mac Intel
- Windows 7 or higher or Mac OS v.10.7 or higher
- Minimum 4GB of RAM
- Hard Drive 500GB
- Graphics Card compatible with AutoCAD
- High Speed Internet access
- Internet Browser
- Screen with minimum resolution of 1080 x 900 (1280 x 1024 recommended)
- Sound Card, headphones, and microphones
- Flatbed Scanner
- Adobe Flash Player (most recent update);

Students are responsible for ensuring compatibility with the software.

Curriculum

Semester 1:

571-AE4-AS	The History of Fashion
571-RM4-AS	The Marketing of Fashion
571-AF1-AS	Fashion Occupations
571-FB1-AS	Fiber & Textile Analysis

Semester 2:

571-CD2-AS	Retailing Business Study
571-CM2-AS	Accounting in Fashion Marketing
571-LC2-AS	Creative Software Applications
571-PA2-AS	Planning a Selection of Clothing and Accessories

Semester 3:

571-RS3-AS	Choosing a Selection of Clothing and Accessories
571-CN3-AS	Business to Business Sales
571-BA3-AS	Budget and Financial Planning
571-CA3-AS	Business Communications

Semester 4:

571-CQ4-AS	E-Commerce
571-RX3-AS	Managing Fashion Merchandise
571-AP4-AS	Marketing and Planning Approaches
571-Q90-AS	Integration Project

FASHION STYLING

DIPLOMA – 825 HOURS - 4 SEMESTERS

Are you creative and passionate? Are you a good listener who loves challenges? Do you like to be abreast of the latest trends? Then this program is for you!

The online fashion stylist training program focuses on using and combining fashion products for creative purposes in order to meet the needs of individual clients or to participate in marketing activities and the enhancement of product sales.

This training program will allow you to work on a variety of projects, in both personal and commercial fashion styling, with different multidisciplinary teams.

It will also enable you to develop a working methodology, a professional network, and the ability to listen.

Fashion Stylist's Profile

Fashion stylists are above all curious people who are passionate about fashion. They are constantly on the lookout in order to remain up to date with the latest trends. Their knowledge of past and present fashion trends allows them to engage in different activities such as conceptualizing, creating, and developing styles. Fashion stylists must be highly flexible in adapting to different work situations. Above all, future fashion stylists must have a desire to help people. In fact, fashion stylists have to demonstrate empathy in order to understand their sense of self-esteem and their self-perception. The work of fashion stylists relies heavily on the strength of their professional networks. At the end of this program, the graduate will be able to work as a freelance stylist or on behalf of a company or as a fashion agency stylist, fashion consultant or image consultant.

- 25 hours/week of self-guided training, evening virtual classes and individual study time
- This 825-hour program leads to Diploma.

Required Materials

- Word, Power point, Excel, Photoshop, Illustrator, In Design.

Recommended Equipment

- Multicore processor INTEL or AMD with 64 bits support (3 GHz), Mac Intel
- Windows 7 (with service pack 1) or higher; or Mac OSX v.10.7 or higher
- Minimum 4 GB of RAM (12 GB of RAM recommended)
- Hard Drive 500GB
- High Speed Internet access
- Screen with minimum resolution of 1080 x 900 (1280 x 1024 recommended)
- Sound Card, headphones, and microphones
- Application software and peripherals required for the course
- Adobe Flash Player (most recent update) is required to export SWF files from InDesign

Students are responsible for ensuring compatibility with the software.

Curriculum

Semester 1:

571-ST1-AS	Introduction to Fashion Styling
571-MD0-AS	Evolution of Fashion Culture
571-PS1-AS	Psychology and Personal Image
571-MD2-AS	Elements of Fashion Design

Semester 2:

571-MK1-AS	Fashion Marketing
571-ST2-AS	Body Types and Ensembles
571-ST9-AS	Compositions
571-ST4-AS	Personal Styling

Semester 3:

571-PZ2-AS	Identity and Communication
571-MK2-AS	Fashion Editing
571-ST5-AS	Fashion Publishing
571-ST6-AS	Conceptual Styling

Semester 4:

571-MK3-AS	Fashion Marketing II
571-ST7-AS	Media Relations
571-ST8-AS	Fashion Merchandise Management
571-EN1-AS	Entrepreneurship

GRAPHIC DESIGN – BRANDING

DIPLOMA – 705 HOURS - 3 SEMESTERS

The graphic designer has a passion for technology design and marketing trends. This professional cares for minute details, is creative and knows how to work as a team. Savvy with technical computer skills, the infographic designer specializes in developing graphic design concepts and delivering high quality projects.

The online Graphic Design Diploma program teaches you about the world of advertising. The graphic design clientele expects high quality projects and specific industry standards that you will learn to deliver. From learning to develop graphic design concepts to acquiring highly technical computer skills, you will become aware of every stage of production related to different types of graphic design projects destined for print or the web.

Relevant Training

- High-quality training with rich media content.
- Continuous evaluation of your understanding of the material.
- A variety of courses available remotely.
- A combination of virtual classes, self-guided training, and homework for a minimum amount of class hours and a maximum amount of freedom.
- Virtual evening classes.
- Present a series of project ideas to clients in a professional manner.
- Use theories and methods related to the development of creative concepts.
- Create intricate and original compositions with techniques in graphic layout, photography, etc.…
- Length of program: 12 months.
- 20 hours/week of self-guided training, evening virtual classes and individual study time

Skills

During your training, you will learn how to:

- Transmit clear, catchy messages through innovative graphic design projects.
- Present a series of project ideas to clients in a professional manner.
- Use theories and methods related to the development of creative concepts.
- Create intricate and original compositions with techniques in graphic layout, photography, etc.…
- Use with proficiency industry-specific computer software.

Employment

After completing the Graphic Design - Branding E-learning program, you will have earned your diploma from LCV, and gain access to the following fields of employment:

- Graphic Designer
- Coordinate graphic design projects in Creative Agencies
- Freelance

Required Materials

- Microsoft Office Suite or iWork for Mac
- Adobe Creative Suite CS5.5 or higher
- Headphones with integrated microphone.

Recommended Equipment

- Computer with 64 bits 3GHz processor or Mac Intel
- Windows 7 or higher or Mac OS v.10.7 or higher
- Minimum 4GB of RAM
- Hard Drive 1TB
- High Speed Internet access
- Screen with minimum resolution of 1080 x 900 (1280 x 1024 recommended)
- Sound Card, headphones, and microphones
- Application software and peripherals required for the course
- Flatbed Scanner
- Adobe Flash Player (most recent update)
- Flat scanner
- DSLR Camera

Students are responsible for ensuring compatibility with the software.

Curriculum

Semester 1:

582-DF1-AS	Introduction to Graphic Design
582-DF2-AS	Branding
582-DF3-AS	Visual Language
582-DF4-AS	Typography

Semester 2:

582-DJ1-AS	Conceptualization
582-DJ2-AS	Photography
582-DJ3-AS	Graphic Design
582-DJ4-AS	Layout

Semester 3:

582-DJ5-AS	Management and Appraisal
582-DJ6-AS	Advanced Techniques in Graphic Design
582-DJ7-AS	Graphic Design Project
582-PR1-AS	Integration project

INTERIOR DESIGN

DIPLOMA – 810 HOURS - 4 SEMESTERS

If you can visualize interior design concepts when you walk into a room and recognize how a well-designed living space can increase your quality of life, then equip yourself with the skills to develop creative planning solutions with the Interior Design E-learning program.

Throughout your training, you will focus on living spaces and learn about architectural graphic standards, construction materials and finishes, as well as how to illustrate interiors with the AutoCAD software.

Graduates of this E-learning program grasp the history of styles & interior design and are able to design furniture that reflect decor concepts. With the skills acquired through this program, you will be able to conceptualize personal home projects and also gain the entrepreneurial freedom to design residential interiors for clients.

Relevant Training

- High-quality training with rich media content.
- Continuous evaluation of your understanding of the material.
- An E-learning program based on the original on campus program.
- A variety of courses available remotely.
- A combination of virtual classes, self-guided training, and homework for a minimum amount of class hours and a maximum amount of freedom.
- Virtual evening classes.
- Length of program: 16 months; 810 hours.

Skills

If you have these qualities or skills, then a career in Interior Design may be for you!

- Creativity
- Aesthetic sensibility
- Team spirit
- Artistic abilities
- Interest in public relations and teamwork
- Passion for the visual arts, design, and computer science.
- Dynamism and initiative
- The ability to work with precision.
- Basic technical knowledge.
- The ability to adapt to a varied schedule and meet tight deadlines.

Employment

After completing the Interior Design E-learning program, you will have earned your diploma from LCV, and gain access to the following fields of employment:

- Design
- Project Management
- Technical drawing
- Consulting

Required Materials

- Basic drawing tools and accessories

Recommended Equipment

- Computer with 64 bits 3GHz processor or Mac Intel
- Windows 7 or higher or Mac OS v.10.7 or higher
- Minimum 4GB of RAM
- Hard Drive 1TB
- Autodesk AutoCAD and 3D Studio Max
- Graphics Card compatible with AutoCAD and 3D Studio Max
- High Speed Internet access
- Screen with minimum resolution of 1080 x 900 (1280 x 1024 recommended)
- Sound Card, headphones, and microphones
- Flatbed Scanner
- Adobe Flash Player (most recent update);

Students are responsible for ensuring compatibility with the software.

Curriculum

Semester 1:

570-DA5-AS	Three-Dimensional Design
570-DA2-AS	Drawing Techniques (AutoCAD)
570-DA8-AS	Colours & Effects

Semester 2:

570-DE4-AS	Lighting
570-DF4-AS	Materials and Finishes
570-DG4-AS	Interior Design I
570-DH3-AS	Applied Colour I

Semester 3:

570-DB1-AS	Interior Architecture I
570-DB6-AS	3D Modelling for Interior Design
570-DB4-AS	Interior Layout Planning II

Semester 4:

570-DM3-AS	History of Styles & Interior Design I
570-DN4-AS	Furniture Design and Production I
570-DB5-AS	Interior Layout Planning III

VIDEO GAME 3D MODELING

DIPLOMA – 825 HOURS - 4 SEMESTERS

This new E-learning program is designed for anyone with a passion for video games, 3D animation and graphic design. Discover the different steps in video game design—from modeling characters, to props and scenes.

Whether you want to generate 3D renderings for animated films, cartoons, online games or blockbuster movies, prepare yourself to face the demands of this high-technology industry with the Video Game 3D Modeling E-learning program.

This program was developed in Montréal, known for its cutting-edge, avant-guard expertise in video game technology. Harness your imagination and take your talent to the next level!

Relevant Training

This 825-hour program will provide students with the basis for 3D design of weapons and props, environment modeling and character design. In addition, students will learn to generate 3D images and full renderings with appropriate lighting and textures. Upon completion of this program, graduates will have the necessary skills to design and create a game level. The training provides:

- High-quality training with rich media content.
- Continuous evaluation of your understanding of the subject at hand.
- A variety of courses available remotely.
- A combination of virtual classes, self-guided training, and homework for a minimum amount of class hours and a maximum amount of freedom.
- Virtual evening classes.
- Length of program: 16 months.
- 24 hours/ week of work (includes self-guided training, virtual classes, and individual study time).

Skills

If you have these qualities or skills, then a career in Video Game 3D Modeling may be for you!

- Creativity.
- Imagination.
- Artistic ability.
- Passion for visual art, design, sound, and computer science.
- The ability to work with precision and speed.
- Basic knowledge of computer tools.
- The ability to adapt to a varied schedule and meet tight deadlines.

Employment

After completing the Video Game 3D Modeling E-learning program, you will have earned your diploma and gain access to the following fields of employment:

- Game modeling technician
- Level designer
- Modeling graphic designer

Required Materials

- Adobe Photoshop CS5
- 3D Studio Max
- Zbrush 4
- Microsoft Word

Recommended Equipment

- Computer with 64 bits 3GHz processor or Mac Intel
- Windows 7 or higher or Mac OS v.10.7 or higher
- Minimum 8GB of RAM
- Hard Drive 1TB
- Graphics Card compatible with Direct3D®, or OpenGL®
- High Speed Internet access
- Internet Browser
- Screen with minimum resolution of 1080 x 900 (1280 x 1024 recommended)
- Sound Card, headphones, and microphones
- Application software and peripherals required for the course
- Burner, blank CDs, and DVDs
- Flat scanner
  Students are responsible for ensuring compatibility with the software.

Curriculum

Semester 1:

574-M8B-AS	3D Modeling
574-TC6-AS	Introduction to Game Design
574-MC1-AS	Video Game Industry and Production Process
574-MC2-AS	Textures and Visual Language

Semester 2:

574-MC4-AS	Environment Design
574-MC3-AS	Textures and Visual Language 2
574-MC5-AS	Accessory Modeling
574-MC6-AS	Level Design

Semester 3:

574-MC8-AS	Level Modeling
574-MC7-AS	Character Modeling
574-MC9-AS	Rendering Techniques

Semester 4:

574-PM2-AS	Integration project
574-PM1-AS	Professional portfolio

CONTINUING EDUCATION

Applied Arts Essentials - Certificate
Applied Culinary Essentials - Certificate
Aspiring Chefs Home Series - Certificate
Cross Disciplinary Studies - Certificate
Kitchen & Bath Design Levels 1 & 2 - Certificate

APPLIED ARTS ESSENTIALS

CERTIFICATES – 12 CREDITS - 11 WEEKS EACH

AN INTRODUCTION TO THE ARTS

The Applied Arts Essentials program is for students interested in exploring applied arts career options in art, design and media fields. This 11-week program consists of 16 hours of weekly instruction and introduces students to the essential building blocks necessary to pursue further education in their chosen area of concentration.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The Applied Arts Essentials program is composed of introductory courses that may lead to additional study in a chosen field. The course itself does not prepare students for entry into the workforce. The objective of the Applied Arts Essentials program is to give students an introduction to the career options available to them in the art, design and media fields. Student choose between a selection of four courses in any one of the following areas of interest: graphic design, web design, interior design, game art and design, digital film and video, digital photography, visual and game programming, 3D modeling, animation, visual effects, professional recording arts, fashion design, and fashion marketing.

Students have the opportunity to develop fundamental applied arts skills and gain an understanding of the industry and career opportunities in their chosen concentration.

COMPLETION REQUIREMENTS

To receive a Certificate of Completion, students must complete a minimum of 176 hours of classroom time. Students must also receive a passing grade or credits for all required course work, meet portfolio or other requirements outlined in the student handbook, and satisfy all financial obligations with LCV.

APPLIED ARTS ESSENTIALS - Program Sequence Choices

3D Modeling	*Credits*
CC133 Digital Imaging	3
CCM111 Design and Colour Theory	3
CCM101 Drawing and Perspective	3
CCM131 Basic 3D Concepts	3
Animation	
ANI151 2D Animation I	3
FND133 Digital Imaging	3
CCM101 Drawing and Perspective	3
CCM131 Basic 3D Concepts	3
Digital Film & Video	
DFV110 Introduction to Digital Film Editing	3
DFV120 Introduction to Video Production	3
DFV130 Visual Storytelling and Aesthetics	3
DFV180 Film Studies	3
Digital Photography	
CC133 Digital Imaging	3
PHOA101 Principles of Photography	3
PHOA102 Introduction to Photography Applications	3
PHOA103 Digital Image Management	3
Fashion Design	
CC115 Colour Theory	3
FD104 Survey of the Fashion Industry	3
FD110 Fashion Illustration	3
FD130 Textile Fundamentals	3
Fashion Marketing	
CC115 Colour Theory	3
CC133 Digital Imaging	3
FD104 Survey of the Fashion Industry	3
FM102 Introduction to Fashion Marketing	3
Game Art & Design	
CC115 Colour Theory	3
CCM131 Basic 3D Concepts	3
GAD100 History of Games	3
GAD110 Game Design I	3
Graphic Design	
CC112 Fundamentals of Design	3
CC115 Colour Theory	3
CC133 Digital Imaging	3
WS121 Fundamentals of the www	3
Interior Design	
CC110 Drawing	3
CC115 Colour Theory	3
ID113 Introduction to Interior Design	3
ID127 Computer-Aided Design	3
Professional Recording Arts	
PRA100 Fundamentals of Audio	3
PRA110 Audio Technology I	3
PRA120 Digital Music Technology I	3
PRA130 Digital Audio I	3

Visual Effects for Film & Television	*Credits*
FND133 Digital Imaging	3
CCM111 Design and Colour Theory	3
CCM131 Basic 3D Concepts	3
VFX191 Introduction to VFX	3

APPLIED CULINARY ESSENTIALS

CERTIFICATES – 12 or 15 CREDITS - 11 WEEKS EACH

INTRODUCTION TO CULINARY

LCV's Applied Culinary Essentials program is for students interested exploring a career in baking and pastry, culinary or hospitality. This 11-week program consists of between 16 to 22 hours of weekly instruction and introduces students to the essentials building blocks necessary to pursue further education in their chosen area of concentration.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The Applied Culinary Essentials program is composed of introductory courses that may lead to additional study in a chosen field. The course itself does not prepare students for entry into the workforce. The objective of the Applied Culinary Essentials program is to give students an introduction to the career options available to them in the baking and pastry, culinary and hospitality fields. Students choose between a selection of four courses in any one of the following areas of interest: Baking and Pastry, Culinary and Hospitality. Introductory courses include: Concepts and Theories of Culinary Techniques, Fundamentals of Classical Techniques, Sanitation and Safety, Introduction to Baking, Introduction to Pastry, Introduction to Hospitality Management, etc.

Students have the opportunity to develop fundamental applied culinary skills, gain an understanding of the industry and career opportunities in their chosen concentration.

COMPLETION REQUIREMENTS

To receive a Certificate of Completion, students must complete a minimum of 176 hours of classroom time. Students must also receive a passing grade or credits for all required course work, meet portfolio or other requirements outlined in the student handbook, and satisfy all financial obligations with LCV.

APPLIED CULINARY ESSENTIALS - Program Sequence Choices

Culinary Arts	*Credits*
CUL102 Concepts and Theories of Culinary Techniques	3
CUL103 Sanitation and Safety	3
CUL105 Fundamentals of Classical Techniques	6
Baking & Pastry Arts	
CUL102 Concepts and Theories of Culinary Techniques	3
CUL103 Sanitation and Safety	3
CUL105 Fundamentals of Classical Techniques	6
CUL121 Introduction to Baking	3
Hospitality Management	
CUL102 Concepts and Theories of Culinary Techniques	3
CUL103 Sanitation and Safety	3
CUL105 Fundamentals of Classical Techniques	6
RCM262 Catering and Banquet Operations	3

ASPIRING CHEFS HOME SERIES

CERTIFICATES - 20 HOURS EACH - 5 WEEKS EACH

Fundamental Skills for Aspiring Chefs (Certificate)

Develop your culinary talents with us. This introductory course is designed to take you from basic fundamental culinary skills such as caring for your tools through to studying about ingredients and cooking theories, and exploring techniques such as roasting, poaching, braising, frying, and sautéing. Later you will have the opportunity to learn the cookery of vegetables and starch through to proteins such as fish, poultry, and meat. You can learn to use local, fresh ingredients to prepare Pacific West Coast cuisine.

International Cuisine for Aspiring Chefs (Certificate)

The intent of this program is to teach fundamental culinary skills that are typical of European, Mediterranean, South American cuisines. The focus is on the use of various ingredients, cooking theories and techniques. In each class the emphasis will be preparing, and creatively plating European, Mediterranean and South American Dishes. The overall goal is to develop culinary skills and techniques thereby allowing students to perform comfortably and creatively in the kitchen.

Asian Cuisine for Aspiring Chefs (Certificate)

This course emphasizes both the influences and the ingredients that create the unique character of selected Asian cuisines. You will be required to prepare, taste, serve, and evaluate traditional, regional dishes of China, Japan, Korea, Vietnam, and Thailand. Importance will be placed on ingredients, flavour profiles, preparations, and techniques representative of these cuisines.

COMPLETION REQUIREMENTS

Each program in the Aspiring Chefs Home Series consists of one course. Students are awarded a Certificate of Completion upon successful completion of each course. To receive a Certificate of Completion in Aspiring Chefs Series courses, students must complete a minimum of 20 hours of classroom time. Students must also receive a passing grade or credits for all required course work and satisfy all financial obligations with The Culinary College at LCV.

CROSS DISCIPLINARY STUDIES

CERTIFICATES - 3 TO 6 CREDITS EACH - 11 WEEKS EACH

UPGRADE YOUR SKILLS

The Cross Disciplinary Studies program allows students to take individual courses within many of LCV's programs. These individual courses are primarily aimed at providing continuing education for working professionals who wish toenhance their skills or students who wish to further their knowledge and/or skill-base. Students earn a Certificate of Completionfor each successfully completed course that may be redeemed for academic credit should the student enroll in a fulltime program.

COMPLETION PREREQUISITES

Students are required to meet the prerequisites for each course or have the permission of the Program Director responsible for the course to which they are applying.

KITCHEN & BATH DESIGN – LEVELS 1 & 2

CERTIFICATES - 30 HOURS - 5 WEEKS EACH

READY FOR YOUR MAKEOVER?

Can't wait for *Extreme Makeover: Home Edition* to come and make over your kitchen and bathroom? Become your own extreme makeover designer. In our five-week courses, you can change your space from drab and dreary to bright and cheery.

KITCHEN & BATH DESIGN - LEVEL 1 (Certificate)

The Kitchen & Bath Design – Level 1 is a single course is designed to introduce the basic principles of kitchen and bathroom design, colour theory, and lighting. At the completion of the program, students will have the opportunity to be familiar with the kinds of materials that go best with their living spaces and be aware of how to accent rooms with fixtures, equipment, and cabinetry.

KITCHEN & BATH DESIGN - LEVEL 2 (Certificate)

Students in the Kitchen & Bath Design – Level 2 course can learn to go beyond the basics to bring new life to an old room. From learning how to properly plan projects to construction basics and safety issues, students explore a variety of do-it-yourself renovation possibilities.

COMPLETION PREREQUISITES

To receive a Certificate of Completion in Kitchen & Bath Design – Level 1, students must complete a minimum of 30 hours of classroom time. To receive a Certificate of Completion in Kitchen & Bath Design – Level 2, students must complete a minimum of 30 hours of classroom time. Students must also receive a passing grade or credits for all required course work, meet portfolio or other requirements outlined in the student handbook, and satisfy all financial obligations with LCV.

COURSE DESCRIPTIONS

Course descriptions describe the learning opportunities that are provided through the classroom and coursework. It is each student's responsibility to participate in the activities that will lead to successfully meeting the learning outcomes.

Course Code Numbering

Course codes are numbered to delineate whether they are lower or upper division. Course codes that are 100- or 200-level codes are lower division courses and are typically taken in the first two years of academic study. Course codes that are 300- or 400-level codes are upper division courses and are typically taken in the third and fourth years of academic study. Course codes that are 500-600 level codes are graduate courses. Course codes that are 0-level codes are non-credit Transitional Studies courses.

Course Codes

ANI	Animation
ARC	Architecture
ART	Art History
BFD	Fashion Design Degree Studies
BIO	Biology
BUS	Business
CAP	Capstone
CC	Common Course
CCM	Common Course Media
CHE	Chemistry
COM	Communications
CST	Cultural Studies
CUL	Culinary
DFV	Digital Film & Video
EAP	English for Academic Purposes
ECN	Economics
ENG	English
ENV	Environmental Studies
EVM	Event Management
FD	Fashion Design
FM	Fashion Marketing
FND	Fundamentals
FST	Film Studies
GAD	Game Art and Design
GD	Graphic Design
GDS	Graphic Design Studies
GE	General Education
HST	History
ID	Interior Design
IDS	Interior Design Studies
IMD	Interactive Media Design
JD	Jewellery Design
MAA	Media Arts and Animation
MAG	3D Modeling for Animation and Games
MTH	Mathematics
NTR	Nutrition
PHO	Photography
PHOA	Photography
PHL	Philosophy
PHY	Physics
POL	Political Science
PRA	Professional Recording Arts
PSY	Psychology
RCM	Related Culinary Management
RS	Related Studies
SOC	Sociology
SUS	Sustainability Studies
VFX	Visual Effects
VGP	Visual and Game Programming
WDIM	Web Design and Interactive Media
WIM	Web and Interactive Media
WS	Web Studies

ANI151
2D Animation I (3 credits)
Students will study timing and weight through a series of projects designed to demonstrate the principles of animation. Issues such as creating keyframes, in-betweens, exposure sheets and cycles will be addressed.
Prerequisite: CCM101

ANI201
Acting for Animators (3 credits)
The introduction of acting as a tool to aid in the understanding of how and why we move as it applies to Animation. Characters' personality, expression, motivation, body language, and posture will be studied through classroom exercises in a variety of media.
Prerequisite: None

ANI207
3D Animation Body Mechanics (3 credits)
This course introduces the concepts of body mechanics of a humanlike bipedal figure. Students will begin to explore how to animate characters in a believable and appealing manner.
Prerequisites: ANI151, CCM221

ANI211
Drawing for Animators (3 credits)
This course will introduce the student to the refinement of drawing for the purposes of animation and storytelling. The concept of narration through imagery will be studied and experimented with in depth through the application of staging and posing characters.
Prerequisite: ANI151

ANI217
3D Animation Acting and Pantomime (3 credits)
This course will continue the student's refinement of observation for the purpose of animating performances with believability. Both live action and animated acting will be studied and analyzed in depth. Concepts from previous animation classes will be reiterated and applied.
Prerequisite: ANI151, CCM221

ANI221
Conceptual Storytelling (3 credits)
The course is an introduction to storytelling and the components of story. The goal is to develop storytelling skills, and an understanding of story form.
Prerequisite: None

ANI251
2D Animation II (3 credits)
Students will apply animation principles to produced solidly constructed animation sequences. Emphasis will be placed on timing, weight, balance, posing, and performance. Use of a capture device, pencil tests, and other 2D animation skills will be explored.
Prerequisite: ANI151

ANI277
Advanced Body Mechanics (3 credits)
This course will continue the student's refinement of observation for the purpose of animating human body mechanics with believable weight. Posing and timing will be studied and experimented with in depth. Previous principles and theories from 2D and 3D classes will be reiterated and applied.
Prerequisite: ANI207

ANI287
Advanced Acting and Performance (3 credits)
This course will continue to further develop students' ability and practice in terms of executing complex animated shots and/or sequences. Particular emphasis will be placed on completing strong animations, in terms of character performance, acting, to convey believable and relatable emotions.
Prerequisite: ANI217

ANI322
Animation Studio (3 credits)
This is a studio based course where students will begin development for their multifaceted assignment that will be continued in the final capstone project course. The student will learn how to manage their time, evaluate project risk, solve problems and complete aspects of their capstone project.
Prerequisite: CCM261

ANI323
Final Diploma Capstone (6 credits)
This is a studio based course where students will complete a multifaceted assignment, culminating as their capstone project.
Prerequisites: ANI322

ANI331 Vector Animation I (3 credits)
Students will learn how to use vector-based animation software to produce animation. They will learn how to plan and execute a production using current industry workflows and techniques that will include traditionally drawn artwork, cut-out animation and a combination of the two methods that is referred to as "Tradigital" animation. Students will also be introduced to a paperless Workflow by using digital tools that are both software and hardware based. With the use of a Wacom digital drawing tablet, students will learn how the brushes available within most graphics' applications (both Vector and Bitmap based) are pressure sensitive and will allow an artist to draw and paint on the digital Canvas like they would on a real canvas.
Prerequisites: ANI151

ANI351
3D Animation III (3 credits)
This course will continue the student's refinement of observation for the purpose of animating human body mechanics with believable weight. Posing and timing will be studied and experimented with in depth. Previous principles and theories from 2D and 3D classes will be reiterated and applied.
Prerequisite: ANI207

ANI381
Vector Animation II (3 credits)
Students will apply skills from Vector Animation I to plan and create a short film for their portfolio using vector-based software. They will execute each stage of a production workflow individually or in teams and demonstrate that they have a practical understanding of a simplified workflow that they can adapt and implement to accommodate the production requirements.
Prerequisite: ANI331

ANI401
3D Animation IV (3 credits)
This course will continue the student's refinement of observation for the purpose of animating performances with believability. Both live action and animated acting will be studied and analyzed in depth. Concepts from previous animation and acting classes will be reiterated and applied.
Prerequisite: ANI351

ANI441
Motion Capture (3 credits)
This course provides a general understanding of motion capture, its processes, and applications, and endows students with the necessary skills to alter and manipulate motion capture data.
Prerequisite: ANI207

ANI501 3D Animation V (3 credits)
In this studio course, students will further develop their ability and practice in terms of executing complex animated shots and/or sequences. Key animation project frameworks will allow for advanced exploration of character, mechanical, and/or other dynamic simulations. Students will be expected to produce finished industry-quality animation solutions of above-average competency. The instructor will act in a mentoring role and help guide students through the creative process (i.e., from concept to finished product). Particular emphasis will be placed on completing strong animations, attention to detail, design consistency, and time management. Through individual and group critique, students will develop a critical eye to identify deficiencies in animation and develop solutions for these problems.
Prerequisite: ANI401

ANI551
Creature Animation (3 credits)
This course will continue to develop student's observation and technical skills as they apply to animation through the study of creature locomotion and movement. A strong focus will be placed upon how these skills will be utilized in a VFX environment, with strong emphasis on realism and believability. Studies will primarily focus on Quadruped creatures, but Biped and Flying creatures will also be presented.
Prerequisite: ANI351

ARC145
American Architecture (3 credits)
Students will focus on American architecture and its influences from the 16th century to the present. Topics covered in this course include, Colonial, Civil War, Victorian, Modern, International Style, Bauhaus, and the green movement architectural styles as well as Western and Non-Western influences on American design. Select individuals, structures, and cities will be used throughout the class to emphasize architectural concepts and urban design principles. The course will also explore political, economic, religious, ethnic, and gender-related issues as they are part of the dynamics contributing to the creation of many structures.
Prerequisite: ENG101

ART100
Survey of Art and Civilization (3 credits)
Students will explore visual, cultural, and artistic expressions from a global perspective on the origin and purpose of art as a shared visual medium used to express ideas about human experience and the world around them. They will identify leading artistic styles and important art and design movements of different historical periods. Art works will be studied in the context of the pertinent religious, socio-economic, political, and cultural developments (including theatre) of each period.
Prerequisite: None

ART102
History of Art in Early Civilizations (3 credits)
Students will explore the history of art from the Prehistoric and Tribal periods through to the Baroque Age. They will focus on select concepts, artists, works, and styles of these periods using a variety of resources including images, videos, and reference material.
Prerequisite: None

ART103
Art History II: From the Early Modern to the Contemporary (3 credits)
Students will be introduced to Western art before the Neoclassical age from ca. 1700 CE to the present day. They will examine concepts such as artists' influence, artistic motifs, stylistic evolution, cultural context, patronage, function, reception, and censorship. Both non-European art forms and Western Traditions will be introduced to assist students in discussing an art object's medium, composition, style, and iconography.
Prerequisite: ART102

ART110
History and Analysis of Design (3 credits)
Students will be introduced to a study of the art movements that have structured the field of graphic design. They will analyze political, social, and economic influences that underpin contemporary design and design trends.
Prerequisite: None

ART204
History of Modern and Contemporary Design Theory (3 credits)
Students will identify and distinguish between significant developments in modern design theory situated within social, cultural, political, and economic contexts. They will refer to major theories, principles and techniques that have shaped practices of visual design in their assignments. They will also examine a variety of object types, including furniture, interiors, graphics, and products, drawing examples from the well-known as well as the anonymous.
Prerequisites: ART100, ART102 or ART103, and ENG101

ART220
Theories of Modernism and Postmodernism (3 credits)
Students will examine essential concepts in critically analyzing distinguishing characteristics of Modernism and Postmodernism. Artworks, manifestos, art movements, and biographies of key figures in art will be explored. Students will distinguish visual arts (painting, sculpture, time-based media, and architecture) as well as textual material philosophy, literature, and drama) for each period.
Prerequisites: ART100, ART102 or ART103, and ENG101

BFD111
Fashion & Creative Industries (3 credits)
Students will explore career opportunities in the entire global fashion industry textile and apparel supply chain from concept to post-consumer considerations. Students will analyze the role of a designer in fashion and related creative industries as responsible decision makers who question the impact of their decisions throughout the global supply chain. They will examine the different sectors of the industry and the key players involved and be personally involved in professional networking.
Prerequisite: None

BFD112
Fashion Illustration (3 credits)
Students will develop skills in observation, figure drawing, morphology, graphic procedures, and visual presentation using a range of drawing techniques. Students will illustrate the fashion figure in stylized 9-heads-tall proportions to serve as a foundation for developing and presenting fashion and costuming design ideas and apply movement, lighting, shadow, and various fabric reproduction techniques.
Prerequisite: None

BFD113
Drafting I (3 credits)
Students will draft custom-fitted basic pattern blocks used in the assembly of garments. Within the pattern blocks, they will develop shapes, style lines, pleats, pockets, and other details. Students will create garment patterns and sew prototypes from these patterns in Sewing I.
Prerequisite: None

BFD114
Sewing I (3 credits)
Students will develop fine motor skills necessary in using basic industrial sewing machines by applying industrial principles in assembling garment prototypes from patterns created in Drafting I. Using industrial manufacturing terminology and procedures, they will develop production plans for assembling garments.
Prerequisite: None

BFD121
Textile Science (3 credits)
Students will investigate the origin and characteristics of raw materials used in the production of textiles related to apparel. They will demonstrate the various processes used to transform fibres into fabrics and determine how the choice of fibre and yarn production and finishing applications affect the performance, sustainability, and end use of fabrics. Students will observe and distinguish between the various visual and tactile natures of fibres and fabrics on the market and how they relate to consumer needs. Students will also observe fibre and fabric properties through basic textile testing in the context of the anticipated performance of a fabric.
Prerequisite: None

BFD122
Concept Development in Fashion Design (3 credits)
Students will use the design thinking process for creating fashion or costuming concepts. They will apply analytical skills with a sense of empathy in response to the demands and requirements of a variety of end users, including those that may be underserved. They will design, test, and modify selected concepts to ensure that their ideas match the interests of their selected market through the development of creative documentation and presentations. Consideration will be given to the role of the designer as a responsible corporate social decision maker.
Prerequisite: BFD112

BFD123
3D Exploration Draping I (3 credits)
Students will use draping techniques to demonstrate the integration of three-dimensional components into various garment styles while working directly on an industrial dress form and transfer the drapes into industry standard patterns. They will apply draping techniques to explore the fit of the garments, develop an eye for proportion and balance, and solve problems in order to make necessary modifications. Students will create a digital reference of their work, which will provide design concepts and a visual record portraying the stages of development in a variety of draped techniques.
Prerequisite: BFD133

BFD131
Portfolio Development (3 Credits)
This course focuses on the development of professional skills required to establish a creative method for documenting the creative process and works produced. Emphasis is placed on the concepts of professionalism with an understanding of how to self-market their creative identity. Professional development tools are introduced to assist in developing strategies around documentation and necessary self-editing skills required to be a successful professional designer.
Prerequisite: None

BFD132
Fundamentals of Fashion Design (3 credits)
Students will demonstrate the use of basic elements and principles of design as they relate to fashion used in communicating between a design team and retail buyers. They will translate fashion concepts into a variety of visual representations integrating elements and principles of design that represent harmonized design principles. Students will use influential designers' collections as a source of inspiration.
Prerequisite: BFD122

BFD133
Drafting and Sewing II (6 credits)
Students will produce patterns for garments using standard sizing, taking into account the characteristics of the fabrics used and garment assembly principles. They will consider alternative perspectives and attempts to deal with fabric waste through fabric optimization. Students will develop operations plans in accordance with industry standards to produce prototypes to further develop their skills in executing the assembly of various garments in an efficient manner and solving pattern and garment production problems.
Prerequisites: BFD113 and BFD114

BFD211
History of Fashion (3 credits)
Students will analyze and interpret fashion phenomena in relation to various contextual factors: historical, social, economic, religious, political, technological, ecological, and cultural, and their impact on the evolution of contemporary dress. Students will analyze and interpret the relationships between past and current fashion trends and important art and design movements as reflected in the cyclical nature of fashion and the varying influences of prominent figures and fashion designers.
Prerequisite: ART100

BFD213
3D Exploration Draping II (3 credits)
Students will work in an atelier/studio style environment suitable for custom design and fit, and costuming. They will create various elaborate garment styles while exploring the draping possibilities of various textiles. They will research and apply more advanced draping techniques to verify the fit and fall of prototypes, validate proportion and balance and solve problems in order to make necessary modifications, along with demonstrating aesthetic appreciation, manual dexterity and an understanding of the logic behind garment structure in communicating their vision.
Prerequisite: BFD123

BFD223
Women's Tailoring (3 credits)
Students will develop more advanced pattern drafting and sewing skills in the production of more complex patterns for tailored garments. They will select an underserved women's market to design and produce a tailored outfit. Students will focus on styling and fit appropriate to their chosen market.
Prerequisite: BFD213

BFD231 Trend Analysis & Forecasting (3 credits)
Students will utilize and build on their previous exploration of the influence of technological advancements and socio-economic, cultural, and economic factors on fashion trends in the development of fashion concept proposals. They will identify the top trends affecting contemporary fashion, as well as predict trends which are new directions in fashion and determine their impact on products geared towards anticipating customer wants and needs. Students will develop their verbal and visual presentation skills and analytical receptiveness to professional audience reactions in order to satisfy the audience of the merits of their message.
Prerequisites: MTH102 and BUS134

BFD232
Product Development (3 credits)
Students will work in a team using creative and leadership strategies explored in Creative Design & Management to apply human-centred marketing theory and the design thinking process to explore and define a target market and the characteristics of a knit street wear collection. They will visit a variety of selected stores and boutiques to study the clientele served by each and collect further data to analyze and synthesize in creating a knit collection for the customers they want to reach. Students will also develop a professional presentation to show their collections to potential buyers. Prototypes for the collection will be produced in Drafting and Sewing II.
Prerequisites: BFD122 and SUS100
Corequisites: BFD231 and BFD233

BFD233 Production Processes (6 credits)
Students will explore the various types of manufacturing environments, production sewing systems, developments in production equipment and technology and finishing processes used in the apparel industry. They will work as a production team using creative and leadership strategies explored in Creative Design and Management to coordinate, supervise production and evaluate prototype and sample production activities. Students will manipulate pattern blocks to produce prototypes and samples of garments designed for a mini knit collection in Product Development and provide the appropriate fabric and level of quality at the price range expected for the specific target market. They will maintain a process journal and assess how the production team was affected by its design decisions and its performance as a team.
Prerequisite: BFD133
Corequisites: BFD231 and BFD232

BFD311 Textile Manipulation (3 credits)
Students will transform fabric surfaces to express their creative vision in the world of Textile Manipulation. They will further explore fibre science and experiment with dye and pigments and their impact on the environment, print techniques, surface embellishments and fabric manipulation techniques. Students will also research and apply aging techniques to fabrics for costuming for film and stage. Techniques developed in this course can be applied to Costuming for Film, TV & Stage and other future design courses to create unique and original fabrics.
Prerequisites: BFD232 and BFD121
Corequisite: BFD312

BFD312 Costuming for Film, TV & Stage (3 credits)
Students will explore the key principles and professional practices of costuming in the film, television (called Motion Picture Arts in BC), music video and stage industries. They will analyze and interpret the role that costume plays in persuasively moving the audience toward understanding the characters and determine how to source and research ideas for costumes. They will investigate how to gain entry and work successively in the field of costuming.
Prerequisite: BFD232
Corequisite: BFD311

BFD313
Computer-Aided Drafting (3 credits)
Students will be introduced to the features of the Gerber Garment Technology© software program that is used to maximize the production process in the creation of industry standard pattern making. They will digitize existing pattern blocks into the system and generate pattern modifications using the tool of the computer-based Pattern Design System© (PDS). They will explore how avatars for fitting and pattern drafting have advanced fit analysis. A portfolio of digital patterns will be compiled for future reference.
Prerequisite: BFD233 Production Processes

BFD321 Advanced Textiles & Technologies (3 credits)
Students will build on their previous knowledge and application of textiles through research analysis and synthesis of textile industry-related issues and innovations such as sustainability and environmental factors, global textile sourcing practices, trade agreements, labelling requirements, specialized textile finishes, fabric care, smart fabrics, and other new technologies in relation to their impact on textile and apparel design, production and marketing. They will also interpret consumer trends and end use practices, and their effect on textiles and technology to propose textile choices for specific applications and end users.
Prerequisites: BFD121 and SUS100

BFD322 Technical Design for Fashion (3 credits)
Technical design is the fitting and analyzing of garments, and the creation of a Technical Design packet (tech pack). Using sketches and prototypes from a previously developed collection whereby the fit and style are perfected to meet the design and fit expectations of the targeted market, students will develop a complete technical specification design package for each selected garment. The tech packs will contain all of the information to be communicated to a factory on how to produce the garments exactly as required. Students will use computer drawing and spreadsheet software to develop the sketches and create charts for the required information.
Prerequisite: BFD232
Corequisite: BFD323

BFD323 Pattern Grading & CAD (6 credits)
Students will generate a size range of patterns by manually grading standard-size block patterns into larger and smaller sizes. They will demonstrate their pattern drafting and grading abilities using apparel industry specific software and will explore the use of body scanning technology to improve fit of garments. Computer-based markers (pattern piece layouts on fabric) will be produced from student-generated graded patterns.
Prerequisite: BFD313
Corequisite: BFD322

BFD331 Practicum Preparation (3 credits)
Students will carry out a practicum search to secure a practical work experience opportunity with an apparel design company or creative industry. They will research potential career opportunities in the fashion and creative industries and use a SWOT analysis to identify an appropriate personal career path. Students will research companies offering practicums to decide which employers best fit their goals. They will produce customized resumes, cover letters and a portfolio, practice interview techniques and develop awareness of practicum procedures and human relations in the workplace.
Prerequisite: Completed program course work to the end of Quarter 8

BFD332
Responsible Innovative Design (3 credits)
Students will demonstrate and expand on many of their abilities acquired during their studies in the program by creating and managing an innovative, ethical, and sustainable collection in a team environment. They will take responsibility as designers for developing a design proposal that represents a collection that: has efficient sizing for a range of body types and minimizes fabric waste in the marker making process; represents their team's interpretation of the needs of the selected target market; expresses their vision of the next new fashion trends; and provides concrete solutions for reuse of the garment post-consumer. Students will generate tech packs for selected pieces from the mini collection. The prototypes and garment samples for the selected pieces will be produced in Product & Quality Management.
Prerequisites: BFD322 and SUS100
Corequisite: BFD333

BFD333
Production & Quality Management (6 credits)
Students will work in teams in the production of garments selected from the collection created in Responsible Innovative Design. Once the patterns are perfected, students will grade patterns and make markers using an apparel industry CAD system. With an emphasis on process, minimization of fabric waste and quality, students will explore and apply organizational and creative management skills in the development of a production schedule that respects working conditions, planning constraints and addresses all deadlines. They will monitor their work-in-progress to ensure that the intended quality to meet the requirements of the target market is being met and problems resolved as they arise.
Prerequisite: BFD323
Corequisite: BFD332

BFD411 Practicum (9 credits)
Students will demonstrate and test their acquired knowledge and skills in a professional setting related to the fashion or creative industries. They will operate and function as an employee in one or more departments of a fashion business or creative industry while contributing to the growth and success of the company. Students will further develop their creativity, critical and design thinking skills, maturity, and ability to observe, listen, communicate and participate in the workplace as they finalize their career plan and promote employment possibilities. At the end of the practicum, students will submit a written report demonstrating how they achieved the learning outcomes of the course.
Prerequisite: Completed program course work to the end of Quarter 9

BFD413 Menswear (6 credits)
In this specialization course in menswear, students will design both structured and unstructured clothing for the often-underserved menswear market. Having already mastered producing apparel for women's wear, they will broaden their skillset to create more complex patterns, manually and digitally, for the male form.
Prerequisites: BFD223 and BFD333

BFD422 Capstone Collection I: Ideation (6 credits)
Students will push the boundaries of what is accepted as the norm or status quo in developing a global fashion collection that represents a gap in the market, is innovative and considered ahead of the curve, or create a costuming collection for a creative industry. They will cultivate their own image as a designer by working independently, while integrating industry practices with courses taken from inside and outside the discipline. Students will develop an independent design proposal that balances responsibility and creativity with sale ability. They will conduct research and experimentation sufficient for a professional presentation as a senior project. The design proposal will form the basis for writing a business plan and defended in a presentation to faculty, peers, and industry executives in Entrepreneurship during their final quarter. Students will produce key pieces from the collection in Capstone. Collection II – Realization to stylize, photograph and present in their professional portfolio.
Prerequisites: BUS334
Corequisite: BUS424

BFD431 Professional Development (3 credits)
Students will examine and reflect on their identity as a designer in planning their career in the field of fashion design. They will reassess career options and employment opportunities in the field and use a SWOT analysis and other tools to formulate an appropriate personal career path. Students will enhance their skills in business communication and explore presentation techniques in developing a professional online e-portfolio to market themselves, and that represents their best work. The work should reflect students' uniqueness and ability to meet industry standards, including process, to demonstrate their personal aspirations and accomplishments.
Prerequisites: BFD131, BFD411, and BFD422
Corequisites: BFD432, BFD433, and BUS434

BFD432 Styling & Promotion (3 credits)
Students will stylize fashion or costuming looks for photo shoots, magazines, look books, commercials and fashion shows or events. They will choose techniques for creating a mood and feeling using clothing, accessories, and props to convey their ideas and will source products and locations, work with a team, practice set etiquette, networking and working with photographers and clients. Students will plan and carry out a promotional event (fund raiser, fashion show, product launch, exposition, pop-up shop, trunk show, community event, excerpt from a play, entertainment video etc.). They will work as a team to brainstorm and generate a step-by-step action plan to attain project objectives, stylize the product presentation and manage a variety of communication tools.
Prerequisites: BFD411 and BFD422
Corequisites: BFD431, BFD433, and BUS434

BFD433
Capstone Collection II: Realization (6 credits)
Students will utilize theoretical and practical skills developed throughout the program to work independently and to a high standard in the production of garments selected from the collection created in Capstone Collection I: Ideation. They will apply organizational skills in the coordination of production activities for prototypes and samples based on manufacturing standards for a global market. They will monitor their work-in-progress to ensure that the intended quality is being met and problems resolved as they arise.
Prerequisites: BFD411 and BFD422
Corequisites: BFD431, BFD432, and BUS434

BGD100
Concept Development (3 credits)
This course emphasizes the conceptualization processes of art and design in determining solutions to course assignments. Students use creative problem solving and research techniques, specifically problem identification, analysis, brainstorming, and idea refinement. They will also produce material which will support portfolio quality projects throughout their study.
Prerequisites: FND110 and FND112

BGD110
Graphic Stylization and Symbols (3 credits)
This course examines the importance of graphic symbols in design. Logos and other symbolic images will be examined in historic and contemporary contexts. Graphic elements including typography, simplified imagery, and abstract shapes will then be utilized to create individual logo designs and other symbolic images.
Prerequisites: FND110 and FND112

BGD120
Typography (3 credits)
This course is an introduction to the history of the evolution and application of typography for the perception of meaning, intention, and personality of the written word. Students also explore the use of Illustrator as a design and typesetting tool.
Prerequisite: None
Corequisite: BGD130

BGD130
Digital Illustration (3 credits)
This course helps students communicate and design with the computer as a professional tool. Using different software applications, the student will demonstrate an understanding of electronic illustration. The course will explore vector-based graphic applications that are considered to be industry standard.
Prerequisite: None
Corequisite: BGD120

BGD150
Design Thinking (3 credits)
This course will enable students to use design thinking methodology to assess problems and challenges, discover and use relevant data, develop design solutions, and prototypes for usability testing. Students will learn to critically assess the processes, outcomes, and effects of design engagement.
Prerequisite: SUS100

BGD200
Corporate Identity (3 credits)
This course will explore the role of design in a corporate identity program. Participants develop skills to analyze corporate objectives and apply practical applications. These applications will be part of a structured corporate image system. While the course focuses on corporate identity and its function, logo development is also explored with other business communication solutions.
Prerequisites: BGD100, BGD120 and BGD130

BGD202
Advertising (3 credits)
The course material, embedded in the principles of design, typography, and colour, presents diverse advertising theories in relation to targeted audiences, language, and stresses attention to detail, deadlines, and professional presentation. Through a variety of case studies, the course analyses the business of advertising and the business ethics. Students will create multi-platform advertising campaigns and learn about the theories, methods, and strategies for effectively selling a product and explore product concepts, price, promotion, and distribution as they relate to advertising. Lectures include a review of the history of advertising, multi-platform advertising campaigns, experimental approaches in advertising, current trends in advertising, consumer-created advertising, and advertising through social media.
Prerequisite: None

BGD210
Conceptual Illustration (3 credits)
Building upon the concepts, skills and theoretical backdrop of the Digital Illustration course, this course expands the philosophy behind illustration, emphasizing conceptual visual problem solving and quick sketching methods to portray ideas. It also highlights the uses of illustration in the graphic design industry. Assignments will focus on black and white and colour techniques, using contrast, values, composition, and function.
Prerequisites: BGD100, BGD110, and BGD130

BGD212
Electronic Design (3 credits)
This course explores various means of indicating, placing and manipulating visual elements in page design and multi-page design. Students systematically develop strong and creative layout solutions by means of a cumulative, conceptual design process. Participants also develop the ability to effectively integrate photographs, illustrations, display, and text type will be developed using page composition software.
Prerequisite: FND114
Corequisite: BGD220

BGD214 Digital Imaging II (3 credits)
This course builds upon previous courses to integrate raster and vector graphics with concerns for varied formats, including web and print graphics. Students will create visual messages and focused visual statements and gain an understanding of the differences in web and print graphics.
Prerequisite: FND114

BGD220 Advanced Typography (3 credits)
This course is a continuation of the study of Typography. Exercises and projects focus on the hierarchical qualities of typography. The development of marketable, original, and creative problem-solving solutions will also be examined with an emphasis on creative techniques. Industry-driven software will be used in the development of digital typography and hierarchal skills.
Prerequisite: BGD120
Corequisite: BGD212

BGD224
Production Procedures (3 credits)
The course is designed to help students become proficient in designing and preparing various graphic materials for digital production via new printing technologies, submission to newspapers or magazines, large format signage, and traditional four-, five-, and six-colour presses. Traditional reproduction techniques will be explored, including paste-up techniques, line camera and basic principles/ratios, line screens, and how these relate to bitmap resampling and image/file exporting. Theory and techniques will be explored through lecture/tutorial series and put into practice through a series of project assignments designed to exercise both student understanding of techniques and design creativity.
Prerequisite: FND114

BGD300 Portfolio I (3 credits)
A primary emphasis of this course is the electronic and physical preparation of material for production. Typesetting, pagination, image reproduction, colour specifications, trapping procedures, binding, and finishing techniques will be explored. Students will select a major project in design or illustration and develop a “junior project” throughout the duration of the course. They will engage in individual research culminating in a statement of their philosophy of conceptual development and problem solving as it relates to the development of this junior project. Emphasis will be placed upon effective layout and design for multi-page document production. This is a portfolio production course.
Prerequisites: BGD200 and BGD212

BGD301 Professional Practices (3 credits)
This course introduces basic business practices, ethics, studio management, and marketing for self-promotion, providing essential knowledge for working in the design field. Students will learn to define team roles, engage in best practices for client/stakeholder communication, the design process, systems, workflow, and scheduling.
Prerequisite: BGD300

BGD302
Green Campaign (3 credits)
This course will build on the competencies acquired in previous courses with an emphasis on the development of creative, original concepts for green design campaigns. The preparation of concepts for green campaigns will utilize the principles of sustainability, design, typography, colour and problem-solving skills and stress attention to detail, deadlines, professional presentation, and attention to cultural diversity.
Prerequisites: BGD202 and SUS200

BGD311
Art Direction (3 credits)
This course will exhibit the role of the Art Director in producing multi- faceted design projects. Exercises will train students in coordinating creative efforts from concept to finished product. A team environment is emphasized and will acquaint the students with the necessity of leadership ability, communication and negotiating skills.
Prerequisites: BGD212 and BGD224

BGD312
Design Studio (3 credits)
This is a major portfolio course that will introduce students to the electronic preparation of material for production. Key multi-page print and dimensional projects allow for exploration of conceptual approaches, typography, illustration, image reproduction and manipulation, colour approaches, trapping procedures, bindery, and finishing techniques. The instructor will act in a mentoring role and help guide students through various creative processes. Particular emphasis will be placed on developing strong concepts appropriate to client needs, attention to detail, design consistency and time management. Through critique, students will learn about and express their creative methods and cognitive processes.
Prerequisite: BGD212 and BGD224

BGD314
Digital Photography (3 credits)
This course introduces students to the fundamental terminology, concepts, and techniques of digital visual composition for both static and moving images. Instruction is given on basic techniques of production, including digital still camera as well as camcorder orientation, lighting, set-up, and operation. The course focuses on the principles of using colour, composition, lighting, and other techniques for overall thematic and visual effects of moving and static images.
Prerequisite: FND114

BGD320
Experimental Typography (3 credits)
Emphasis is placed on the expressive potential of typography. How the form of the written word(s) affects the meaning is studied experimentally. The emphasis is on design elements from the perspective of history, psychology, and artistic interpretation executed with digital tools.
Prerequisite: BGD220

BGD324
Packaging Design (3 credits)
Students learn to effectively design using form, space, type, illustration, photography, graphics, and colour as they pertain to intelligent and compelling package design. Emphasis is on appropriateness for the specific market, brand positioning and identification, visual appeal, and the physical container. Government regulations affecting the package, printing and reproduction processes will also be addressed. Through discussion, field research, and exercises students will examine package designs already in the marketplace. The course stresses a phased design process and the role of packaging in marketing.
Prerequisites: BGD212 and BGD224

BGD402 Environmental Design (3 credits)
Students will study a range of examples of environmental design measured against conventions of 2D display/informational systems and with consideration of sustainability. This course will address understanding the complexities of public space, the nature of the environment, the expectations of performance and issues of functionality. Projects that challenge students on issues of hierarchy, readability/legibility, colour, fabrication, and sustainability are integral to this course.
Prerequisite: BGD300

BGD412
Advanced Design Studio (3 credits)
This is a major portfolio course that will further develop students' ability to prepare electronic and physical material for production. Key multi-page print and dimensional projects allow for advanced exploration of conceptual approaches, typography, illustration, image reproduction and manipulation, colour approaches, trapping procedures, bindery, and finishing techniques. Students are expected to produce contemporary design solutions for corporate sectors. The instructor will act in a mentoring role and help guide students through various creative processes. Particular emphasis will be placed on developing strong concepts appropriate to client needs, attention to detail, design consistency and time management. Through critique, students will learn about and express their creative methods and cognitive processes.
Prerequisite: BGD312

BGD422
Publication Design (3 credits)
Publication design is a mainstay in the study of graphic design. This course will focus on creating a publication, hierarchy, grid, page sequence and spreads. Students will also gain an understanding of e-publishing, digital interface design, interactive information graphics and its application to publication design conventions.
Prerequisite: BGD300

BGD432
Senior Project (3 credits)
Students will select, develop, and execute a major design or illustration project, including technical, schedule, aesthetic and content considerations. Research will culminate in a product or statement of philosophy, conceptual development and problem solving.
Prerequisite: CAP499

BGD450
Information Design (3 credits)
Students will study a range of examples of information design applications and conventions of 2D display/informational systems. Emphasis will be placed upon understanding information systems and their function, including text, tables, charts, diagrams, and electronic displays.
Prerequisite: BGD300

BGD490
Senior Portfolio (6 credits)
This course will focus on the refinement of previous works into a comprehensive collection representative of Graphic Design skills. Emphasis will be on development, design, craftsmanship and presentation.
Prerequisite: Permission of the Program Director / Chief Academic Officer

BIO100
Introduction to Biology (3 credits)
Students will learn the principles and foundations that comprise biology as a discipline. Topics include the history of biology as a science, the meaning and use of the scientific method, the organization of life, cell structure and function, genetics, evolution, plant and animal biology, communities, ecosystems, and conservation and environmental topics. Special emphasis will be placed on examining and understanding contemporary environmental issues through discussion, written, and laboratory-based assignments.
Prerequisite: None

BUS107
Fashion Marketing (3 credits)
Students examine the basic principles of marketing, integrating the concepts of consumer motivation with modern marketing strategies and planning. Students will investigate the importance that marketing plays in the fashion world by studying basic marketing strategies both inside and outside the fashion industry.
Prerequisite: None

BUS124 Computer Applications (3 credits)
Students will demonstrate the use of Microsoft® Office in preparing documents and business presentations. They will demonstrate the use of Adobe® Creative Cloud – Photoshop, Illustrator, and InDesign to create fashion representations and fabric reproductions. Computer application skills developed in this course will be applied to future courses throughout the program.
Prerequisite: None

BUS134
Business Communications (3 credits)
Students will explore communication theories and traditional and new communications channels that facilitate successful marketing, promotional and business activities. They will analyze and practice applying a range of communication techniques and employ a variety of technologies in how to best deliver information in the workplace and to consumers and the media.
Prerequisite: ENG101

BUS234
Creative Design & Management (3 credits)
Students will explore the concepts of creativity, creative thinking, creative process, and various creativity techniques used in the generation of ideas and problem solving in both product development and business management. They will use innovative approaches and develop leadership skills in the management of teams collaborating on creative projects. Students will realize their own ideas for breakthrough products by motivating individuals and groups to cooperate on the design and manufacturing processes and managing workplaces that are socially, economically, and environmentally responsible.
Prerequisite: MTH102 Research Methods

BUS299 Media Business Law and Communications (3 credits)
Students will be introduced to the multiple facets of media business law. They will examine topics including an overview of the legal system, contracts, personal property, intellectual property, copyright, and additional legal and ethical business issues as it affects media and design professionals.
Prerequisite: None

BUS314
Consumer Behaviour (3 credits)
Students will build on the foundation established in Research Methods in accessing current industry methods for measuring and analyzing fashion consumers' purchasing patterns and brand preferences in a diverse and fragmented global market. They will isolate market categories, consider the internal and external influences that motivate consumer decision-making, interpret the reasons for these decisions, including consumer use practices, ethics and attitudes towards socially responsible consumption, and apply them to design and business decisions.
Prerequisite: MTH102 Research Methods

BUS334
Brand Management (3 credits)
Students will critically analyze the key components of brand strategy and important trends in brand management in applying current theories and techniques to develop creative brands and position brand messages across communication channels. They will analyze and compare brands in order to interpret how businesses use brand identity to differentiate themselves from market competitors and communicate their ethics and value propositions to consumers. Students will practice creating and presenting a brand strategy for a preselected collection or for their collection designed in Responsible Innovative Design.
Prerequisite: BUS314 Consumer Behaviour

BUS424
Global Sourcing & Trade (3 credits)
Students will analyze and synthesize the steps associated with domestic and global sourcing decisions prevalent in the fashion industry to determine the competitive advantages of importing and exporting and the impact on social change and community sustainability. Through the use of case studies, they will apply vocabulary and business management skills that will allow them tooperate within various distribution channels in an efficient and competitive manner. Students will assess the impact of Canadian government rules and regulations, codes of conduct for sourcing raw materials, production services and fashion goods, as well as documentation and costs involved in the import/export business on responsible decision making within the global supply chain.
Corequisite: CST220 and BFD422

BUS434 Entrepreneurship (3 credits)
Students will generate a plan based on their design proposal in Capstone Collection I: Ideation that outlines an entrepreneurial business model and management strategy for starting and growing a fashion or costuming venture. They will implement steps required to prepare an ethical and sustainable entrepreneurial business plan, conduct market analysis in order to determine alternative and innovative business opportunities, review legal guidelines, and investigate various sources for funding and investment. They will validate the proposal's feasibility in consultation with members of the business community.
Prerequisites: BFD411 and BFD422
Corequisites: BFD431, BFD432, and BUS433

CAP499
Capstone (3 credits)
The student will select a specific subject that can be effectively presented using graphic and/or web design. This course will provide an introduction to various research methodologies and evaluation will focus on the research process, including the identification of a research problem, literature and/or content review, research purpose and hypotheses, data collection and analysis, and research evaluation. During this time students will conduct research sufficient for a professional presentation as a graduate project, to be submitted and defended during their final quarter.
Prerequisite: Permission of the Program Director /Chief Academic Officer

CC102
Professional Development (3 credits)
As a final step in the preparation to seek entry-level employment, students will gain experience in how to market themselves effectively for employment as well as how to participate in professional development activities. Course topics include job search methods, pre-employment networking skills, professional resume preparation, cover letters, thank you letters, and interview skills. Students will also learn other valuable skills that can be applied throughout their career, such as time and stress management, making decisions, and solving problems.
Prerequisite: None

CC110
Drawing (3 credits)
This is a fundamental drawing course in which students will explore various methods of applying line, shape, form, shading, proportion, framing and perspective to develop drawings that communicate reality and imagination.
Prerequisite: None

CC112
Fundamentals of Design (3 credits)
Students will explore, identify and implement basic visual design principles and elements. Concept development processes and material manipulation will be used in combination with design principles to create effective and appropriate visual compositions.
Prerequisite: None

CC115
Colour Theory (3 credits)
The creative process is introduced using the visual elements of additive and subtractive colour and the basic principles of design. This course explores theories regarding physical perception, psychology, and design aspects of colour. A variety of concepts, materials and techniques are used in class to investigate the aesthetic and psychological principles of design and colour.
Prerequisite: None

CC133 Digital Imaging (3 credits)
Students develop basic image manipulation skills in a raster-based computer environment.
Prerequisite: None

CC120
Visual Indication (3 credits)
Students will explore the use of innovative design solutions to graphic design problems. The focus of the course will be two-pronged. Students will investigate unique and creative means (i.e. specialty production techniques, papers, formats and finishes) of indicating materials as well as forms for presentation and design communication. They will also expand their understanding of traditional media, specifically the ability to effectively indicate materials, textures and interior finishes.
Prerequisite: None

CC310
Pre-Production and Project Management (3 credits)
Students work on a game prototype and learn to invent new game ideas. The students are introduced to the theory of project management and how it applies to modern game development.
Prerequisite: Permission of the Program Director / Chief Academic Officer

CC401
Portfolio I (3 credits)
This course serves as a mid-program checkpoint. Students assemble and critique works from completed courses, research potential employers, design a production schedule for the duration of their studies, and create and deliver a PowerPoint presentation of final portfolio goals. This class is mainly a lab class where students are expected to work on their own personal projects. Students should bring their work to class each week.
Prerequisite: Permission of the Program Director / Chief Academic Officer

CC449
Production Team I (6 credits)
In this course, students work as a team on the production of an electronic games project in a studio environment.
Prerequisite: CC310 or Permission of the Program Director / Chief Academic Officer

CC451
Production Team II (6 credits)
In this course, students continue to work as a team on the production of an electronic games project in a studio environment.
Prerequisite: CC449 or Permission of the Program Director / Chief Academic Officer

CC452
Post-Production (3 credits)
Using their recently completed project from Production Team I and Production Team II, students will learn the post-production process including further tuning and feature addition based on peer feedback, archiving, post-mortem reviews, code and design clean-up and optimization, and the creation of marketing materials.
Prerequisite: CC451

CCM100
Introduction to Digital Arts (3 credits)
This course explores contemporary digital media arts competencies and how they relate to different specializations within computer graphics industries. Through practical project-based assignments students will develop theoretical knowledge of digital colour theory and its usage in contemporary digital video, imaging, and gaming. Students will also develop a deeper understanding of design concepts in digital 2D & 3D media arts.
Prerequisite: None

CCM101 Drawing and Perspective (3 credits)
This course is a fundamental drawing course where the students will explore various arts and media and learn to use a variety of drawing tools. This course involves the observation and translation of three-dimensional form into two dimensional drawings. Starting with simple shapes and progressing to more complex organic forms, students will build skill levels in composition, line quality, and use of tone.
Prerequisite: None

CCM111 Design and Colour Theory (3 credits)
A presentation of the basic elements and principles of design and colour theory will be made in this course. The student will develop a firm foundation to layout and organize design elements. This course also explores the theories regarding physical perception and design aspects of colour. Exercises in contrast, balance, harmony, spatial perception, and symbolism will be used to demonstrate the unique communication properties of colour.
Prerequisite: None

CCM121
Digital Imaging I (3 credits)
Students develop basic image manipulation skills in a raster-based computer environment.
Prerequisite: None

CCM131
Basic 3D Concepts (3 credits)
Students will be introduced to basic concepts of 3D space, modeling, materials, lighting, and animation. Students will demonstrate their knowledge by producing a project from inception to completion.
Prerequisite: None

CCM141
Life Drawing I (3 credits)
This is a fundamental drawing course where students explore the concepts of structure, volume, proportion, weight, and force in human gesture drawing.
Prerequisite: None

CCM161
Concept Design and Illustration (3 credits)
This course focuses on prop, vehicle, environment, and character design. Students explore the concept design and development process to create several drawings from thumbnail sketch to inked final.
Prerequisite: CCM101

CCM171
Digital Imaging II (3 credits)
Students will further develop knowledge of digital imaging theory and application of digital imaging techniques, with an emphasis on advanced skills in masking, maps, channels, image manipulation, painting, and compositing.
Prerequisite: CCM121

CCM181
3D Modeling I (3 credits)
This course introduces students to the fundamentals of 3D modeling software. Students explore the tools and techniques of 3D modeling through a series of assignments. Students learn to construct and manipulate geometry, create, and edit materials and textures, and light and render a scene.
Prerequisite: CCM131

CCM191
Life Drawing II (3 credits)
Life Drawing II is designed specifically to prepare animators and modelers for future classes including character rigging. Student will learn the importance of the skeletal structure and how it affects the surface, mechanics, and limitations of the human form. There will also be an emphasis on the differences with the male and female form.
Prerequisite: CCM141

CCM221
3D Animation I (3 credits)
Students will study timing and weight through a series of projects designed to demonstrate the principles of animation. Issues such as creating keyframes, in-betweens, exposure sheets and cycles will be addressed.
Prerequisite: CCM131

CCM231
Materials and Textures I (3 credits)
This course introduces students to materials, textures, and lighting strategies to add detail and realism to geometry without adding complexity. Students use 3D modeling software to simulate real world surfaces using reflection, radiosity, and other effects.
Prerequisites: CCM121, CCM131

CCM241
Life Drawing III (3 credits)
Life Drawing III is designed specifically to prepare animators and modelers for future classes including character rigging. Student will learn the importance of the skeletal structure and how it affects the surface, mechanics, and limitations of the human form. There will also be an emphasis on the differences with the male and female form.
Prerequisite: CCM191

CCM261
Portfolio I (3 credits)
This course serves as a mid-program checkpoint. Students assemble and critique works from completed courses, research potential employers, design a production schedule for the duration of their studies, and create and deliver a PowerPoint presentation of final portfolio goals. Students also have the option of creating and presenting a pitch package for consideration in the team production courses.
Prerequisite: Permission of the Program Director / Chief Academic Officer

CCM271
Rigging (3 credits)
The purpose of this course is to explore character setup. The character rig is broken down into its component parts and animation tested throughout the course. Each assignment is evaluated based on functionality, performance, and organization. Upon completion, each student will have created and tested a complete character set up and have the necessary skills to rig their own characters.
Prerequisites: CCM221

CCM281
CG Lighting and Rendering I (3 credits)
This course introduces students to lighting and camera strategies for computer generated images. Students analyze real world lighting and cameras and apply the theories to the digital environment. Students create and apply shaders and materials in support of lighting effects. Students also explore rendering and camera effects to enhance their images.
Prerequisite: CCM181

CCM291
Storyboarding (3 credits)
This course focuses on the specifics of storyboarding as a storytelling medium and its place in the production pipeline for animation, gaming, and live action. Students learn the various terminologies, cinematic techniques, and artistic concepts necessary to render clear and concise storyboards at a professional level.
Prerequisite: CCM101

CCM292
Digital Storyboarding (3 credits)
In this course students will focus upon understanding the role of digital storyboards/animatics and their use in production for animation, games, as well as for film and television productions (i.e., live action and CGI). In addition, major emphasis will be placed upon executing professional quality storyboards/animatics. Students will learn the various terminologies, cinematic techniques, and artistic concepts necessary to render clear and concise digital storyboards and animatics.
Prerequisites: CCM181

CCM311
3D Effects (3 credits)
Students will be introduced to particles in further detail, rigid and soft bodies. Students will create a scene using what they have learned, along with some stand-alone projects. Camera usage will also be detailed more.
Prerequisite: CCM181

CCM321
Pre-production Team (3 credits)
In this course, students will focus on the pre-production of a media arts project in a studio environment. It provides students with the opportunity to apply their knowledge and develop an original media arts concept. This class is the first complete team experience that exposes students to the collaborative efforts of a large production team.
Prerequisite: CCM261

CCM341
Editing (3 credits)
Students will develop the foundations of basic video editing using non-linear editing software. Emphasis will be on making choices and editing for story.
Prerequisite: None

CCM361
Production Team (6 credits)
In this course, students focus on the production of a media arts project in a studio environment.
Prerequisite: CCM321

CCM391
Script Programming (3 credits)
This course is focused upon providing students with a strong foundation in script programming for use with 3D computer generated software applications.
Prerequisite: CCM181

CCM411
Portfolio II (3 credits)
This course focuses on the completion of a student's portfolio and enables the student to begin their search for entry-level employment upon graduation. Students will present work from their portfolio for review (critique) and obtain an assessment of the quality of their work in order to make necessary enhancements. The student portfolio consists of two major components. The first component consists of a self-promotional package that includes business cards, resume, DVD packaging, on-line propagation, and web site. The second component is the assembly and assessment of the student's demo reel.
Prerequisite: Permission of the Program Director / Chief Academic Officer

CCM431
Mentor Studio (3 credits)
Industry mentors guide students through the completion of team projects, personal portfolio pieces and assignments.
Prerequisite: Permission of the Program Director / Chief Academic Officer

CHE100
Introduction to Chemistry (3 credits)
Students will be introduced to the study of matter and the changes it undergoes including chemical bonds forming between elements: They will explore how atoms interact to form compounds and distinguish between ionic and covalent bonds. Using this foundational knowledge students will also explore how compounds interact to form mixtures, and how bulk physical properties arise as a result of intermolecular forces. With the introduction of chemical and physical processes, students further their understanding of chemistry by studying the changes that matter can undergo including chemical and physical changes. Fundamental concepts of gas laws are explored, and students cultivate an understanding of Charles' Law, Boyles's Law, and Avogadro's Law through a series of discussion-based exercises.
Prerequisite: MTH100

COM100
Speech Communications (3 credits)
Students develop basic oral communication and presentation skills with an emphasis on conducting responsible research and composing coherent messages adapted to a specific audience and situation. Students also develop critical thinking and listening skills, as well as ethical communication behaviours.
Prerequisite: None

COM201
Advanced Communications (3 credits)
Students examine the theoretical and practical aspects involved in effective communication. They will focus on the essential elements of communication in both personal and professional environments as well as identify and analyze efficient oral and written delivery techniques.
Prerequisite: COM100 and ENG101

CST100
Cultural Theory (3 credits)
Students will examine how cultural phenomena shape our world and how, in turn, we shape it. They will compare the differences between the relationship between high and pop culture; how culture embodies power, gender, race, and class; and how material culture makes us who we are. Students will refer to social and cultural criticism, literature, urban planning, architecture, advertising, popular culture, and personal experience in examining these phenomena.
Prerequisite: ENG101

CST200
Aesthetics (3 credits)
Students will investigate various aesthetic frameworks emphasizing the role of critical analysis, emotions, and the social in our understanding of art, beauty, and taste within a cultural context which it was produced and received. They will also analyze important figures and debates in the history of aesthetics.
Prerequisite: ENG101

CST220
Globalization & Cultural Differences (3 credits)
Students will explore cultural theories and insights that can influence the conduct of international business and identify the leading theories of different world cultures. They will research and compare global business practices of organizations from different cultures and address major issues relative to conducting global business, including the various forms of communication, ethics, sustainability, and marketing techniques used by businesses and consumers worldwide.
Prerequisites: ENG103 and CST100
Corequisite: BUS424

CUL102
Concepts and Theories of Culinary Techniques (3 credits)
The fundamental concepts, skills and techniques involved in basic cookery are covered in this course. Special emphasis is given to the study of ingredients, cooking theories, and the preparation of stocks, broth, glazes, and soups, thickening agents, the grand sauces and emulsion sauces. Lectures teach organization skills in the kitchen and work coordination. The basics of stocks, soups, sauces, vegetable cookery, starch cookery, meat and poultry are covered. Emphasis is given to basic cooking techniques such as sautéing, roasting, poaching, braising, and frying.
Prerequisites: None
Corequisites: CUL103 and CUL105

CUL103
Sanitation and Safety (3 credits)
This course introduces food and environmental sanitation and safety in a food production area. Attention is focused on food borne illness and their origins, and on basic safety procedures followed in the food service industry. Provincial regulations are addressed in terms of Food Safe, WHMIS, and Work Safe BC.
Prerequisites: None
Corequisites: CUL102 and CUL105 or Permission of the Program Director / Chief Academic Officer

CUL104
Dimensions of Culinary (3 credits)
Dimensions of Culinary" is a course that introduces students to a wide realm of topics in the culinary arts and culinary education. Students develop their communication skills. They learn to present and assimilate information logically, make decisions, develop effective study habits, use available resources, improve interpersonal relationships, and increase their professional performance. This course gives a profile of the hospitality industry and intends to provide a sense of its scope. The primary issues of concern to students are: career opportunities, the role of culinary education, the experience required to pursue particular opportunities, and the advantages and disadvantages of working in specific areas of the hospitality industry.
Prerequisites: None

CUL105
Fundamentals of Classical Techniques (6 credits)
The fundamental concepts, skills and techniques involved in basic cookery are covered in this course. Special emphasis is given to the study of ingredients, cooking theories, and the preparation of stocks, broth, glazes, soups, thickening agents, the grand sauces, and emulsion sauces. Lectures and demonstrations teach organization skills in the kitchen, work coordination, and knife skills. The basics of vegetable cookery, starch cookery, meat and poultry are covered. Emphasis is given to basic cooking techniques such as sautéing, roasting, poaching, braising, and frying. Students must successfully pass a practical cooking examination covering a variety of cooking techniques.
Prerequisites: None
Corequisites: CUL102 and CUL103 minimum of 68% or C grade to advance into quarter two lab classes.

CUL111
North American Regional Cuisine (6 credits)
The course reinforces the knowledge and skill learned in the preceding classes and helps students build confidence in the techniques of basic cookery. The development of knife skills is accented. North American Regional cuisine explores the use of indigenous ingredients in the preparation of traditional and contemporary American specialties. The concepts of *mise en place*, timelines, plate presentation, and teamwork in a production setting are introduced and accentuated. Timing and organization skills are emphasized.
Prerequisites: CUL103 and CUL105

CUL115
Nutrition (3 credits)
This course centres on an explanation of the basic principles of nutrition and their relationship to health. The structure, functions, and sources of nutrients - including proteins, carbohydrates, fats, vitamins, minerals, and water - are discussed. Current issues in nutrition are reviewed, including dietary guidelines, energy balance, vitamin supplements, and food fads.
Prerequisite: None

CUL121
Introduction to Baking (3 credits)
Students are introduced to the fundamental concepts, skills, and techniques of baking. Special significance is placed on the study of ingredient functions, product identification and weights and measures as applied to baking. Lectures, demonstrations, production, tasting & testing, students learn yeast-raised dough mixing methods, pie dough, quick dough, cookie dough, and product finishing techniques. Students must pass a practical exam.
Prerequisite: None
Corequisites: CUL103 Minimum of 68% or C grade to advance to 3rd and 4th quarter baking and pastry courses

CUL122
Introduction to Pastry (6 credits)
This course is a combination of theory, lecture, demonstration, and hands-on production to provide an introduction to pastry techniques for use in a commercial kitchen. Students learn a variety of dough, batters, fillings, and glazes with an emphasis on formulas. Instruction regarding the preparation of basic cakes and icings, roll-in dough, preparations of pastry cream and finishing techniques; plus, selection and proper use and handling of various chocolates used in baking and decorating are introduced. Students must pass a practical exam.
Prerequisites: None
Corequisite: CUL103 Minimum of 68% or C grade to advance to 3rd and 4th quarter baking and pastry courses

CUL132
Management by Menu (3 credits)
This course prepares future food service managers by giving a clear picture of the important role menu planning plays within operations. It covers topics ranging from menu development, pricing, and evaluation to facilities design and layout. Students can benefit because good menu development is crucial to the success of any foodservice operation, i.e., a planning tool, source of operational information and a merchandising method for reaching patrons.
Prerequisite: None

CUL136 Sustainable Purchasing and Controlling Costs
This course introduces the student to the methodologies and tools used to control costs and purchase supplies. This course helps the student value the purchasing, planning, and control processes in the food and beverage industry. Primary focus is on supplier selection, planning, and controlling costs, with an introduction to the study of sustainable products and approaches. Topics include planning and controlling costs using budgeting techniques, standard costing, standardized recipes, performance measurements, and food, beverage, and labor cost controls.
Prerequisite: None

CUL201 Garde Manger (6 credits)
This course provides students with skills and knowledge of the organization, equipment, and responsibilities of the “cold kitchen.” Students are introduced to and prepare cold hors d’oeuvres, sandwiches, salads, as well as basic charcuterie items while focusing on the total utilization of product. Reception foods and buffet arrangements are introduced. Students must pass a written and practical exam.
Prerequisites: CUL103 and CUL105

CUL202
European Cakes and Tortes (3 credits)
Students are introduced to the fundamental concepts, skills and techniques of European Cakes and Tortes. Special significance is placed on the study of ingredient functions, product identification and weights and measures as applied to pastry. Lectures and demonstrations teach cake mixing methods, filling, and techniques on finishing classical tortes with various ingredients such as marzipan, ganache and glazes.
Prerequisites: CUL103, CUL121, CUL122

CUL204
Advanced Patisserie and Display Cakes (6 credits)
This course explores the techniques of plated desserts and the theory behind building edible art for A la Carte service, competition, or banquet functions. Methods and procedures for producing high quality specialty decorated cakes, as well as the design, assembly, and decorating of wedding cakes will be introduced.
Prerequisites: CUL103, CUL121, CUL122

CUL207
Artisan Breads & Baking Production (6 credits)
This course provides the information, tools, and instruction to gain proficiency in the preparation of a variety of artisan breads. Emphasis will be placed upon learning to mix, ferment, shape, bake and store hand crafted breads. Students will focus on traditional fermentation, as well as the science of the ingredients. Students learn assembly speed and increase their proficiency in meeting production deadlines with quality products.
Prerequisites: CUL103, CUL121, CUL122

CUL213
Practicum (3 credits)
The course has been designed to acquaint the student with actual working conditions in an approved restaurant/hospitality establishment. This course is a supervised entry-level work experience in the restaurant/hospitality field requiring a minimum of 99 hours for Culinary Arts, Culinary Arts & Restaurant Ownership and Hospitality & Restaurant Business Management or 90 hours for Baking & Pastry Arts and Baking. Individual conferences and class attendance are required. Students are responsible for securing a practicum and may seek assistance through The College. Students gain experience needed to seek entry-level positions in their field upon graduation.
Prerequisite: Permission of the Program Director /Chief Academic Officer

CUL244
Asian Cuisine (3 credits)
This course emphasizes both the influences and ingredients that create the unique character of selected Asian cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of various countries. Importance will be placed on ingredients, flavour profiles, preparations, and techniques representative of these cuisines.
Prerequisites: CUL103 and CUL105

CUL247
World Cuisine (3 credits)
This course emphasizes both the influences and ingredients that create the unique character of selected world cuisines. Students prepare, taste, serve and evaluate traditional, regional dishes of Scandinavia, Russia, Switzerland, European and the Mediterranean as well as North Africa, Central and South America. Importance will be placed on ingredients, flavour profiles, preparation, and techniques representative of these countries.
Prerequisites: CUL103 and CUL105

CUL250
Management, Supervision & Career Development (3 credits)
Students develop techniques and strategies for marketing themselves in their chosen fields. Emphasis will be placed on student's assessing their more marketable skills, developing a network of contacts, generating interviews, writing cover letters and resumes, preparing for their employment interview, developing a professional appearance, closing and follow-up. Students will get instruction in self-confidence, flexibility, what is realistic and what effort is required seek entry-level employment.
Prerequisite: None

CUL252 Food and Beverage Management (3 credits)
This course will give students a basic understanding of the management process in food and beverage operations. All aspects of food and beverage operations are covered, including organization, marketing, menus, production, service, safety, finances, wine style, wine storing, service of wine, and food wine matching.
Prerequisites: None

CUL260 Chocolate, Confections, and Centrepieces (6 credits)
Students are introduced to the fundamental concepts, skills and techniques of chocolates and confections. Special significance is placed on the study of ingredient functions, product identification and weights and measures as applied to confections. Lectures and demonstrations teach chocolate tempering, candy production and the rules that apply when creating centrepieces.
Prerequisites: CUL103, CUL121, CUL122

CUL261
A la Carte Kitchen (9 credits)
Introduces students to the A la Carte kitchen, emphasis is on "a la minute" method of food preparation, plus dining room service standards. Industry terminology, correct application of culinary skills, plate presentation, organization, and timing in producing items off both a fixed-price menu and a la carte menu are stressed. The principles of dining room service are practiced and emphasized. The philosophy of food is further explored and examined in light of today's understanding of food, nutrition, and presentation.
Prerequisites: CUL103, CUL105, CUL111, CUL121, CUL122, CUL252

CUL264
Classical French Cuisine
Classical French cuisine is the foundation upon which all western cuisines are established. An understanding and appreciation of the classical principles are necessary for the modern chef to present Escoffier's dishes with a contemporary style and to create the dishes of the future. The study of classical cuisine will help a chef to understand how foods and their presentations needs to change to meet the demands and expectations of the customer and current trends.
Prerequisites: CUL103, CUL105

CUL271 Art Culinaire (6 credits)
This course will celebrate the culinary styles, restaurants, restaurateurs and chefs who are in the current industry spotlight. Their style, substance and quality will be discussed and examined. During the hands–on production aspect of the class, students will have the opportunity to be exposed to specialty produce and products.
Prerequisites: CUL103, CUL105, CUL111, CUL121, CUL122, CUL252 or Permission of the Program Director /Chief Academic Officer.

CUL272
Capstone (3 credits)
Through the competencies developed in previous related studies, students will develop a complete business plan for a one hundred seat restaurant. The course is designed to allow the student to prepare and present an original and organized business plan. Business related competencies are reviewed and tutored as necessary for completion of the project.
Prerequisite: Permission of the Program Director /Chief Academic Officer.

CUL290
Co-op 1 (1 credits)
This course has been designed to acquaint the student with actual working conditions in an approved restaurant/hospitality establishment. This course is a supervised entry level work experience in the hospitality industry requiring 300 hours of practical work. Students are responsible for acquiring a work experience job and may seek assistance through the Career Services Department. Students gain experience needed to enter their field on graduation.
Prerequisite: Permission of the Program Director /Chief Academic Officer.

CUL291 Co-op 2 (1 credits)
This course has been designed to acquaint the student with actual working conditions in an approved restaurant/hospitality establishment. This course is a supervised entry level work experience in the hospitality industry requiring 300 hours of practical work. Students are responsible for acquiring a work experience job and may seek assistance through the Career Services Department. Students gain experience needed to enter their field on graduation.
Prerequisite: Permission of the Program Director /Chief Academic Officer.

CUL292
Co-op 3 (1 credits)
This course has been designed to acquaint the student with actual working conditions in an approved restaurant/hospitality establishment. This course is a supervised entry level work experience in the hospitality industry requiring 300 hours of practical work. Students are responsible for acquiring a work experience job and may seek assistance through the Career Services Department. Students gain experience needed to enter their field on graduation.
Prerequisite: Permission of the Program Director /Chief Academic Officer.

DFV110
Introduction to Digital Film Editing (3 credits)
Students will develop the foundations of basic video editing using industry-standard non-linear editing software. Emphasis will be on making choices and editing for story.
Prerequisite: None

DFV111
Digital Film Editing (3 credits)
Students will build on the foundations of basic video editing using industry-standard editing software. Emphasis will be on theory, introduction to media management and managing long form projects.
Prerequisite: DFV110

DFV120
Introduction to Video Production (3 credits)
This course introduces students to the video camera as a technical and creative tool for communication and art. The course emphasizes camera operation and the setup for electronic field production (EFP) and studio applications. Students integrate the principles of lighting and gripping into video applications. Camera movements and framing are applied using different camera mounts.
Prerequisite: None

DFV121
Television and Film Production Techniques (3 credits)
This course is designed to develop intermediate production skills and to acquaint students with the aspects of various production models found in the industry. This is achieved through group class projects utilizing a combination of hands on technical instruction, class critique, and the simulation of a working production company. Emphasis is on production, with particular attention on camera placement, shot selection, scene flow and continuity. Students will also learn and reinforce the fundamentals of professional shooting and set management. Technical issues such as cinematography, and progressive lighting and shooting techniques will be reinforced.
Prerequisite: DFV120

DFV130
Visual Storytelling and Aesthetics (3 credits)
This course will approach the medium of film and television from a primarily "visual" standpoint. It will seek to divorce the "visuals" from the various other elements of production, dialogue, music, etc., and will instead examine how shot composition, camera choreography, and editing language work to tell the story within the various mediums.
Prerequisite: None

DFV131
Concept Development and Scriptwriting (3 credits)
Film and video productions start with a concept. This course covers the fundamentals of scriptwriting, development of visual elements, and the process of creating, designing, and producing content for targeted audiences and intended delivery systems. Students are introduced to a variety of script formats including those used in documentary, narrative, commercial, promotional, corporate and sports/news formats.
Prerequisite: None

DFV140 Introduction to Cinematography (3 credits)
This course introduces students to the art and craft of cinematography. The navigation of camera technology, basic lighting practices, choices including camera movements and framing will be previewed and practiced.
Prerequisite: None
Corequisite: DFV120

DFV141 Cinematography (3 credits)
This course is designed to provide structured opportunities for students to examine and work with the relationship between the lens and light, building from the competencies acquired in previous courses. The relationship between cinematographer, director and production designer will be examined from conception to completion. The necessity of understanding post-production technology and the preparation of this valuable step will be explored as part of the process. Students will gain a clear understanding of camera and lighting treatments, as well as the rationale and theory behind these resources.
Prerequisite: DFV140

DFV161
Introduction to Production Planning (3 credits)
This course introduces the student to the process of planning a project through all phases of production. Students will learn, from a practical and administrative perspective, how to plan a film from concept to screen.
Prerequisite: None

DFV171
Applications in Visual Production (3 credits)
This course will ask the student to scrutinize various cinematic shooting styles and techniques and will encourage the implementation of these techniques in a number of hands on video production exercises. These exercises will culminate in a final genre production to be completed by the end of term.
Prerequisite: DFV120

DFV172 Working with Actors (3 credits)
Actors and their craft represent an integral and often complex aspect of the collaborative filmmaking process. The relationship between actors and directors, as well as the relationship between actors and members of a production team are complex in nature. This course will allow students the opportunity to discover the acting process in a practical way. Through participation in exercises and role-plays, students will gain valuable insight into effective strategies and practices for working with actors effectively.
Prerequisite: None

DFV180
Film Studies (3 credits)
This course examines the classics - the films of the past that have shaped the way films are created and viewed today. It explores film genres and history, with particular reference to social, artistic, and political influences that have shaped and affected the development of film. Special emphasis will be given to cinematic style and substance as it relates to contemporary filmmaking, the important elements of a film (such as visual aesthetics, storytelling technique, character development), and the impact a film can have on the viewer. This course provides students with an invaluable contextual framework that will assist them in creating their own compelling films.
Prerequisite: None

DFV181 Colour Theory for Digital Media and the Web (3 credits)
This course introduces students to the complexities of colour and colour space when applied to film and media creation. Standard theories of digital additive and subtractive colour models will be discussed in depth. The creative and technical usage of colour in digital filmmaking will be examined and applied.
Prerequisite: DFV110

DFV191
Location Audio (3 credits)
This course introduces students to the equipment, techniques, protocols, and procedures used in on-site audio recording for film and television. Topics include set-up and operation of field mixers, booming and shotgun microphone techniques, hidden and exposed lavaliere techniques, wireless systems, and audio post-production tools and processes.
Prerequisite: None

DFV192 Sound Design for Film (3 credits)
This course introduces students to the processes and tools used in sound design for moving images. It is designed for visual arts students, rather than those pursuing an audio engineering program. The course covers aesthetic and technical issues including sound design and manipulation.
Prerequisite: None

DFV210
Motion Graphics and Compositing (3 credits)
Students in this course will learn the concepts, techniques, and vocabulary of compositing. Students will learn to apply rotoscope, matchmoving, keying, layering, and alpha channels to final projects.
Prerequisites: DFV110 and DFV181

DFV212
Advanced Post-Production (3 credits)
Students interested in expanding their opportunities for a future in post-production will be responsible, under the guidance of a professional mentor, for the completion of a final advanced project.
Prerequisite: Permission of the Program Director / Chief Academic Officer.

DFV220
Electronic Field Production (3 credits)
Students will learn the skills required for creating effective and compelling field productions. With the assistance and mentorship of an experienced industry professional, students will select from a variety of possible real-world or staged opportunities in one or more of the following event-style scenarios: Special Event Coverage; Corporate Videos; Wedding Videos; Sports and news events; Electronic Press Kit (Behind the Scenes); and Multi Camera Shoots.
Prerequisite: DFV120

DFV221
Short-Form Media Production (3 credits)
This course approaches short form as a genre of media production and its features in subject matter and style. Students learn to produce commercials and public service announcements working with clients and established professional organizations.
Prerequisite: DFV121

DFV222
Documentary Filmmaking (3 credits)
Students will screen compelling documentaries to analyze what makes them effective. They will work in teams to produce a documentary, covering all stages of production from concept through development, marketing, shooting, and post-production.
Prerequisite: DFV121

DFV223
Advanced Project Production (3 credits)
Students will complete the major stages of production with the guidance of a professional mentor. Through participation in relevant roles found in the industry, students will fulfill the obligations of these roles while taking responsibility for maintaining a professional, disciplined environment throughout each phase of the production process.
Prerequisite: DFV260

DFV224
Music Video Production (3 credits)
This course will introduce students to the approaches and processes behind the creation of music videos. Through study of compelling music videos, participants of this course will perform an analysis of what makes them effective, focusing on their structure, images, pacing, dynamics, shot angles, composition, lighting, and design. Strategies learned in previous courses will be actively applied and built upon as students learn how to take a performer and their music successfully to the screen. Beginning with a concept and lyrics, students will work with a band/musician of their choice to create a compelling music video.
Prerequisite: DFV121

DFV230
Screenwriting (3 credits)
Students will examine the structure of a short screenplay. They will begin the process of writing a short 10-15-minute narrative (of a genre of their choice) following a standard writing process: brainstorming, creating a treatment, and developing a narrative structure. Students will workshop their scripts in class and continue the writing process to the final draft stage.
Prerequisite: DFV131

DFV250
Media Business: Law, Marketing, and Distribution (3 credits)
Students will examine and explore law, marketing, and distribution as it relates to the media business. This course will focus on the film and television industry, as well as new developments in the new media sector.
Prerequisite: None

DFV251
Business Development & Communications (3 credits)
Whether developing independent projects or working for a production company, business communications and writing skills are a vital part of bringing a project from concept to completion. In this course students will hone the writing skills necessary for creating professional proposals and packages for the development of projects, as well as gain a greater understanding of the ongoing communication required between production companies and industry partners during production, post-production and delivery.
Prerequisite: None

DFV252
Social Media Strategy (3 credits)
This course introduces students to the theory and practice of available online social media technology to effectively create a grassroots international marketing campaign. Students will experience how to implement a marketing initiative from start to finish. Students will add value to their own creations with the use of social networking and online community interactions.
Prerequisite: None

DFV253
Professional Development and Portfolio (3 credits)
Working with their instructor and their career services advisor, students will learn to collect and apply information on developing a comprehensive job search strategy. This involves defining career goals and objectives realistically, marketing oneself, sales techniques, resume workshop, networking, and the interview process. Students will complete their demo reel and portfolio under the guidance of a mentor in preparation for graduation.
Prerequisite: Permission of the Program Director / Chief Academic Officer.

DFV260
Advanced Project Pre-production (3 credits)
The student will master the process of planning one project through all the phases of pre-production including: storyboards, budgets, casting, crewing, location scouting and the effective completion of all relevant paperwork.
Prerequisite: DFV161

DFV270
Directing (3 credits)
Students will learn the director's role in translating a script into the visual story medium. This course will allow students to explore how a director collaborates with the production team, utilizes film grammar, and guides the story through all phases of its creation.
Prerequisite: None

DFV281
Media Management and Delivery (3 credits)
This course provides an overview of the development of industry formats and standards for media delivery. Instruction addresses the technology involved (hardware and software), the production process and the tools used for asset creation and content preparation. Students also learn and use an authoring tool for completing assignments in authoring and producing projects on various formats.
Prerequisite: DFV110

ECN101
Microeconomics (3 credits)
Students will learn about standard microeconomic topics including why firms maximize profits and consumers maximize satisfaction. They will examine topics such as competition, efficiency, and market structure.
Prerequisite: ENG101

ENG101
Rhetoric and Composition (3 credits)
Students will enhance their oral and written communication practices through focusing on the critical art of reading, writing, reflection, and discussion. They will develop the knowledge and skills to state, develop, organize, and support an argument or position. They will also utilize rhetoric, composition, and informal logic of the English Language in assignments.
Prerequisite: None

ENG103
Academic Writing (3 credits)
Students will develop academic writing capabilities necessary for success in post-secondary education and professional settings. They will focus on how to craft the best form of expression for specific audiences and purposes.
Prerequisite: ENG101

ENG105 Introduction to Literature (3 credits)
Students are introduced to the three major categories of literature: drama, fiction, and poetry. They will apply basic structural principles and rhetorical strategies of literary texts by observing structural and rhetorical theory to specific poems, fictions, and plays.
Prerequisite: ENG101

ENG110
World Literature (3 credits)
Students will focus on reading, analyzing, discussing, and responding to literature from various geographic areas and historical time frames. Using select literary works from around the world, they will discuss topics related to literary development, the cultural and historical importance of the works and relevance to different cultural worldviews, attitudes, and ethical standards.
Prerequisite: ENG101

ENG201
Creative Writing (3 credits)
Students will critically address a piece of writing and poetry both formally and aesthetically as well as create original work using a wide variety of formats. There will be an emphasis on developing an understanding of narrative components, structure, and complexity. Students will synthesize the critical thinking skills and writing response skills developed in earlier courses. Discussion, interpretation, and written responses, both creative and critical, are emphasized.
Prerequisite: ENG101

ENG211 Introduction to the Novel (3 credits)
Students are introduced to the genre of the novel as they survey select novels from different cultural traditions and eras. Using tools for literary analysis and critical thinking they will also trace these works and their social, political, and historical contexts and their adaptation to other media.
Prerequisite: ENG101

ENG212
Introduction to Poetry (3 credits)
Students will analyze a range of different kinds of poetry—narrative, lyric, dramatic, conceptual—their techniques, formal vocabularies, and rich and varied traditions. They will listen to spoken and performed poems and participate in discussion of the texts and performances in examining how pleasure (or displeasure) is produced.
Prerequisite: ENG101

ENG213
Introduction to Short Fiction (3 credits)
Students are introduced to the genre of Short Fiction as they survey different styles and cultural traditions. They will trace the works studied within their social, political, and historical contexts. Students will also analyze the effectiveness of adapting Short Fiction to other media.
Prerequisite: ENG101

ENG214
Introduction to Theatre (3 credits)
Students are introduced to the theory, practice, and history of the theatrical arts. They will survey significant movements in theatrical evolution, touching on representative plays to illustrate these movements. In addition, they will examine the major elements in theatrical practice – who works in the theatre and what do they do. At least one play will be attended and used to illustrate major concepts.
Prerequisite: ENG101

ENV100
Environmental Science (3 credits)
Students will use political, economic, and scientific models to analyze current and future issues in the environment and the effect they can have on it. Science, ethics, and behavior will be avenues of exploration in examining humanity's interaction with the natural environment.
Prerequisite: None

ENV110 Introduction to Physical Geology (3 credits)
Students will gain an understanding of, and an appreciation for, the natural world around them. They will study the rocks and minerals composing the earth, its surface features and the agents that form them, and the dynamic forces of plate tectonics.
Prerequisite: None

FD104
Survey of the Fashion Industry (3 credits)
This course is an overview of the fashion industry, including design, production, and marketing. Students examine the process of production from the development of textiles to the strategies of retailing.
Prerequisite: None

FD110
Fashion Illustration (3 credits)
Students further explore techniques of fashion illustration for design communication. Life drawing is included.
Prerequisite: None

FD124
Fundamentals of Construction (3 credits)
Students demonstrate a working knowledge of basic garment construction methods in a laboratory setting.
Prerequisite: None

FD130 Textiles Fundamentals (3 credits)
This course explores both natural and manmade fibres, their production, uses, and characteristics/properties. Course content includes a discussion of yarns, fabrics, fibres, and design possibilities with fabrics. Care, life, and hand are discussed and analyzed. Course includes a discussion of the molecular structure of both natural and manmade fibres.
Prerequisite: None

FD180
Product Development (3 credits)
Students take products from concept to marketplace researching material markets and analyzing trends for development of private label merchandise. Prototypes are developed, and manufacturing and budgetary issues are analyzed. Technical garment drawings are emphasized.
Prerequisites: CC133 and FD104

FD190
History of Fashion (3 credits)
Students analyze and research historic, national, and cultural themes in costume and fashion from ancient to modern times.
Prerequisite: None

FD210 Concept Development (3 credits)
Specialty design areas are explored through research, analysis, and forecasting. Advanced design skills are applied through hand-rendering skills. This course includes the production of concept boards for finished portfolio boards as well as construction of sample garments.
Prerequisites: CC133, FD104, and FD110

FD211 Digital Illustration for Fashion (3 credits)
In this course students will produce technically accurate and aesthetically pleasing garment designs and enhance their visual communication skills. Emphasis will be placed upon graphic design software and the study concepts related to graphic design within the fashion industry. Instruction includes planning, organizing a successful print project, translating fashion into graphic design by learning basic concepts including composition, typography, and colour.
Prerequisite: CC133

FD224
Intermediate Construction (3 credits)
This course further explores construction techniques in a laboratory setting. Students use patterns and details to produce garments.
Prerequisite: FD124

FD240
Fundamentals of Patternmaking (3 credits)
Students analyze garment designs and apply basic flat pattern techniques in accordance with industry standards.
Prerequisite: FD124
Corequisite: FD210

FD241
Intermediate Patternmaking (3 credits)
Students analyze garment designs and apply advanced flat pattern techniques in accordance with industry standards.
Prerequisite: FD240
Corequisite: FD320

FD250
Draping (3 credits)
Students are exposed to the methods and principles of 3D pattern draping allowing for the expression of design concepts.
Prerequisite: FD241

FD260
Trends and Forecasting (3 credits)
This course is a comprehensive study of trend forecasting, demographics, and social issues that affect fashion and related industries.
Prerequisites: CC133 and FD104

FD280
Apparel Evaluation and Production (3 credits)
Students analyze construction techniques and standards used in the ready-to-wear market. Research develops skills in specifying, assembly and finishing.
Prerequisites: FD180 and FD240

FD300
Professional Development and Portfolio (3 credits)
This course focuses on the refinement of professional skills and the completion of the portfolio. Students will be prepared for the business environment and the transition into an applied arts profession. Emphasis is placed on the concepts of professionalism and an overall understanding of self-marketing in the field. Professional development tools are presented, including resume and cover letter writing, networking, and interviewing skills. The final portfolio focuses on students' individual strengths. The work should reflect students' uniqueness and ability to meet demanding industry standards
Prerequisite: Permission of the Program Director /Chief Academic Officer

FD320
Design Studio: Women's Wear (3 credits)
In a laboratory setting, students design and construct apparel and accessories for the women's markets. All specialty areas are analyzed.
Prerequisites: FD224 and FD240
Corequisite: FD241

FD321
Design Specialties II (3 credits)
This course is a further exploration of drafting and construction techniques, including tailoring and advanced sewing techniques. Students will be asked to design and draft patterns with adequate and proper details to produce an outwear garment.
Prerequisites: FD320 and FD324

FD324
Advanced Construction (3 credits)
Students continue to refine and expand their knowledge of construction creating their own patterns for tailored pieces.
Prerequisite: FD224

FD340
Computer Patternmaking (3 credits)
This course will be an introduction to the Gerber system management and will develop the basic knowledge skills regarding the software. Students will learn how to input existing patterns and take a general look at the computer-aided design process including alterations, creation, grading, and marker marking. This course will focus on the set up of tools and tables the system uses in order to give the student a basic understanding of how Gerber works.
Prerequisite: FD240

FD341
Computer Patternmaking II (3 credits)
This course will be an introduction to PDS (Pattern Design System) and will focus on learning the basic skills needed to develop and modify patterns using the Gerber system. Students will learn how to use the tools provided by PDS, as well as apply them to various exercises provided during the course. Students will develop a personal instruction manual for their portfolio that they can use as reference after graduation. This course will focus on using the Gerber system as a tool for drafting women's clothing.
Prerequisite: FD340

FD370
Final Collection Concept (3 credits)
This course provides students the opportunity to develop and implement their own thesis project from concept to completion. Advanced concepts in designing a collection of marketable apparel will be covered. Students will be instructed in developing a design work board for a specific target market and selecting the most marketable ideas for the collections.
Prerequisite: Permission of the Program Director /Chief Academic Officer

FD372
Final Collection Production (9 credits)
This course provides students with the opportunity to continue to implement their own apparel line. Students will construct a collection using industry standards.
Prerequisite: FD370

FD390
Co-op 1 (1 credit)
This course has been designed to acquaint the student with actual working conditions in an approved apparel industry establishment. This course is a supervised entry level work experience in the apparel industry requiring a minimum 330 hours of practical work. Students are responsible for acquiring a work experience job and may seek assistance through the Career Services Department. Students gain experience needed to enter their field upon graduation.
Prerequisite: Permission of the Program Director /Chief Academic Officer

FD391
Co-op 2 (1 credit)
This course has been designed to acquaint the student with actual working conditions in an approved apparel industry establishment. This course is a supervised entry level work experience in the apparel industry requiring a minimum 330 hours of practical work. Students are responsible for acquiring a work experience job and may seek assistance through the Career Services Department. Students gain experience needed to enter their field upon graduation.
Prerequisite: Permission of the Program Director /Chief Academic Officer

FD392
Co-op 3 (1 credit)
This course has been designed to acquaint the student with actual working conditions in an approved apparel industry establishment. This course is a supervised entry level work experience in the apparel industry requiring a minimum 330 hours of practical work. Students are responsible for acquiring a work experience job and may seek assistance through the Career Services Department. Students gain experience needed to enter their field upon graduation.
Prerequisite: Permission of the Program Director /Chief Academic Officer

FD393
Co-op 4 (1 credit)
This course has been designed to acquaint the student with actual working conditions in an approved apparel industry establishment. This course is a supervised entry level work experience in the apparel industry requiring a minimum 330 hours of practical work. Students are responsible for acquiring a work experience job and may seek assistance through the Career Services Department. Students gain experience needed to enter their field upon graduation.
Prerequisite: Permission of the Program Director /Chief Academic Officer

FM101
Fundamentals of Marketing (3 credits)
This course addresses the fundamental concepts and principles of marketing. The overview of marketing provided here will help students place their knowledge in a framework and understand how each component contributes to the strength and utility of a marketing plan. Students will also learn how to identify the ways in which world events and cultural assumptions influence marketing.
Prerequisite: None

FM102 Introduction to Fashion Marketing (3 credits)
Students examine the basic principles of marketing, integrating the concepts of consumer motivation with modern marketing strategies and planning. Students will investigate the importance that marketing plays in the fashion world by studying basic marketing strategies both inside and outside the fashion industry.
Prerequisite: None

FM110 Fundamentals of Advertising (3 credits)
This course is a basic introduction to advertising, its history, potential and limitations. We will examine various definitions of advertising and different methods of communication, as well as the advertising spiral, advertising objectives, advertising copy, and federal regulations. In addition, we will look at how advertising has changed over the years and been affected by the culture that has produced it. Learning about the major events, trends, and influences on advertising will help the student place current events in context and help nourish the student's understanding of the possibilities of various types of ads and advertising campaigns. The course will also help the student recognize emerging trends and capitalize on them.
Prerequisite: None

FM120
Business Fundamentals (3 credits)
This course introduces the students to concepts of contemporary Canadian business including both theory and measurement. Students examine basic business fundamentals.
Prerequisite: None

FM200
Consumer Behaviour (3 credits)
This course introduces the students to concepts of consumer behaviour including both theory and measurement. Students examine marketing research methods.
Prerequisites: FM102 and FM120

FM201 Brand Strategy (3 credits)
In this course, students identify what a brand is, examine core concepts and components integral to brand development, and explore innovations that created some of the world's most successful apparel, accessories, beauty, and lifestyle brands.
Prerequisite: FM101

FM202
Brand Marketing (3 credits)
Branding became a buzz word in 1990s advertising and marketing, but this process has evolved into a powerful way to organize and utilize an understanding of consumer needs and motivations in a changing marketplace. As the retail environment changes, marketing people can rely less on the traditional tools of print and broadcast media. Marketing strategists need to learn how to create an identity for their products and services and how to use that identity to support sales. This course is an introduction to the essential concepts and skills of brand marketing.
Prerequisites: FM200 and FM201

FM203
Principles of Market Research (3 credits)
The use of the marketing research process as a tool for solving management problems is a focus of this course. The source of data, sampling procedures, questionnaire design, data collection, and analysis will be covered.
Prerequisites: FM101 and FM200

FM210
Media Planning and Buying (3 credits)
This course will give students the basic creative, analytical and planning tools to implement an integrated media campaign for multiple delivery channels targeting specific fashion and apparel consumers, including Print, New Media and Broadcast.
Prerequisite: FM110

FM220 Business Communications (3 credits)
This course addresses the need to communicate in writing on the job. A variety of materials must be written for a business: memos, letters, proposals, presentations, and copy for advertising or marketing. Students will learn to identify the requirements of different types of writing and to prepare material to communicate clearly and effectively.
Prerequisite: None

FM231
Public Relations (3 credits)
Students will study traditional public relations tools and techniques and the use of public relations as an effective marketing strategy. Instruction includes case studies, real world observations, development and composition of press kits, news releases, bios, and fact sheets.
Prerequisite: CC133

FM240
Visual Merchandising (3 credits)
The objective of this course is to give students the tools necessary to be able to merchandise their own stores, or the store of a fashion retailer. They will learn to identify the role of the Visual Merchandiser and see what does and does not work in a store environment. They will learn all the rules and guidelines practiced by the professionals and become more aware of the importance of visual merchandising. They will learn how to dress a window display, and how to style a photo shoot, or fashion show. Students will also get a real perspective on the businesses of styling and visual merchandising and be able to have the tools to get started.
Prerequisite: FM102

FM241 Sales and Event Promotion (3 credits)
In this course students will thoroughly explore the process of developing and preparing a marketing sales promotional package that is carefully targeted and positioned to reach the goal of generating sales. Topics include defining and creating marketable promotions/event packages; creating effective logos; proper positioning of promotional material, formulating promotional strategies, developing methodologies for comprehensive marketing research. Students will design and prepare a sales and promotion package.
Prerequisites: FM200 and FM201

FM242 Merchandise Management (3 credits)
Students study the categorizations of stores, organizational components, and the characteristics of various wholesale and retail markets. They will explore the Private Label and Brand Name businesses, develop customer profiles, and look at franchising as a means of entering the retail world. Students will become familiar with merchandise accounting as it relates to the various retail formats.
Prerequisite: FM290

FM250
Event and Fashion Show Production (3 credits)
The student will be introduced to a range of skills, needed to produce a successful store event or fashion show. During this course, the student will gain insight into the role of creative and technical experts involved with the runway, backdrop, special effects and lighting, music, models and choreography, hair and make-up and video teams.
Prerequisite: FM241

FM260
Current Designers (3 credits)
In this course students analyze the dynamics of world-famous designers. *Prerequisite: FD260*

FM270
Fashion Writing (3 credits)
This course introduces writing techniques in a wide range of areas within the fashion field.
Prerequisites: FD260 and FM220

FM290
Retail Mathematics (3 credits)
This course provides an understanding of the various financial tools used by retailers to evaluate performance. Students calculate, analyze, and interpret financial concepts associated with accounting from a merchandising perspective.
Prerequisite: FM120

FM303
International Marketing (3 credits)
Students will gain an understanding of global marketing opportunities, problems and strategies that impact the international environment. In addition, students will become knowledgeable about international marketing concepts; cross-cultural sensitivities, political and legal influences, and economic considerations and how these concepts relate to decision making in an international environment.
Prerequisites: FM202 and FM203

FM304
Website Development (3 credits)
This course introduces students to the theory and practice of web design, interface design, interactivity, and the competing theories on 'good' and 'bad' web design. This course also shows you a variety of web sites and web design styles and how to critically evaluate a web site. Students will learn to create effective web sites with maximum browser compatibility.
Prerequisite: FD211

FM320
E-Business and Marketing (3 credits)
Students develop an understanding of e-business, including choosing domain names, media techniques, online monetary transactions, Internet security and more. Marketing, legal, ethical, social, and global issues are also covered.
Prerequisites: FM202 and FM203

FND110
Drawing (3 credits)
This is a fundamental drawing course in which students will explore various methods of applying line, shape, form, shading, proportion, framing and perspective to develop drawings that communicate reality and imagination.
Prerequisite: None

FND112
Fundamentals of Design (3 credits)
Students will explore, identify, and implement basic visual design principles and elements. Concept development processes and material manipulation will be used in combination with design principles to create effective and appropriate visual compositions.
Prerequisite: None

FND114
Digital Imaging (3 credits)
Students develop basic image manipulation skills in a raster-based computer environment.
Prerequisite: None

FND115
Colour Theory (3 credits)
The creative process is introduced using the visual elements of additive and subtractive colour and the basic principles of design. This course explores theories regarding physical perception, psychology, and design aspects of colour. A variety of concepts,

materials and techniques are used in class to investigate the aesthetic and psychological principles of design and colour.
Prerequisite: None

FND133
Digital Imaging (3 credits)
Students develop basic image manipulation skills in a raster-based computer environment.
Prerequisite: None

FST100
Introduction to Film Studies (3 credits)
Students examine classic films that have shaped the way motion pictures are created and viewed today. They will explore film genres and history, with particular reference to social, artistic, and political influences that have shaped and affected the development of cinema. They will focus on cinematic style and substance as it relates to contemporary filmmaking, the important elements of a film (such as visual aesthetics, storytelling technique, character development), and the impact a film can have on the viewer.
Prerequisite: None

FST200
Classical Story Structure in Media (3 credits)
Students are introduced to storytelling and the components of story. They will develop storytelling skills, and an understanding of story form. Students will also examine various contemporary and classical animated features and develop an analytical framework that allows them to understand the components of narrative. They will use these skills to help craft a narrative of their own.
Prerequisite: ENG101

FST214
Drama in Media (3 credits)
Students will explore specific Shakespearean plays and their contemporary versions and adaptations. They will hone skills as an audience through selected recent film versions and adaptations. They will also explore how these interpretations reflect the original text and the modern reality in which they are presented through an analysis of social and political context.
Prerequisite: ENG101

FST215
Crime Fiction in Media (3 credits)
Students will examine major writers, techniques, and traditions in Crime (or Detective) Fiction and the migration of these texts to film and television adaptations. They will survey a number of different adaptations and focus on the elements that make a successful adaptation. Using the lens of Crime Fiction, they will complete assignments related to their major area of study.
Prerequisite: ENG101

GAD100
History of Games (3 credits)
This course introduces students to the history of games and covers the technologies, business models and game genres that have developed over time. Students will develop a written and verbal vocabulary for conducting research, game deconstruction and critical analysis of games.
Prerequisite: None

GAD110
Game Design I (3 credits)
In this course students will be introduced to the fundamentals of game design theory, terminology, principles, processes, and practices in a hands-on practical setting. Students will experience an entire development cycle for a traditional non-digital game in a collaborative team-based environment: identifying the target audience, envisioning a game idea, pitching, prototyping, playtesting, and creating a final product.
Prerequisite: None

GAD113 Free to Play Game Design (3 Credits)
Students will be introduced to the theory, core concepts, terminology, and practices of free-to-play game design. Students will also learn how to use data and analytics to evaluate and iteratively design their games at an introductory level.
Prerequisite: GAD100, GAD110.

GAD120
Scripting I (3 Credits)
This course introduces students to, logic, fundamentals of scripting in C# within a modern game engine. Students will develop logic thinking and acquire the basic knowledge to start developing simple game systems.
Prerequisite: None

GAD121
Mini Games and Prototyping (3 Credits)
Students will design, script out, and create small self-contained mini-games and subsequently balance and tune them. Students will learn modern tools for rapid prototyping of various electronic game genres.
Prerequisite: None

GAD122
Game Design II (3 Credits)
Game Design II focuses on providing students with practical application and instruction of game design as it relates to working inside a game development studio. It includes discussion of current ideas regarding game design, writing design documentation, and exploring selected issues pertinent to the interactive entertainment industry. The goal of the course is to help students prepare themselves for employment with a game company and generate design materials.
Prerequisite: GAD100, GAD110.

GAD130
Level Design I (3 Credits)
In this course students will be introduced to level design theory, terminology, and development process in a hands-on practical setting. Focus will be on researching, deconstructing, analyzing, and documenting various pre-existing levels from shipped games, as well as designing and building multiplayer and single player levels in a game engine.
Prerequisite: None

GAD140
Scripting II (3 Credits)
Building on the fundamentals gained from the previous course (Introduction to Scripting), students will learn to program within 2D and 3D styles, working towards developing fully fledged, miniature games.
Prerequisite: GAD120

GAD160
Advanced Scripting (3 Credits)
Students will learn how to work in a modern game engine framework. They will learn a brand new pipeline, import game assets, create prototypes, and script gameplay features. They will also learn programming terminologies to improve their ability to communicate with other members of the team.
Prerequisite: GAD140

GAD205
UI|UX Design (3 Credits)
In this course students will learn the fundamental user interface (UI) and user experience (UX) design theories, principles and processes in a practical, hands-on setting. Focus will be applying knowledge learned through the design of 2D user interfaces.
Prerequisite: GAD110, CCM121

GAD221
Narrative Design (3 Credits)
Students will learn how to use existing game engines to create a coherent and interactive original game, focusing mainly on the story elements but also on gameplay, system design and structure, and player interaction.
Prerequisite: None

GAD222 Game Research & Critical Analysis (3 Credits)
In this course students deepen their knowledge of game genres, games, game systems and levels that are directly related to their capstone project objectives by conducting thorough and detailed research of them.
Prerequisite: GAD253

GAD230
Level Design II (3 Credits)
This course builds upon what students have learned in Level Design. Deepening their knowledge of level design theory, terminology, and development process in a hands-on practical setting, while introducing them to advanced level design principles and practices. Focus will be on researching, designing, and building a level experience.
Prerequisite: GAD130

GAD250
Game Design for Business (3 Credits)
In this course students learn how to identify and design in response to business goals, requirements, and constraints, as well as envision a game that delivers in response to them.
Prerequisite: GAD100, GAD110.

GAD253
Portfolio I (3 Credits)
In this course students identify their target design role specialization and define their educational goals. Focus will also be on designing and developing capstone project ideas that will position students well with achieving their educational goals.
Prerequisite: GAD113, GAD122, GAD130, GAD205

GAD262
Advanced Game Design (3 Credits)
In this course students learn advanced game and systems design theory, terminology, and development process in a hands-on practical setting. Students will focus on designing and building new content for a game that is already launched, will learn about how to write a proper design breakdown, and will learn how to do a design test.
Prerequisite: GAD122, GAD253

GAD271
Game Design for Platforms (3 Credits)
In this course students will learn about modern and emerging platforms and how to design games for them. Students will research platforms, game interface systems, and peripherals that are related to their educational goals. With focus being on creating a prototype game or level that responds well to platform specific features and constraints.
Prerequisite: GAD160, GAD253

GAD320
Senior Project (3 Credits)
This course is a studio where students will begin development for their multifaceted assignment that will be continued in the Capstone Project course. The student will learn how to manage their time, evaluate project risk, solve problems, and complete aspects of their Capstone Project.
Prerequisite: GAD222, GAD253

GAD322
Capstone Project (3 Credits)
This course is a studio where students will continue development for their multifaceted assignment that will be completed in the Final Capstone Project course.
Prerequisite: GAD320

GAD323
Final Capstone Project (3 Credits)
This course is a studio where students will complete their multifaceted assignment which serves as a culminating capstone project. Industry mentors guide students through the completion of team projects, personal portfolio pieces and assignments.
Prerequisite: GAD322

GAD330
Critical Game Design (3 Credits)
In this course students will learn how to solve complex game and level design problems in a practical setting.
Prerequisite: GAD230, GAD262, GAD271

GAD362
Portfolio II (3 Credits)
In this course students will build their demo reel, portfolio website, and resume. Working individually with an instructor, students will select representative capstone work and present them in a way that best showcases their knowledge, skills, experience, interests and potential. Students will also hone and demonstrate their conceptual, design, critiquing, video editing, documentation and craftsmanship skills as they assemble and refine their demo reel and portfolio website.
Prerequisite: GAD322

GD121
Concept Development (3 credits)
This course emphasizes the conceptualization processes of art and design in determining solutions to course assignments. Students use creative problem solving and research techniques, specifically problem identification, analysis, brainstorming, and idea refinement. They will also produce material which will support portfolio quality projects throughout their study.
Prerequisites: CC110 and CC112

GD131
Typography (3 credits)
This course is an introduction to the history of the evolution and application of typography for the perception of meaning, intention, and personality of the written word. Students also explore the use of Illustrator as a design and typesetting tool.
Prerequisite: None

GD132 History and Analysis of Design (3 credits)
Students will be introduced to a study of the art movements that have structured the field of graphic design. They will analyze political, social, and economic influences that underpin contemporary design and design trends.
Prerequisite: None

GD211 Advanced Typography (3 credits)
This course is a continuation of the study of Typography. Exercises and projects focus on the hierarchical qualities of typography. The development of marketable, original, and creative problem-solving solutions will also be examined with an emphasis on creative techniques. Industry-driven software will be used in the development of digital typography and hierarchal skills.
Prerequisite: GD131

GD212
Electronic Design (3 credits)
This course explores various means of indicating, placing, and manipulating visual elements in page design and multi-page design. Students systematically develop strong and creative layout solutions by means of a cumulative, conceptual design process. Participants also develop the ability to effectively integrate photographs, illustrations, display, and text type will be developed using page composition software.
Prerequisite: CC133

GD221
Production Procedures (3 credits)
The course is designed to help students become proficient in designing and preparing various graphic materials for digital production via new printing technologies, submission to newspapers or magazines, large format signage, and traditional four-, five-, and six-colour presses. Traditional reproduction techniques will be explored, including paste-up techniques, line camera and basic principles/ratios, line screens, and how these relate to bitmap resampling and image/file exporting. Theory and techniques will be explored through lecture/tutorial series and put into practice through a series of project assignments designed to exercise both student understanding of techniques and design creativity.
Prerequisite: CC133

GD223
Photoshop for Prepress (3 credits)
This course builds upon previous courses to integrate raster and vector graphics with concerns for varied formats, including web and print graphics. Students will create visual messages and focused visual statements and gain an understanding of the differences in web and print graphics.
Prerequisite: CC133

GD230
Digital Illustration (3 credits)
This course helps students communicate and design with the computer as a professional tool. Using different software applications, the student will demonstrate an understanding of electronic illustration. The course will explore vector-based graphic applications that are considered to be industry standard.
Prerequisite: None

GD231
Corporate Identity (3 credits)
This course will explore the role of design in a corporate identity program. Participants develop skills to analyze corporate objectives and apply practical applications. These applications will be part of a structured corporate image system. While the course focuses on corporate identity and its function, logo development is also explored with other business communication solutions.
Prerequisites: GD121, GD131 and GD230

GD310 Dimensional Design (3 credits)
Students learn to effectively design using form, space, type, illustration, photography, graphics, and colour as they pertain to intelligent and compelling package design. Emphasis is on appropriateness for the specific market, brand positioning and identification, visual appeal, and the physical container. Government regulations affecting the package, printing and reproduction processes will also be addressed. Through discussion, field research, and exercises students will examine package designs already in the marketplace. The course stresses a phased design process and the role of packaging in marketing.
Prerequisites: GD212 and GD221

GD311 Art Direction (3 credits)
This course will exhibit the role of the Art Director in producing multi-faceted design projects. Exercises will train students in coordinating creative efforts from concept to finished product. A team environment is emphasized and will acquaint the students with the necessity of leadership ability, communication and negotiating skills.
Prerequisite: GD212 and GD221

GD312
Design and Technology (3 credits)
This is a major portfolio course that will introduce students to the electronic preparation of material for production. Key multi-page print and dimensional projects allow for exploration of conceptual approaches, typography, illustration, image reproduction and manipulation, colour approaches, trapping procedures, bindery, and finishing techniques. The instructor will act in a mentoring role and help guide students through various creative processes. Particular emphasis will be placed on developing strong concepts appropriate to client needs, attention to detail, design consistency and time management. Through critique, students will learn about and express their creative methods and cognitive processes.
Prerequisites: GD212 and GD221

GD322 Foundation of Electronic Production (3 credits)
This is a major portfolio course that will further develop students' ability to prepare electronic and physical material for production. Key multi-page print and dimensional projects allow for advanced exploration of conceptual approaches, typography, illustration, image reproduction and manipulation, colour approaches, trapping procedures, bindery, and finishing techniques. Students are expected to produce contemporary design solutions for corporate sectors. The instructor will act in a mentoring role and help guide students through various creative processes. Particular emphasis will be placed on developing strong concepts appropriate to client needs, attention to detail, design consistency and time management. Through critique, students will learn about and express their creative methods and cognitive processes.
Prerequisite: GD312

GD329 *(or GD430)* Portfolio I (3 credits)
A primary emphasis of this course is the electronic and physical preparation of material for production. Typesetting, pagination, image reproduction, colour specifications, trapping procedures, binding and finishing techniques will be explored. Students will select a major project in design or illustration and develop a "junior project" throughout the duration of the course. They will engage in individual research culminating in a statement of their philosophy of conceptual development and problem solving as it relates to the development of this junior project. Emphasis will be placed upon effective layout and design for multi-page document production. This is a portfolio production course.
Prerequisites: GD212 and GD231

GD330
Portfolio II (6 credits)
This course will focus on the refinement of previous works into a comprehensive collection representative of Graphic Design skills. Emphasis will be on development, design, craftsmanship and presentation.
Prerequisite: Permission of the Program Director /Chief Academic Officer

GD350
Copywriting for Electronic Media (3 credits)
This course examines the roles of copywriter and scriptwriter in interactive multimedia. Emphasis will be on writing opportunities in the communications industries, as well as on the process of interactive writing, such as establishing the premise, developing the treatment, and defining the audience.
Prerequisite: None

GD412
Advertising Design (3 credits)
This course explores various aspects of Advertising Design Communications and emphasizes the development of creative, original concepts. The course material, embedded in the principles of design, typography, and colour, presents diverse advertising theories in relation to targeted audiences, language, and stresses attention to detail, deadlines, and professional presentation. Through a variety of case studies, the course analyses the business of advertising and the business ethics. Students will create multi-platform advertising campaigns and learn about the theories, methods, and strategies for effectively selling a product and explore product concepts, price, promotion, and distribution as they relate to advertising. Lectures include a review of the history of advertising, multi-platform advertising campaigns, experimental approaches in advertising, current trends in advertising, consumer-created advertising, and advertising through social media.
Prerequisite: None

GD432 Senior Project (3 credits)
Students will select, develop, and execute a major design or illustration project, including technical, schedule, aesthetic and content considerations. Research will culminate in a product or statement of philosophy, conceptual development and problem solving.
Prerequisite: GD329 or GD430

GD480 Public Relations & Marketing (3 credits)
This course introduces strategic issues and effective practices of communication between organizations and their constituencies. The study of public opinion research, media relations, public communication campaigns, consumer identity and representational ethics are among the topics covered. Students will gain practical Students will gain practical experience in conducting surveys and designing integrated campaigns.
Prerequisite: None

GDS120
Graphic Stylization and Symbols (3 credits)
This course examines the importance of graphic symbols in design. Logos and other symbolic images will be examined in historic and contemporary contexts. Graphic elements including typography, simplified imagery, and abstract shapes will then be utilized to create individual logo designs and other symbolic images.
Prerequisites: FND110 and FND112

GDS121 Concept Development (3 credits)
This course emphasizes the conceptualization processes of art and design in determining solutions to course assignments. Students use creative problem solving and research techniques, specifically problem identification, analysis, brainstorming, and idea refinement. They will also produce material which will support portfolio quality projects throughout their study.
Prerequisites: FND110 and FND112

GDS130
Digital Illustration (3 credits)
This course helps students communicate and design with the computer as a professional tool. Using different software applications, the student will demonstrate an understanding of electronic illustration. The course will explore vector-based graphic applications that are considered to be industry standard.
Prerequisite: None

GDS131
Typography (3 credits)
This course is an introduction to the history of the evolution and application of typography for the perception of meaning, intention, and personality of the written word. Students also explore the use of Illustrator as a design and typesetting tool.
Prerequisite: None
Corequisite: GDS130 Digital Illustration

GDS133
Advanced Typography (3 credits)
This course is a continuation of the study of Typography. Exercises and projects focus on the hierarchical qualities of typography. The development of marketable, original, and creative problem-solving solutions will also be examined with an emphasis on creative techniques. Industry-driven software will be used in the development of digital typography and hierarchal skills.
Prerequisite: GDS131

GDS134
Digital Imaging II (3 credits)
This course builds upon previous courses to integrate raster and vector graphics with concerns for varied formats, including web and print graphics. Students will create visual messages and focused visual statements and gain an understanding of the differences in web and print graphics.
Prerequisite: FND133

GDS140
Electronic Design (3 credits)
This course explores various means of indicating, placing and manipulating visual elements in page design and multi-page design. Students systematically develop strong and creative layout solutions by means of a cumulative, conceptual design process. Participants also develop the ability to effectively integrate photographs, illustrations, display, and text type will be developed using page composition software.
Prerequisite: FND133

GDS150
Design Thinking (3 credits)
This course will enable students to use design thinking methodology to assess problems and challenges, discover and use relevant data, develop design solutions, and prototypes for usability testing. Students will learn to critically assess the processes, outcomes, and effects of design engagement.
Prerequisite: SUS100

GDS200
Advertising (3 credits)
The course material, embedded in the principles of design, typography, and colour, presents diverse advertising theories in relation to targeted audiences, language, and stresses attention to detail, deadlines, and professional presentation. Through a variety of case studies, the course analyses the business of advertising and the business ethics. Students will create multi-platform advertising campaigns and learn about the theories, methods, and strategies for effectively selling a product and explore product concepts, price, promotion, and distribution as they relate to advertising. Lectures include a review of the history of advertising, multi-platform advertising campaigns, experimental approaches in advertising, current trends in advertising, consumer-created advertising, and advertising through social media.
Prerequisite: None

GDS202
Green Campaign (3 credits)
This course will build on the competencies acquired in previous courses with an emphasis on the development of creative, original concepts for green design campaigns. The preparation of concepts for green campaigns will utilize the principles of sustainability, design, typography, colour and problem-solving skills and stress attention to detail, deadlines, professional presentation, and attention to cultural diversity.
Prerequisites: SUS200 and GDS200

GDS220
Conceptual Illustration (3 credits)
Building upon the concepts, skills and theoretical backdrop of the Digital Illustration course, this course expands the philosophy behind illustration, emphasizing conceptual visual problem solving and quick sketching methods to portray ideas. It also highlights the uses of illustration in the graphic design industry. Assignments will focus on black and white and colour techniques, using contrast, values, composition, and function.
Prerequisite: GDS120, GDS121, and GDS130

GDS221
Production Procedures (3 credits)
The course is designed to help students become proficient in designing and preparing various graphic materials for digital production via new printing technologies, submission to newspapers or magazines, large format signage, and traditional four-, five-, and six-colour presses. Traditional reproduction techniques will be explored, including paste-up techniques, line camera and basic principles/ratios, line screens, and how these relate to bitmap resampling and image/file exporting. Theory and techniques will be explored through lecture/tutorial series and put into practice through a series of project assignments designed to exercise both student understanding of techniques and design creativity.
Prerequisite: FND133

GDS231
Corporate Identity (3 credits)
This course will explore the role of design in a corporate identity program. Participants develop skills to analyze corporate objectives and apply practical applications. These applications will be part of a structured corporate image system. While the course focuses on corporate identity and its function, logo development is also explored with other business communication solutions.
Prerequisites: GDS121, GDS130 and GDS131

GDS233 Experimental Typography (3 credits)
Emphasis is placed on the expressive potential of typography. How the form of the written word(s) affects the meaning is studied experimentally. The emphasis is on design elements from the perspective of history, psychology, and artistic interpretation executed with digital tools.
Prerequisite: GDS133

GDS240
Design Studio (3 credits)
This is a major portfolio course that will introduce students to the electronic preparation of material for production. Key multi-page print and dimensional projects allow for exploration of conceptual approaches, typography, illustration, image reproduction and manipulation, colour approaches, trapping procedures, bindery, and finishing techniques. The instructor will act in a mentoring role and help guide students through various creative processes. Particular emphasis will be placed on developing strong concepts appropriate to client needs, attention to detail, design consistency and time management. Through critique, students will learn about and express their creative methods and cognitive processes.
Prerequisite: GDS140 and GDS221

GDS250
Professional Practices (3 credits)
This course introduces basic business practices, ethics, studio management, and marketing for self-promotion, providing essential knowledge for working in the design field. Students will learn to define team roles, engage in best practices for client/stakeholder communication, the design process, systems, workflow, and scheduling.
Prerequisite: GDS150

GDS300 Portfolio I (3 credits)
A primary emphasis of this course is the electronic and physical preparation of material for production. Typesetting, pagination, image reproduction, colour specifications, trapping procedures, binding, and finishing techniques will be explored. Students will select a major project in design or illustration and develop a "junior project" throughout the duration of the course. They will engage in individual research culminating in a statement of their philosophy of conceptual development and problem solving as it relates to the development of this junior project. Emphasis will be placed upon effective layout and design for multi-page document production. This is a portfolio production course.
Prerequisite: GDS140 and GDS231

GDS302
Environmental Design (3 credits)
Students will study a range of examples of environmental design measured against conventions of 2D display/informational systems and with consideration of sustainability. This course will address understanding the complexities of public space, the nature of the environment, the expectations of performance and issues of functionality. Projects that challenge students on issues of hierarchy, readability/legibility, colour, fabrication, and sustainability are integral to this course.
Prerequisite: GDS300

GDS310
Packaging Design (3 credits)
Students learn to effectively design using form, space, type, illustration, photography, graphics, and colour as they pertain to intelligent and compelling package design. Emphasis is on appropriateness for the specific market, brand positioning and identification, visual appeal, and the physical container. Government regulations affecting the package, printing and reproduction processes will also be addressed. Through discussion, field research, and exercises students will examine package designs already in the marketplace. The course stresses a phased design process and the role of packaging in marketing.
Prerequisites: GDS140 and GDS221

GDS311
Art Direction (3 credits)
This course will exhibit the role of the Art Director in producing multi- faceted design projects. Exercises will train students in coordinating creative efforts from concept to finished product. A team environment is emphasized and will acquaint the students with the necessity of leadership ability, communication and negotiating skills.
Prerequisites: GDS140 and GDS221

GDS320
Publication Design (3 credits)
Publication design is a mainstay in the study of graphic design. This course will focus on creating a publication, hierarchy, grid, page sequence and spreads. Students will also gain an understanding of e-publishing, digital interface design, interactive information graphics and its application to publication design conventions.
Prerequisite: GDS300

GDS330
Information Design (3 credits)
Students will study a range of examples of information design applications and conventions of 2D display/informational systems. Emphasis will be placed upon understanding information systems and their function, including text, tables, charts, diagrams, and electronic displays.
Prerequisite: GDS300

GDS340
Advanced Design Studio (3 credits)
This is a major portfolio course that will further develop students' ability to prepare electronic and physical material for production. Key multi-page print and dimensional projects allow for advanced exploration of conceptual approaches, typography, illustration, image reproduction and manipulation, colour approaches, trapping procedures, bindery, and finishing techniques. Students are expected to produce contemporary design solutions for corporate sectors. The instructor will act in a mentoring role and help guide students through various creative processes. Particular emphasis will be placed on developing strong concepts appropriate to client needs, attention to detail, design consistency and time management. Through critique, students will learn about and express their creative methods and cognitive processes.
Prerequisite: GDS240

GDS360
Digital Photography (3 credits)
This course introduces students to the fundamental terminology, concepts, and techniques of digital visual composition for both static and moving images. Instruction is given on basic techniques of production, including digital still camera as well as camcorder orientation, lighting, set-up, and operation. The course focuses on the principles of using colour, composition, lighting, and other techniques for overall thematic and visual effects of moving and static images.
Prerequisite: FND133

GDS432
Senior Project (3 credits)
Students will select, develop, and execute a major design or illustration project, including technical, schedule, aesthetic and content considerations. Research will culminate in a product or statement of philosophy, conceptual development and problem solving.
Prerequisite: GDS300

GDS490
Senior Portfolio (6 credits)
This course will focus on the refinement of previous works into a comprehensive collection representative of Graphic Design skills. Emphasis will be on development, design, craftsmanship and presentation.
Prerequisite: Permission of the Program Director /Chief Academic Officer

GE091
Transitional Mathematics (3 credits)
This is a transitional course, which focuses on the understanding of the operations of addition, subtraction, multiplication, and division for the sets of whole numbers, decimal numbers, and fractions. The course includes learning the use of percentages andapplying critical thinking to problem-solving configurations. Students must earn a "C" or higher to pass the course. Students who fail to achieve a "C" or higher grade on their first attempt are required to retake the course in the quarter immediately following the unsuccessful completion. Students must meet the English requirement to continue in their degree program.
Prerequisite: None

GE104
Rhetoric and Composition (4 credits)
Students will enhance their oral and written communication practices through focusing on the critical art of reading, writing, reflection, and discussion. They will develop the knowledge and skills to state, develop, organize, and support an argument or position. They will also utilize rhetoric, composition, and informal logic of the English Language in assignments.
Prerequisite: None

GE114
Academic Writing (4 credits)
Students will develop academic writing capabilities necessary for success in post-secondary education and professional settings. They will focus on how to craft the best form of expression for specific audiences and purposes.
Prerequisite: GE104

HST101
World Civilization (3 credits)
Students will identify some of the ancient civilizations that have shaped world history and examine how these civilizations evolved to the fifteenth century. They will focus on the evolution and change and the diversity of the human experience.
Prerequisite: ENG101

HST102
World Civilization II: Early Modern Europe to the Present (3 credits)
Students will focus on the history of western civilization from the period of early modern Europe to the present with a limited overview of North America. They will explore various social, economic, and political developments during the Age of religious wars in Europe, the rise of modernism and the development of rationalism and scientific thought, as well as the upheaval of the French and American revolutions. Students will also examine the growing inter-relatedness of Europe with the rest of the world as a result of industrialization, the nation-state, and imperialism, culminating in the 20th century with world wars, the search for an international order, and the creation of the European Union.
Prerequisite: ENG101

ID109
Basic Drafting (3 credits)
An introduction to the basic drafting techniques, terminology, and symbols used on drawings, including use of drafting equipment, lettering, plan, and elevation construction with an emphasis on proper line weight, quality, and scale.
Prerequisite: None

ID111 (Course being phased out)
Design Basics 3D (3 credits)
An introduction to the basic elements and principles of three-dimensional design and exploration of the visual and structural qualities of objects. Students solve problems by organizing and constructing three-dimensional forms within spatial environments.
Prerequisite: None

ID113
Introduction to Interior Design (3 credits)
This course merges theory with practice, exposing students to the steps for completing a design project. Utilizing their knowledge of colour theory as well as design, drawing and drafting principles, students will research and document solutions to several design problems. Students will learn strategies for analyzing clients' needs and conveying effective solutions successfully.
Prerequisite: None

ID118
Perspective (3 credits)
In this course, students will learn the principles of perspective. Using observation and the application of perspective principles, students will draw three-dimensional forms. They will learn to represent light, shade, and shadows through a variety of rendering and drawing techniques.
Prerequisite: FND110 and CC110

ID119
Analytical Sketching (3 credits)
Aesthetic and critical analysis through freehand drawings, primarily in sketchbooks with ink. The course will begin from the basic concepts of point, line, plane, 3D form and move towards underlying geometry, static and function structure of spaces. Students will be encouraged to develop ideas and concepts which lead to defining their design approaches in various projects.
Prerequisite: FND110

ID120
History of Architecture, Interiors and Furniture (3 credits)
This course covers the evolution of architecture, interiors, furniture, and design from the ancient world to the Industrial Revolution. The cultural, political, social and/or economic conditions of the times are included. Assignments provide opportunities to recognize how the styles of the past continue to influence design today.
Prerequisite: None

ID124
Rendering and Illustration (3 credits)
Through a method of exploring a variety of traditional media, the student will obtain basic presentation skills such as sketching and rendering.
Prerequisite: None

ID127
Computer-Aided Design (3 credits)
CAD training requires in-depth understanding of the commands and features of the AutoCAD software. Through this hands-on course, students will gain the knowledge and skills necessary for creating basic 2D drawing. Students will increase their awareness of visual communication through exploration of editing, view manipulation, text, dimensioning, hatching and plotting techniques.
Prerequisite: None

ID130
Programming & Space Planning (3 credits)
This course begins the design stream by introducing the interior design process including programming, schematics, design development, space planning and alternate design solutions.
Prerequisite: ID113

ID134
Textiles (3 credits)
This course explores the nature of man-made and natural materials used to produce textiles for use in interior design. Content includes discussion of fibers, yarn, fabrics, finishes, design methods, construction, and proper application of these materials from technical, environmental, and aesthetic approaches.
Prerequisite: None

ID211
Lighting (3 credits)
In this course, students will analyze and develop an understanding of the impact that light, both natural and artificial has on a built environment. Students will also explore lighting theories, techniques, and fixture types and learn how to make appropriate specifications. They will apply their gained knowledge on real-world case studies by developing lighting plans for both residential and commercial built environments.
Prerequisite: ID127

ID221
Residential Design (3 credits)
This course explores the design of residential interiors as a problem-solving process, with applications to a variety of residential interiors. Areas of study include concept development, human factors, programming and space planning, colour, furniture, and finish selection as well as concepts of universal design and sustainability.
Prerequisite: ID130

ID225 Human Factors and Psychology of Design (3 credits)
This course will foster an awareness and understanding of the role and contribution that human factors and psychology of design play within a built environment. Universal design is examined as a method to provide functionality, safety and comfort for all end users. Students will analyze and gain an understanding and appreciation of interior elements designed for people considering the human form and culture.
Prerequisite: None

ID234
Materials and Resources (3 credits)
This course explores materials and finishes utilized in interior applications through lecture, demonstrations, and/or field trips. Various methods of specification and estimation are covered. Students research and assess performance criteria including aesthetics, function, and environmental factors.
Prerequisite: ID113

ID237 Advanced Computer-Aided Design (3 credits)
In this course, students will develop the required skills for preparation of working drawings. They will build on their basic AutoCAD skills while increasing their speed and problem-solving abilities. Students will be introduced to the most efficient commands for various tasks to enhance CAD productivity. The course continues with advanced techniques for drawing, editing, annotating, working with attributes and plotting.
Prerequisite: ID127

ID240
Corporate Design (3 credits)
This course will allow students to study and apply the design process from programming through presentations to working drawings based upon client needs and applicable open and closed corporate environments. In addition to reviewing current and future trends in office design, students will conceptualize spaces that reflect the corporate culture and also analyze user needs from corporate philosophy to office structure and individual workstation.
Prerequisite: ID127 Computer-Aided Design

ID245 Kitchen and Bath Design (3 credits)
This course addresses the fundamentals of kitchen and bath design including universal design and accessibility in new construction and renovation. Topics include fixtures, fittings, furnishings, equipment, cabinetry and finishes, construction, electrical and basic plumbing. Industry relevant nomenclature and product information are used to create specifications and cabinet plans.
Prerequisite: ID237

ID303
Project Management (3 credits)
This course focuses on the creation, arrangement and planning of a process which will enhance the capacity of an individual or group to take effective action in a design project.
Prerequisite: None

ID311
Codes/Barrier Free Design (3 credits)
This course is a comprehensive study and application of the codes and regulations for building construction, fire/safety and accessibility that affect the interior design of private and public buildings.
Prerequisite: None

ID316
3D Digital Modeling (3 credits)
This course will introduce students to 3D modeling software as a communication tool. Students will realize their design solutions volumetrically as part of the design process.
Prerequisite: None

ID317
3D Digital Rendering (3 credits)
This course will introduce students to 3D rendering software as it applies to computer generated models. Students will learn to communicate their design solutions by appropriately rendering interior models.
Prerequisite: None

ID323
Professional Practices (3 credits)
This course is an introduction to the principles of marketing Interior Design services. Students will review all business, legal and financial aspects of a design practice. In class discussions on the importance of environmental ethics and the role of sustainability with regard to the business practices of the interior design industry will also be reviewed. Students will also cover writing, research, and business communication as it relates to the profession of interior design.
Prerequisite: None

ID324
Interior & Architectural Detailing (3 credits)
Students will focus on the materials and fabrication techniques used to design and construct interior details and structures. Methods of communicating interior details in construction drawings and contract documents will be reviewed, analyzed, and applied to various projects. Students will also develop an understanding of the common building construction systems: wood frame, steel, concrete and masonry. They will learn how to design and detail the building construction and the typical interior components and finishes.
Prerequisite: ID237

ID330
Environmental Design (3 credits)
Exploration and integration of sustainable design principles, practices, materials, and specifications throughout the design process. Students will investigate components that encompass a LEED certified project and implementation of the LEED project checklist. Other certification and rating systems will also be reviewed.
Prerequisite: None

ID335 (Course being phased out)
Residential Design II (6 credits)
This course offers an in-depth study of concepts introduced in previous courses with application to specific needs in the home. Exploration may include advanced issues of human factors, universal design, and sustainability, designing from a global perspective, varying familial structures, aging in place or specialty areas of the home such as home theatre, home office and/or outdoor living spaces.
Prerequisite: ID221

ID340
Building Systems and Materials (3 credits)
This course is a study of the materials and principles utilized in basic construction, building, and mechanical systems for residential and commercial interiors. Electrical and heating systems, ventilation, air conditioning, and plumbing are surveyed. This course also examines the concepts and theories behind indoor air quality, acoustics, lighting applications, and issues of sustainability.
Prerequisite: None

ID345
Introduction to Revit (3 credits)
This course introduces students to the concepts of parametric building information modeling (BIM) and Revit Architecture. Using Revit students will explore the advantages and uses of parametric modeling in the development and documentation of interior design concepts and ideas. Students will advance their ability to work with BIM and Revit by taking a project from schematic design through the completion of a preliminary set of construction documents.
Prerequisite: ID237

ID350
Commercial Design (3 credits)
In this course, students will investigate the physical requirements and code restrictions involved in a variety of specialty areas such as recreational, hospitality, and retail planning. Individual projects cover the total design process, with emphasis on universal design, research, and alternate presentation methods. This studio course will simulate as closely as possible actual industry work conditions. The course will include team projects emphasizing time management, conflict resolution, self-generated work schedules, and peer review.
Prerequisite: None

ID351
Presentation Techniques (3 credits)
This course experiments with alternate methods of creating and producing interior design presentations. Combining a variety of software, reproduction methods, and manual technology, students explore ways to manipulate and integrate images and text into a cohesive graphic package. Course includes issues of design, composition, and typography.
Prerequisite: None

ID354 Multi-Cultural/Global Design (3 credits)
Survey and research application of multicultural design is the study of different cultures as they relate to design issues and concerns. Students will develop a knowledge of a variety of cultures and relate that knowledge to their personal design philosophy. Students will research and articulate the psychological and sociological needs of a specific culture and interpret them in a design solution.
Prerequisite: None

ID401 (Course being phased out)
Internship for Interior Design I (3 credits)
Through a field internship experience, students will be able to apply their acquired classroom skills in real and practical situations. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their field of study. Students will gain valuable experience that will complement their classroom studies. Students will also be required to meet with the Internship Coordinator/Lead Faculty member on a weekly basis to review course curriculum and submit weekly assignments (in addition to the internship journal).
Prerequisite: ID237, ID440

ID402 (Course being phased out)
Internship for Interior Design II (3 credits)
Through a second field internship experience, students will continue applying their acquired classroom skills in real and practical situations. The main objectives of the internships are to allow students the opportunity to observe and participate in the operation of successful businesses related to their field of study. Students will gain the experience they need to seek entry-level employment in the field of interior design when they graduate. Students will also be required to meet with the Internship Coordinator/Lead Faculty member on a weekly basis to submit weekly reports for their internship journal.
Prerequisite: ID401

ID411 (Course being phased out)
Senior Project I (6 credits)
Students select a subject based on their individual career aspirations and develop a project of a substantial scope. Emphasis is on real- world needs that could be better met through more responsible interior design and architecture. Content includes problem identification, analysis of user needs, observation and information gathering. Ultimately a design program and schematic solution are prepared that will be further developed into a complete design solution in Senior Project II for an interior environment that will better support the psychological and physiological health, safety and welfare of the public.
Prerequisite: Permission of the Program Director

ID412
Furniture Design (3 credits)
This course explores the principles of furniture design. Students will apply knowledge learned in previous courses with ergonomic/anthropometric standards and environmental issues to create furniture designs and present them through various media.
Prerequisite: Permission of the Program Director /Chief Academic Officer

ID423
Portfolio Preparation (3 credits)
This course prepares students for the transition to the professional world. This course will prepare students for job interviews by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Working individually with an instructor, each student will select representative pieces, showcasing work that reflects a unique style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources.
Prerequisite: Permission of the Program Director /Chief Academic Officer

ID431
Senior Project (3 credits)
Students will select their senior project in either residential or non-residential design. Students are responsible for engaging in individual research culminating in a statement of their philosophy of design. The senior design project will allow students to utilize historical references and apply skills and knowledge acquired over the previous quarters to fully express themselves both verbally and graphically. Students will prepare for a verbal presentation of their completed senior design project.
Prerequisite: ID350

ID432 (Course being phased out)
Senior Project II (6 credits)
In this culminating studio course, students continue the development of a viable solution for the project initiated in Senior Project I. Skills from the entire program are leveraged into a final portfolio project motivated by environmentally sound, cost-effective, and responsible design practices.
Prerequisite: ID411

ID440
Construction Documents (3 credits)
This course introduces students to the process of producing and using a set of contract architectural documents for interior spaces. Students focus on formatting and cross-referencing drawings and how to present floor plans, sections, elevations, details, notes, legends, and schedules.
Prerequisite: ID237

ID450 (Course being phased out)
Commercial Design II (6 credits)
This course further develops the study of the commercial environment by synthesizing information gained in Commercial Design with wayfinding, universal design and accessibility, sustainability and detailed specifications that are packaged into construction drawings and specification documents.
Prerequisite: ID350

ID460
Portfolio (3 credits)
This course will focus on the refinement of previous works into a comprehensive collection representative of Interior Design skills. Emphasis will be on development, design, craftsmanship, cohesiveness, and presentation.
Prerequisite: Permission of the Program Director /Chief Academic Officer

IDS110
Design Basics 3D (3 credits)
Students are introduced to three-dimensional design. They will learn the basic elements and principles of design as they apply to form and space. Students will learn hands on modeling skills, as a tool towards idea development in the design process. This core studio course will involve identifying negative and positive space, questioning its potential in formal design intent, balance, and spatial flow. Students will be introduced to the importance of material selection toward the interpretation and development of a successful design. Throughout the class students will learn to present and discuss their design ideas in both oral and written formats, as well as take part in in class discussions and evaluate their own and other students' work.
Prerequisites: FND110 and FND112

IDS112
Architectural Drawing 3D (3 credits)
Students will develop skills in visual analysis through the training of hand to eye coordination; a necessary prerequisite to the introduction of computer aided design and drafting. They will become familiar with drawing terminology, while they learn the basics of hand drafting, perspective drawing, and free hand sketching techniques. The skills obtained will aide students in design development and graphic communication.
Prerequisites: FND110 and FND112
Corequisite: IDS118

IDS118
Rendering and Visualization (3 credits)
Students are introduced to techniques of analytic and technical rendering as they apply to visualization for interior design. Using these techniques, they will develop their ability in visual communication and analysis. Through the application of colour, shading, and texture, students will also learn how to explore design solutions towards a better understanding and representation of the desired space.
Prerequisite: FND115

IDS120
Commercial Design I (3 credits)
Students are introduced to commercial interiors through the principles of retail design. Case studies will be done via on site analysis of various local and international retail spaces that vary in size, clientele, and location. Students will study a variety of elements that define retail design such as store front, interior architecture, circulation, merchandising, sustainability, and brand recognition. Through a small-scale retail project, students will also be introduced to the basic tools of design development, such as concept definition, space planning, adjacencies, circulation, and flow.
Prerequisites: IDS110 and IDS112
Corequisite: IDS122

IDS122
Computer-Aided Design I (3 credits)
This course in an introduction to computer-aided design. Students will learn to apply the most important elements of hand line drawing towards digital technical drawings. Through the details required in line drawings, students will learn the basic code and accessibility issues as they apply towards a retail space. This class will reiterate the importance of line weigh, composition, and figurative clarity for the visual communication of Interior Design.
Prerequisites: IDS110 and IDS112
Corequisite: IDS120

IDS128
Materials and Resources (3 credits)
Students will be introduced to the constantly evolving realm of material and finishes. They will learn to identify the most commonly used materials, their qualities, various applications, and overall impact on the space to which they are applied. Materials such as stone, wood, glass, acrylic, and metal will be introduced and analyzed as they relate to a variety of interior and

exterior demands and applications. Students will become familiar with the technical aspects of a material, its various applications, performance standards, and properties of use in conjunction with light and other qualities. Most importantly, students will become familiar with material research skills and how to remain knowledgeable and current in such an essential aspect of interior design.
Prerequisite: IDS118
Corequisite: IDS120

IDS210
Residential Design I (3 credits)
Students will be introduced to a single level dwelling as it relates to interior design. Using case studies students will apply adaptive reuse concepts as they apply to a multi-family dwelling and will be given a unit to develop for their specific client. In this studio, students will apply their problem-solving skills towards defining a design concept and developing their space planning skills as they apply to the different areas of a home. They will focus not only on the residence as a whole but also on its smaller aspects such as the kitchen, living area, bathroom, and others. The final layout will be defined further through the definition of materials and finishes, as well as the furniture proposal. Students will present their designs in a professional written, oral, and visual presentation.
Prerequisites: IDS120 and IDS122
Corequisite: IDS212

IDS212
Computer-Aided Design II (3 credits)
Students will learn to apply the most important elements of line drawing towards digital technical drawings that communicate the design proposal in IDS 120 Residential design I Studio I design studio. Through the details required in line drawings, students will learn the basic code and accessibility issues as they apply towards a residential design. This class will reiterate the importance of line weight, composition, and figurative clarity for the visual communication of interior design.
Prerequisites: IDS122 and IDS120
Corequisite: IDS210

IDS218
Textiles (3 credits)
Students will concentrate on the properties of textiles as they relate to interior design. They will learn the technical qualities and different applications for textiles including natural and synthetic fibers, woven, knitted, and nonwoven fabrics. Students will evaluate a diversity of surfaces and evaluate the textile demands according to the client's needs and spatial demands. They will also examine textiles in relation to fibers, yarn, fabrics, and multiple finishes. Finally, students will use design methods, construction, and proper application of the use of textiles within various scopes of environmental and aesthetic considerations.
Prerequisite: IDS128
Corequisite: IDS210

IDS220
Commercial Design II (3 credits)
Students will study the workplace as it relates to interior design. Through case studies they will learn about the historical development of trends in the workplace, discuss, and identify the diversity of values related to productivity, space, and other factors that influence human behavior in the workplace. Students will be given a programmed client or brand for whom they will design an office space that reflects the company's values and workplace mentality. This class will enable students to apply the basic tools of design development, such as concept definition, space planning, adjacencies, circulation, and flow. Once layout is defined, students will, specify materials and finishes according to the needs of this user type.
Prerequisites: IDS210 and IDS212
Corequisite: IDS222

IDS222
Computer-Aided Design III (3 credits)
Students continue to develop computer aided skills through the introduction of 3D digital modeling. They will work on modeling an existing office space and use digital modeling as a method to develop a variety of elements in their design proposal. In parallel, students will be introduced to code and accessibility restrictions as they apply to the workspace.
Prerequisites: IDS210 and IDS212
Corequisite: IDS220

IDS228
Building Systems and Materials (3 credits)
Students will study an ample range of construction materials and building systems. Materials such as, timber, concrete, glass, and steel will be considered and studied according to their application and use as they apply to the construction process. Building systems such as energy distribution, vertical circulation systems, fire safety requirements, and envelop energy efficiency will be analyzed as they relate to the local building code and amenity they provide to the user and the building.
Prerequisite: IDS218
Corequisite: IDS220

IDS230 Residential Design II (3 credits)
Using a thoughtful case study of a historic residential design sample, students are introduced to the masters of residential design. Through this introduction they will then obtain a fictitious client, for whom they will design a single-family residence. Students will analyze their client's needs, define the required spaces, and be encouraged to be creative in its organization within a frame of functionality. Students will apply basic design methodology to develop circulation, adjacency, and flow, while they refine their client's cultural needs, comfort levels, familial structures, aging considerations, and practical needs required by everyday demands.
Prerequisites: IDS220 and IDS222
Corequisite: IDS232

IDS232
Computer-Aided Design IV (3 credits)
Students will develop computer aided skills through 3D digital modeling with a focus on digital rendering. They will work on modeling the existing house to be renovated for IDS230 Residential Design II. Through digital modeling and rendering the student's understanding of the space being designed will aide in the communication of the final proposal. In addition, students will be introduced to code and accessibility restrictions as they apply to a single-family dwelling.
Prerequisites: IDS220 and IDS222
Corequisite: IDS230

IDS238
Ergonomics and Psychology of Design (3 credits)
Students will be introduced to detailed aspects of ergonomics, that will deepen their overall understanding of human interaction with one another and how they inhabit space. Various methods used by psychologists, will be analyzed and introduced to teach students how to become more aware of user centered design. Through observation and interview methods, students will be able to develop efficient use of a space as well as optimize the wellbeing of its client and user. Elements such as colour, light, materials, sound, and overall comfort will be evaluated in relationship to a variety of spaces where the user can benefit from a conscientious design.
Prerequisite: IDS228
Corequisite: IDS230

IDS300
Career Development (3 credits)
Students will begin preparation for the transition towards the professional world. They will utilize their design work portfolio in preparation for job interviews for the two internships required to graduate from the degree program. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Working individually with an instructor, each student will select representative pieces, showcasing work that reflects a unique style. Emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources.
Prerequisite: IDS303

IDS303 Business for Interior Design (3 credits)
Students are introduced to the commercial aspects of interior design services. They will review business types, marketing strategies, legal, and financial aspects of the design practice. Students will participate in class discussions on the importance of environmental ethics, the role of sustainability in business practices, and any other current issue that needs to be considered in relation to the business practices within the interior design industry. Students will also cover writing, research, and business communication as it relates to the profession of interior design.
Prerequisites: IDS310 and IDS312
Corequisites: IDS320 and IDS322

IDS310 Hospitality Design (3 credits)
Students will study the hospitality industry as it relates to interior design, its historical development, the identification of various hotel types, and the cultural influences that define them. Students, through a small boutique hotel project, will refine their application of knowledge and related skill sets in developing a concept document for a restaurant, including public and private areas, three room types, guest services, hallways, concept, and brand development. Using an existing hotel, students will also apply design concepts as they relate to a specific brand identity. They will categorize the needs of two diverse user types: the staff and their clients. Students will develop creative solutions to allow for a balance between a place of work where a service needs to be delivered in a safe and efficient manner and the user who requires accessibility and comfort.
Prerequisites: IDS230 and IDS232
Corequisite: IDS312

IDS312
Design Documents and Technology I (3 credits)
Students will produce a set of preliminary construction documents based on their project for IDS310 hospitality design. The production of technical drawings, using a specific industry as an example, will facilitate a student's development of skill sets in the production of design documents required in the practice within the interior design industry.
Prerequisites: IDS230 and IDS232
Corequisite: IDS310

IDS318
Interior and Architectural Detailing (3 credits)
Students will learn how to apply architectural and interior detailing to their designs towards creating a more integrated representation of a space. In this studio class, they will design three different details, and apply these to their recently completed design for the Residential II studio. The fist detail involves solving a transition of materials, the second, a re-interpretation of a standardized detail such as a door, window, or light switch, and the third, a built-in millwork piece. Students will learn how to develop a detail, work out its parts, and record the process of assembly; in doing so they will solve design problems through customization.
Prerequisite: IDS238
Corequisite: IDS312

IDS320
Institutional Design (3 credits)
Students will learn important factors that come into play when addressing institutional design. They will be introduced to political science, economics, sociology, history, and philosophy; and how these viewpoints affect institutions such as Colleges, courtrooms, jails, community centers, libraries, and other spaces. They will apply their observations and theory towards a design that includes the multi-use space of a day care and a public library. The student will choose one of ten local libraries of similar size, but with diverse context considerations, develop a site study, generate the existing building's plans, and based on their group research on the building type develop a design concept to apply towards their project. Students will have to find creative solutions to budget allowance, practical use for two different types of use, high volumes usage, special needs, adult and children's needs durability, accessibility, security, health, safety and hygiene, restricted budgets, and large / repetitive spaces.
Prerequisites: IDS310 and IDS312
Corequisite: IDS322

IDS322 Design Documents and Technology II (3 credits)
Students will produce a set of preliminary technical drawings for an interior of a public building. Drawing on knowledge and skills from a construction document perspective student will review materials, building systems, bylaws, and accessibility requirements as they relate to a public building in the development of their technical drawings.
Prerequisites:IDS310 and IDS312
Corequisite: IDS320

IDS328 Environmental Design (3 credits)
Students are introduced to sustainable design principles, practices, materials, and specifications as they apply to interior design. They will investigate components that encompass a LEED certified project and implementation of the LEED project checklist. Students will also review and compare other certification and rating systems, such as Passive House, and Net Zero.
Prerequisites: IDS318 and IDS312
Corequisite: IDS322

IDS330 Healthcare Design (3 credits)
Students will analyze issues related to the growing senior demographic and their potential needs in living in a residence of one's choice and community safely, comfortably, and as independently as possible as circumstances change. Both independent and supportive living facilities, along with complex care facilities, will be used in case studies. Through research, site and context considerations the student will then choose the care facility that best applies to the existing building. They will also evaluate existing issues of medical care as they apply to the ageing population, and use design theory towards healing, psychological, social and cultural issues. Finally, students will apply, analyze, and adjust colour, materials, and light towards effective improvements in a care facility for a very specific user type.
Prerequisites: IDS320 and IDS322
Corequisite: IDS332

IDS332 Design Documents and Technology III (3 credits)
Students will produce a set of technical drawings as they apply to an interior for a medical building. Using previous knowledge based on construction document production and its application of materials, building systems, bylaws, and accessibility requirements to the built environment of a medical building, students will develop and demonstrate the application of design principles and processes in a select setting.
Prerequisites: IDS320 and IDS322
Corequisite: IDS330

IDS338 Energy Efficiency and Lighting (3 credits)
Students will focus on energy efficiency; building on their knowledge and skill sets introduced in previous courses. They will analyze and debate the City of Vancouver's greenest city action plan, learn about benefits in cost and greenhouse gas reduction, and learn how to measure and improve upon energy efficiency of a building through interior design. Through case studies, students will evaluate different systems that can be used to improve upon energy efficiency including building schemes, heating and cooling options, and hot water systems. Students will also study and apply lighting methods that aide efficiency and can highlight a design's character and function.
Prerequisites: IDS328
Corequisite: IDS332

IDS400 Co-op Work Term (3 credits)
This course has been designed to acquaint the student with actual working conditions in an approved interior design firm. This course is a supervised entry level work experience in the interior design industry requiring 330 hours of practical work. Students are responsible for acquiring a work experience job and may seek assistance through the Career Services Department. Students gain experience needed to enter their field on graduation.
Prerequisites: Permission of the Program Director /Chief Academic Officer

IDS401
Internship and Mentorship I (3 credits)
Students, through two consecutive field internships, will apply their acquired classroom skills in real practical situations; giving them the opportunity to observe and participate in the operation of a successful business related to their field of study. They will gain the experience they need to seek, obtain, and maintain entry-level employment upon graduation or towards a possible Co-operative work term. Students are required to meet with the Internship Coordinator on a weekly basis and submit a weekly report for their internship journal. The student may also approach a member of their employment team to ask for mentorship as exterior advisor to their Senior Graduate Project.
Prerequisite: IDS300 and IDS303
Corequisite: IDS410

IDS402
Internship and Mentorship II (3 credits)
Students, through two consecutive field internships, will apply their acquired classroom skills in real practical situations; giving them the opportunity to observe and participate in the operation of a successful business related to their field of study. They will gain the experience they need to seek, obtain, and maintain entry-level employment upon graduation or towards a possible Co-operative work term. Students are required to meet with the Internship Coordinator on a weekly basis and submit a weekly report for their internship journal. The student may also approach a member of their employment team to ask for mentorship as exterior advisor to their Senior Graduate Project.
Prerequisite: IDS401
Corequisite: IDS420

IDS403
Senior Portfolio (3 credits)
Students will focus on the refinement of previous works into a comprehensive collection representative of their interior design skills. Emphasis will be on design development, craftsmanship, cohesiveness, and presentation. Students will have the opportunity to improve past design presentations and apply graphic design standards towards the creation of a final portfolio that reflects their diverse aptitudes as interior designers.
Prerequisites: IDS402, IDS420 and IDS422
Corequisites: IDS430 and IDS432

IDS410
Research Senior Project (3 credits)
Students will enroll in one of several areas of study as part of the first of three courses in the capstone experience; economic, social, environmental, educational, public, cultural, or technological issues as they apply to the field of interior design are examples. Students will choose an area of interest and develop a problematic statement that can be addressed by research methods and that will guide them in each phase of their Senior project. The area of study chosen will be supported by a course in the Liberal Studies or interior design (8th or 9th quarter) electives. The self-directed approach, in conjunction with faculty mentorship, will support students in consolidating previous learning in the development of a detailed interior design solution underpinned by research, and interior design principles, and practices.
Prerequisites: IDS330 and IDS332
Corequisites: IDS401 and IDS412

IDS412
Project Management (3 credits)
Students will apply diverse management skills, including but not limited, to group and collaborative working relationships, project development, and budget considerations in addressing interior design issues. Case studies will be used to facilitate the development of skill sets in identifying weaknesses, inefficiencies, and strengths of approaches to select issues. Students will than apply these knowledge and skill sets to a recently completed design project.
Prerequisites: IDS330 and IDS332

IDS418
3D Prototyping and Fabrication (3 credits)
Students will become knowledgeable in the various technologies of digital manufacturing such as mills, 3D printers, and laser cutters. Through the integration of digital 3D modeling to 3D printing equipment, they will develop a prototype and solve a variety of complications that come with fabrication and production.
Prerequisite: IDS318
Corequisite: IDS412

IDS420
Senior Project Design (3 credits)
Students will elaborate upon their problematic statement developed in previous courses through context evaluation, sociocultural analysis, and psychology as they apply to the built environment. This course is a co-requisite to a building systems and materials course, where the proposed project's technical aspects are defined.
Prerequisites: IDS410, IDS412, IDS418, IDS401
Corequisites: IDS402 and IDS422

IDS422
Building Systems and Materials Senior Project (3 credits)
Students will research select building systems and materials in support of their Senior Design Project. This research includes, but is not exclusive to, building systems and materials related to architectural, mechanical, electrical, structural, lighting, thermal comfort, and acoustics. Students will participate in group work focusing on select built environments and their known issues to support their development of a systematic approach to addressing interior design issues. This refined knowledge and skill development will be applied to a student's Senior Project.
Prerequisites: IDS401, IDS412.
Corequisites: IDS402 and IDS420

IDS430
Senior Project Presentation (3 credits)
Students, in this final capstone course, will develop material related to their problematic and present this both orally, in written format, and graphically to justify their approach(es) in addressing an interior design issue. An open panel, consisting of academic and professional peers, will provide feedback to students. Students will use this feedback in refining their final document, addressing additional points or rationale for taking the design approach they have committed to.
Prerequisites: IDS402, IDS420
Corequisite: IDS432

IDS432
Design Documents and Technology IV – Senior Project (3 credits)
Students will create a construction drawing package to accompany and finalize their Senior Project using research on materials and building technology as well as the design developed in previous courses.
Prerequisites: IDS402, IDS420, IDS422
Corequisite: IDS430

IDS450
Temporary Structures
In this course, students will reevaluate the life cycle of traditional built structures, which typically place strain on natural resources and are ineffective in applications where needs evolve quickly. Students will investigate alternatives and specifically examine the use cases and potential benefits of temporary structures. Temporary structures offer a quick and efficient solution in urgent situations, such as natural disasters, shorter-term renovation projects, expansion projects, etc. Additionally, temporary structures can provide modular solutions that offer flexibility in form, cost, and construction.
Prerequisites: Permission of the Program Director /Chief Academic Officer
Corequisite: IDS420

IDS451
Furniture Design
This course explores the principles of furniture design. Students will apply knowledge learned in previous courses with ergonomic/anthropometric standards and environmental issues to create furniture designs and present the completed designs through various media.
Prerequisites: Permission of the Program Director /Chief Academic Officer
Corequisite: IDS420

IDS452
Stage and Set Design
This course provides a clear overview of the role of set design within both the theatrical and film & television industries. Through global and local research, students will learn how set design creates the foundation and structure for every production. In collaboration with other departments, set designers produce a visually compelling backdrop that sets every scene. Students will learn the roles each position plays and the skills to work within this field. They will develop research techniques to aid in designing sets for historical, contemporary and fantasy productions. They will learn a variety of visual presentation techniques as well as creating technical drawings and models for set design.
Prerequisites: Permission of the Program Director /Chief Academic Officer
Corequisite: IDS420

IDS453
BIM - Building Information Modelling
This course introduces students to the concepts of parametric building information modeling (BIM) and Revit Architecture. Using Revit students will explore the advantages and uses of parametric modeling in the development and documentation of interior design concepts and ideas. Students will advance their ability to work with BIM and Revit by taking a project from schematic design through the completion of a preliminary set of construction documents.
Prerequisites: IDS212
Corequisite: None

IMD102
Digital Visual Composition (3 credits)
This course introduces students to the fundamental terminology, concepts, and techniques of digital visual composition for both static and moving images. Instruction is given on basic techniques of production, including digital still camera as well as camcorder orientation, lighting, set-up, and operation. The course focuses on the principles of using colour, composition, lighting, and other techniques for overall thematic and visual effects of moving and static images.
Prerequisite: CC133

MAA121
Life Drawing I (3 credits)
Students gain a technical and artistic working knowledge of how to draw the human form using a combination of gestural and structural techniques. Beginning with the basic gesture short pose drawings and anatomical studies, student's progress to sketching detailed long pose figures representations. Focus will be on learning and developing an effective approach to three-dimensional figure drawing from life that shows composition, volume, expression, movement, anatomical structure, body proportion, light, shading, textures, and contrast.
Prerequisite: None

MAG151
Sculpture (3 credits)
Students will employ elements and principles of design, human anatomy, and figure drawing as a basis for perceiving and executing physical forms. Additive and subtractive methodologies will be practiced. Students will use a variety of materials and techniques to develop their skills and understanding of sculpture and its relationship to digital 3D animation. Presentation and critique will be components of learning.
Prerequisite: None

MAG201
Character Modeling I (3 credits)
This course covers modeling techniques used for building three dimensional characters. Students will explore techniques of character modeling to include various approaches to figure construction.
Prerequisite: CCM181

MAG221
Brush Based Modeling and Texturing (3 credits)
The course covers brush-based software user fundamentals. Students model a character in a brush-based 3D application using geometry from other software programs and learn to generate characters in the brush-based package. Students revisit sculpting basics, explore documents and tools, create polymesh groups layers and levels, create detailing masks, projection masks, and stencils, contrast texturing polys vs. pixels, incorporate photo referencing, learn morph target generation, discover internet resources, and learn to output normal and displacement maps to a 3D application renderer.
Prerequisite: MAG201 or Permission of the Program Director / Chief Academic Officer

MAG251
Environment Modeling (3 credits)
This course focuses on the elements of environment modeling. Students will continue to develop their basic modeling and texturing skills as well as learning to plan and design.
Prerequisite: CCM181

MAG301
3D Modeling II (3 credits)
Students continue to develop their modeling skills by developing a project from the concept stage and following it through to completion by the end of the course.
Prerequisite: CCM261

MAG321 Senior Project (3 credits)
Students will pick a single project and take it from concept to final rendering of a portfolio-quality component. The student will learn how to manage their time, evaluate project risk and effectively complete a single component that demonstrates proper modeling, texturing, lighting, and finishing techniques as well as effective problem solving.
Prerequisite: MAG301 or permission of the Program Director / Chief Academic Officer

MAG322
Modeling Studio I (3 credits)
This course is a studio where students will begin development for their multifaceted assignment that will be continued in the Modeling Studio II course. The student will learn how to manage their time, evaluate project risk, solve problems and complete aspects of their capstone project.
Prerequisite: CCM261

MAG323
Modeling Studio II (3 credits)
This course is a studio where students will continue development for their multifaceted assignment that will be completed in the final capstone project course.
Prerequisite: MAG322

MAG330
Modeling for Production (3 credits)
In this course, 3D modeling students will create assets for media arts production classes.
Prerequisite: CCM261

MAG331
Materials and Textures II (3 credits)
In this class students will further develop their knowledge of materials and shader systems, texture painting and lighting strategies to add detail and realism to objects without adding complexity to the model. In addition, students will learn advanced mapping systems and techniques including camera mapping.
Prerequisite: CCM231

MAG351
Character Modeling II (3 credits)
This course provides an opportunity for students to prepare an advanced character model for use in their portfolio. The student will create a production plan with milestones from design through to final presentation.
Prerequisite: MAG201

MAG381
CG Lighting and Rendering II (3 credits)
In this course students will further explore lighting strategies to maximize the use of materials, textures and to add details and realism to objects without adding complexity to the model. Students will simulate real world lighting effects.
Prerequisite: CCM281

MAG441
Matte Painting (3 credits)
This course explores and integrates design and technology to develop matte paintings, virtual sets and digital backgrounds. Students acquire the knowledge and practical skill sets for digital matte painting production.
Prerequisites: CCM121, CCM181

MM221
Computer Animation for Multimedia (3 credits)
Students will explore the procedures and techniques involved in delivering high-impact websites, game/software interfaces, animation for web and TV. Students will learn to create resizable, small, and compact navigation interfaces, technical illustrations, long-form animations, and many other special effects.
Prerequisite: WS130

MTH100
Mathematics (3 credits)
Students will develop a basic understanding of the use of mathematics in the real-world, with specific emphasis on solving problems encountered in digital media applications. They will use set theory, logic, number systems, algebra, geometry, trigonometry, measurement, functions, the mathematical language of digital computing, and problem-solving techniques in their assignments.
Prerequisite: None

MTH101
Applied Mathematics (3 credits)
Students will review the essentials of high College mathematics: algebra, trigonometry, combinatorics, and functions, and apply these tools to problems encountered in animation or physics-based game development. They are introduced to vectors, mechanical energy, motion with constant acceleration, and complex numbers in developing problem-solving skills.
Prerequisite: None

MTH102
Research Methodologies (3 credits)
Students will explore user-centered and participatory research techniques for human-centred design in developing an ability to conduct insightful qualitative and quantitative research based on scientific and responsible design principles. They will examine how to use data collection resources including library, Internet, journals, government sources and trend reports. Students will formulate questions and execute a range of primary and secondary research processes aimed at achieving strategic objectives.
Prerequisite: None

MTH110
Statistics (3 credits)
Students will develop skills needed to represent and analyze data through such measures as central tendency, dispersion, probability theory, the binomial distributions, the normal curve and normal distributions, central limit theory, and sampling distributions. Using graphing and polynomial functions and systems of equations and inequalities they will examine how better to interpret and solve select problems.
Prerequisite: None

MTH120
Calculus I (3 credits)
Students will learn and apply introductory concepts in calculus. Topics will include polynomials, trigonometric, exponential, and logarithmic functions. The course will also cover limits, derivations, integration, and applications of calculus.
Prerequisite: MTH100 or placement in MTH120

MTH180
Geometry (3 credits)
Students will be introduced to the fundamental concepts of Euclidian geometry. Topics include theorems and proofs, sets, congruent and similar polygons, circles, geometric constructions, areas, volumes, geometric loci, elementary logic, and deductive reasoning.
Prerequisite: MTH100

MTH201
Geometry and Linear Algebra (3 credits)
Students will be introduced to the essential analytic geometry and linear algebra tools and techniques. They will demonstrate how to apply coordinate systems, vectors, dot and cross product, projection, lines, planes, matrices, determinants, and transformations to real-world problems.
Prerequisite: MTH100 or MTH101

MTH221
Calculus for Physics (3 credits)
This course will explore Single Variable Differential, Integral Calculus and Vector Calculus, with application to physics and animation.
Prerequisite: MTH201

MTH222
Ethnomathematics (3 credits)
Students will be introduced to mathematical activities of a number of present-day and historical cultures. They will examine the development of mathematics as part of a wider culture. In particular, they will concentrate on the general philosophy of measuring and counting; number words and number bases; strategy and chance in games and puzzles; symmetry in patterns; geometry; data structures; and elementary number theory. They will also gain an understanding of how culture and mathematics interact.
Prerequisite: MTH100

NTR100
Nutrition (3 credits)
Students will examine the basic principles of nutrition and their relationship to health. They will be able to identify the structure, functions, and sources of nutrients - including proteins, carbohydrates, fats, vitamins, minerals, and water. They will also review current issues in nutrition including dietary guidelines, energy balance, vitamin supplements, and food fads.
Prerequisite: None

PHL101
Critical Thinking (3 credits)
Students learn to identify and develop skills, processes, and techniques to become effective learners. They will analyze and evaluate ideas and theories, as well as learn to apply creative and critical techniques to problem solve, make decisions, and evaluate the media.
Prerequisite: None

PHL102
Ethics (3 credits)
Students will examine human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. They will apply a number of ethics paradigms to a variety of contemporary personal and social issues.
Prerequisite: ENG101

PHL103
Logic (3 credits)
Students will use categorical logic, non-formal fallacies, definition, modern symbolic logic, and the scientific method in developing their ability to think clearly and critically, and to present, defend, and evaluate arguments. They will encounter and utilize formal first-order methods for representing and evaluating arguments and reasoning. They will also examine and use three inter-related areas in their discussions and assignments: argumentation in ordinary language (also referred to as informal logic, inductive logic, and formal deductive logic).
Prerequisite: ENG101

PHO115
History of Photography (3 credits)
The history of photography through the discussion of recognized photographers and their influences on society and provides a framework for critically considering photographs through describing, interpreting, evaluating, and theorizing. Students are expected to write papers and review exhibitions.
Prerequisite: None

PHOA101
Principles of Photography (3 credits)
Students will identify basic photographic tools and their intended purposes, including the proper use of aperture, shutter speed, ISO, focal length, and light metering. Students will analyze photographs and produce their own visually compelling images by employing professional photographic techniques and digital workflow.
Prerequisite: None

PHOA102
Introduction to Photography Applications (3 credits)
Introduces the student to an overview of vector, raster and time-based software tools used in the digital media industry. It sets expectations for future classes regarding standards for files, their construction and delivery within the classroom and professional studio.
Prerequisite: None

PHOA103
Digital Image Management (3 credits)
Introduces digital photographic workflow and asset management. Students become acquainted with the terms, concepts and processes of photographic editing. Areas of instruction include image acquisition,
management, global and local adjustments, and modes for output.
Prerequisite: None

PHOA105
Photojournalism (3 credits)
Addresses the photography as a narrative or illustrative medium used in support of the text content of publications. Students are shown examples of photojournalism and will be required to produce their own renditions.
Prerequisite: None

PHOA112
Photographic Design (3 credits)
Students demonstrate their ability to define and solve advanced design problems. Students will analyze the characteristics and purposes of various problems and then offer clear and creative solutions for each. The students are expected to communicate ideas using symbolism appropriately.
Prerequisite: PHOA101

PHOA113
Lighting (3 credits)
Students will be introduced to the basic concepts and principles of lighting for photography. Fundamentals of recognizing and controlling both natural and studio lighting with emphasis on the quality, quantity, direction, and its effect on the photographic image.
Prerequisite: PHOA101

PHOA115
History of Photography 1 (3 credits)
The history of photography through the discussion of recognized photographers and their influences on society and provides a framework for critically considering photographs through describing, interpreting, evaluating, and theorizing. Students are expected to write papers and review exhibitions.
Prerequisite: None

PHOA122
View Camera Theory (3 credits)
Working individually and in teams, students will utilize large format cameras both in the studio and on location, working with various light sources. Students will develop a frame of reference for their own work by examining the effective and ineffective characteristics in various examples of art and design.
Prerequisite: PHOA113

PHOA123
Colour Management & Printing (3 credits)
Students learn and apply the techniques of digital colour management including building and applying colour profiles. The course covers the calibration of devices to produce consistent, predictable colour. Students will refine printing skills and theory to create a benchmark for quality digital output. Students will develop proficiencies in file preparation, resolution selection, print-profiling, paper selection and soft-proofing techniques.
Prerequisite: CC133

PHOA202
Studio Photography (3 credits)
Students will develop the ability to solve visual communication problems through assignments designed to challenge their skills in lighting, camera operation, and commercial applications. All aspects of studio photography are discussed from lenses to lighting and people to products. This course emphasizes in-camera image production and problem solving.
Prerequisite: PHOA122 or Permission of the Program Director /Chief Academic Officer

PHOA203
Photographic Post-Production (3 credits)
Student's research, develop concepts, and execute digital montage methods to produce creative and surrealistic imagery not possible in the camera moment. Students will apply channels, masks, blending modes, vector tools, selections, filters and layers to photographs. In addition, the course will cover post-production techniques, including retouching and compositing.
Prerequisite: CC133

PHOA208 Business of Photography (3 credits)
An overview of current trends and an assessment of the skills and materials necessary for a student to comprehend small business operations and/or make themselves a productive member of a commercially viable team.
Prerequisite: None

PHOA209 Portfolio I (3 credits)
This course prepares students for the transition to the professional world. This course is designed to prepare graduates to seek entry-level employment in the field by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.
Prerequisite: Permission of the Program Director /Chief Academic Officer

PHOA233 Advanced Photographic Post-Production (3 credits)
Students continue to develop and refine concepts to create images using advanced digital montage methods. Through planning and research students will apply advanced compositing techniques in order to create a series of digital illustrations exemplary of contemporary creative photography.
Prerequisite: PHOA203

PHOA308
Marketing for Photographers (3 credits)
Explores professional development tools, including resumes, cover letters, networking, and interviewing. Students apply the techniques used to research and identify efficient ways of selling work through agents and examine how to create a successful self-promotion campaign. Students develop individual plans for marketing their talents and finding work after graduation, with emphasis on targeting markets to suit their personal goals.
Prerequisite: PHOA208

PHY100
Introduction to Physics (3 credits)
Students will learn basic motion and force laws; principles of Newton's laws of motion; motion along straight and curved paths; weight; work, energy, and power; impulse, momentum, and impact; squash and stretch; waves and sound, and light and image formation.
Prerequisite: MTH100 or MTH101

PHY200
Physics of Motion, Light and Sound (3 credits)
This course covers Newtonian mechanics, rigid body dynamics, simple harmonic motion, and the basic physics of light and sound propagation in media. Students learn how to apply these principles to problems encountered in physics based games. Emphasis is placed on formulating solutions in pseudocode.
Prerequisite: MTH201

PHY221
Math and Physics for Games (3 credits)
This course covers the mathematics and physics used in physics engines. Students learn the tools needed to program realistic animation of rigid bodies in 3D based on Newtonian mechanics and get an introduction to techniques for animating articulated bodies and deformable bodies. Topics include collision detection techniques, Newton Euler equations of motion, Euler, Verlet, and other techniques of numerical integration, Hermite and Bezier spline curves, linear and spherical linear interpolation, Frenet, geodesic, parallel transport and quaternion frames, Lagrange multipliers, introduction to inverse kinematics.
Prerequisite: PHY200

POL100
Introduction to Political Science (3 credits)
Students will develop skills for understanding and analyzing political and governmental situations in the contemporary world. They will examine government, political institutions and processes, policy problems and solutions, popular values, and participation in terms of political stability and change, ideologies, conflicts, institutions and issues.
Prerequisite: ENG101

PRA100
Fundamentals of Audio (3 credits)
Students will be introduced to the foundational concepts in audio theory. They will learn about the nature of audio waveforms, principles behind audio hardware and software signal processors, the design and use of typical microphone types as well as understand the history of the recorded medium and its transition from analog to digital. In a practical component, students will learn to distinguish between various frequency bands.
Prerequisite: None

PRA101
Digital Audio and Control Systems (3 credits)
Students will learn the fundamentals of digital audio theory through examination of current and historical systems. The theory of control systems will be introduced through common music/audio-based protocols leading to consideration of AV industry standards. A practical ear-training component will train students to listen critically and to aurally identify various features of audio signals.
Prerequisite: PRA100

PRA110
Audio Technology I (3 credits)
Introduction to professional audio recording equipment with an emphasis on its practical use in a hands-on environment. The course content includes audio signal flow and digital multitrack recorder operations. The protocols and procedures of the professional audio industry will be discussed and followed in class. Students will also be exposed to the work habits, attitudes, and expectations of the audio industry.
Prerequisite: None

PRA111 Audio Recording I (3 credits)
An advanced foundation course in analog recording with an emphasis on practical, hands on use of the equipment to prepare students to seek entry-level employment as recording engineers upon graduation. Students will learn more advanced console signal flow, multitrack recorder, and patch bay operations, as well as becoming familiar with outboard microphone preamps, effects, and signal processors. Industry protocols and procedures will be followed with new concepts introduced in a three-week recording session conducted by the instructor with assistance from students.
Prerequisite: PRA110

PRA112 Audio Recording II (3 credits)
A project oriented, analog recording course where students will continue to develop their professional skills, work habits and attitudes expected by the modern professional recording industry. Working under the guidance of the instructor, students will undertake a variety of recording projects chosen to best exemplify the demands of the industry.
Prerequisite: PRA111

PRA120
Digital Music Technology I (3 credits)
Students develop a working theoretical and skills-based knowledge of the multi-timbral synthesizer and the sequencing environment within the context of the contemporary MIDI production studio. Both live and studio applications are covered, including dynamic and static parameter automation.
Prerequisite: None

PRA121 Digital Music Technology II (3 credits)
Students develop a detailed knowledge of the MIDI language. This leads to more flexible and in-depth uses of sequencers involving graphical and list-based editing, static and dynamic parameter and tempo automation, and the basic recording of MIDI messages. Professional skills are taught in a MIDI production studio using industry standard software and hardware.
Prerequisite: PRA120

PRA130 Digital Audio I (3 credits)
This course introduces students to the concepts, procedures, and techniques of non-linear digital audio editing. Through lectures and in-class projects, instruction covers digital audio theory and developing non-linear audio workstation skills. By the end of the course, students are ready to apply their skills to intermediate and advanced work in non-linear digital audio production effects and mixing.
Prerequisite: None

PRA131 Digital Audio II (3 credits)
Students move beyond the basics of Pro Tools and digital audio skills. Topics include SMPTE time code and synchronization; computer based digital audio workstations, and Pro Tools software and hardware. Curriculum also covers sound design, field recording, digital audio transfer protocols, software-based effects plug-ins, and real-time automation. The course also includes instruction and practical experience using software samplers and synthesizers with Pro Tools and the integration of MIDI control surfaces.
Prerequisite: PRA130

PRA140
Music Theory I (3 credits)
Students examine the fundamental concepts of music and its relationship to history and the technology used in composition and recording. A review of the terminology used by musicians, songwriters, arrangers, producers and engineers to communicate with each other is included. Music examples are used throughout, and basic keyboarding skills are developed to apply to course material.
Prerequisite: None

PRA141
Music Theory II (3 credits)
Students develop keyboard and theoretical musical skills. Practical keyboard skills are fused with relevant theoretical concepts necessary for success in advanced music composition courses.
Prerequisite: PRA140

PRA170
Game Audio I (3 credits)
Various technologies are examined to gain a strong theoretical basis for the use of proprietary computer audio programs typically used in video game studios.
Prerequisites: PRA120 and PRA130

PRA171 Game Audio II (3 credits)
This course develops students understanding of game audio through practical applications and real-world projects. Students will design, create, and program acoustic environments within working game prototypes. Interactive audio programming techniques are introduced and expanded upon for the composition of acoustic spatial environments in interactive media and games.
Students learn the theory and practice of sound as it interacts with visible images and explore intermediate and advanced techniques for interactive audiovisual presentation.
Prerequisite: PRA170

PRA200
Acoustics (3 credits)
Students are introduced to the theoretical concepts of acoustics and acoustic design. They will learn to measure and evaluate acoustic spaces and develop an understanding of both the acoustical and electronic approaches to acoustic correction. Examples of studio and listening room acoustics will be examined. A practical ear-training component will teach the ability to identify and distinguish acoustical properties of spaces.
Prerequisite: PRA100

PRA201
Psychoacoustics (3 credits)
This course builds on and expands the development of critical listening skills and the introduction of psychoacoustics and cognition. Topics covered include perception of pitch, loudness and timbre; structure of the ear; hearing damage; voice physics and neurology; consonance, dissonance and tuning systems; auditory stream and source segregation and perceptual fusion and auditory perspective.
Prerequisite: PRA100

PRA202
Audio Electronics (3 credits)
This course is an introduction to the theoretical foundation of analog audio electronics with a complete overview of all basic components and main principles.
Prerequisites: PRA100, PRA110

PRA210 Advanced Recording Techniques I (3 credits)
This course incorporates the skills needed to integrate the various technologies of, and engineer in, a hybrid digital/analog recording studio environment. Students explore digital audio theory and interact with analog consoles, digital recorders, external DSP, software signal routing, interfacing equipment, and synchronizing digital audio streams. Topics include linear digital audio, digital filtering, analog-to-digital/digital-to-analogue conversion, dithering, error correction and concealment, digital storage media, encoding methods involving data compression, digital audio interface standards, DAW interchange standards and synchronization methods.
Prerequisite: PRA112

PRA211
Advanced Recording Techniques II (3 credits)
Students develop advanced engineering skills and knowledge. Building upon the knowledge gained in previous studio courses, they will continue to master the techniques and equipment used in the professional recording industry. They will also become familiar with various musical formats, and the aesthetic and acoustical issues specific to each genre and instrument.
Prerequisite: PRA210

PRA212
Practical Audio Electronics (3 credits)
This course examines the recording studio from an electronics perspective, following a systems approach which emphasizes the integration of various equipment and formats. Topics include basic audio circuitry components and their functions, test equipment, audio mixer signal flow and circuitry; system grounding issues; interfacing issues; patch bays; balanced lines; soldering techniques; project constructions; non-audio cables; cabling and connectors.
Prerequisites: PRA100 and PRA110

PRA220
Synthesis & Sound Design I (3 credits)
Students learn MIDI and basic synthesis skills for music production and sound design and develop familiarity with sound design concepts using subtractive synthesis methods. Topics covered include configuring and maintaining a complex MIDI studio through a multiport interface, use of programmable or MIDI based hardware interfaces, advanced sequencing concepts, automating parameters in external MIDI devices, subtractive synthesis basics and audio recording in a sequencing environment. *Prerequisite: PRA121*

PRA221
Synthesis & Sound Design II (3 credits)
This course will survey both commercially available synthesis methods and recent developments at audio research institutes. Students will also survey the current market for hardware and software implementations of various synthesis methods. Analytical listening sessions will expose students to synthesis methods in various musical contexts. Detailed study of subtractive, FM, physical modeling and granular synthesis will culminate in original sound design projects.
Prerequisite: PRA220

PRA230 Digital Audio III (3 credits)
This course is designed to take the basics of DAW operations to an advanced level through hands on training and projects related to the post and music industries. The focus will be on increasing speed and efficiency using Pro Tools and the artistic side of editing and mixing. Instructor and student feedback and evaluation of projects will be encouraged throughout all stages of project development. The projects for the course will include three music mixes of different styles; a remix of one song using software based samplers and synthesizers; a project using a short film where students will have to edit all the automated dialogue replacement and dialogue, create and edit sound effects, music and backgrounds and complete a mix all using proper post production techniques for organization and editing.
Prerequisite: PRA131

PRA231
Digital Audio IV (3 credits)
This course introduces students to the DAW in a studio environment. Students learn to conduct tracking sessions and both stereo and surround mix sessions using a control surface, sync all elements of a production using SMPTE timecode, understand the pre-mastering process and be able to deliver final projects in current delivery formats.
Prerequisite: PRA230

PRA232 Advanced Postproduction Audio (3 credits)
This hands-on course builds on the basic postproduction skills learned in the Digital Audio courses. Students will develop their post audio engineering skills, knowledge and abilities for film, TV, and other media at an advanced level while working for real clients. Topics include studio protocol, system integration and interfacing, critical listening, working with talent and clients, and advanced mixing. Students will learn room calibration, dialogue, voice, and Foley recording, sound effects development and sound design, synchronization, surround mixing and delivery requirements.
Prerequisite: PRA112
Corequisite: PRA231

PRA233 Advanced Mastering Techniques (3 credits)
This hands-on course gives students the knowledge and skills required to be a professional mastering engineer. Mastering is the critical final stage of the recording process. The course will explore the theory important for mastering engineers to understand and learn how to apply this knowledge in a studio environment. Students in Advanced Mastering Techniques will learn about the combination technology, art and science required to master audio recordings for release in a variety of formats including vinyl, CD, and streaming media. Topics such as critical listening and mastering studio design and marketing are also covered.
Prerequisites: PRA112, PRA201
Corequisite: PRA231

PRA240
Song Writing (3 credits)
Song writing is a study of the elements that make a successful song. Students analyze the characteristics of all song genres with respect to form, melody, harmony, arrangement, and production techniques. Students also write and record an original song as a final project.
Prerequisites: PRA121, PRA141

PRA241 Music Arranging and Recording Technology (3 credits)
Students study approaches to arranging as it relates to computer-based technology. This course is valuable to both non-musicians (audio engineers and producers) and musicians (arrangers and composers). Students submit weekly projects on paper, as MIDI files, or audio files. Topics include traditional concepts relating to controlling arrangement flow for live musicians, arranging for sections (rhythm, strings, brass, vocal), chord extensions and substitutions, voicing, beat creation, melodic development, harmonization, computer-based performance techniques, remix techniques and arrangement planning and execution.
Prerequisites: PRA141, PRA220

PRA242 Music for TV and Film (3 credits)
This course starts by analyzing contemporary musical and sound design trends in TV and film work. The analysis includes both music theory and investigations of the technology behind the production. With a newfound understanding of the demands of current production values, students go on to create their own music projects, developing their music theory and technical expertise. Finally, the course investigates the business aspects of creating music for the film and TV industries, covering practical considerations to get a career started.
Prerequisites: PRA121, PRA141

PRA243
Composition for Advertising (3 credits)
Student gains knowledge encompassing all areas of audio for broadcast advertising. From getting the project, assessing client needs, strategizing creative planning, and producing creative through to final delivery and follow up. Course will cover all areas of creative including original music, sound design, voice-over casting and production for production and comedy campaigns. Course designed for the student to be capable in all areas of the process, enabling them to be valuable in all areas of the industry.
Prerequisites: PRA121, PRA141

PRA250 Live Sound Reinforcement I (3 credits)
In this course students learn to design, operate, and troubleshoot small to medium-sized PA systems, and to overcome the problems inherent in difficult acoustical environments. Students are exposed to the audio systems and acoustical environments encountered in live sound situations (sound reinforcement for performances, speeches and lectures, MC/DJ systems). Signal flow and troubleshooting kills are continually reinforced in the process of setting up and tearing down complete sound systems during classes. There is also a theory component to the course, which supports the practical application.
Prerequisites: PRA100, PRA111

PRA260
Business Fundamentals (3 credits)
In this course, students are introduced to the fundamentals of business. Topics of learning include forms of business ownership, starting a business, developing a business plan, business management principles and strategies, and marketing and promotion strategies for a business.
Prerequisite: None

PRA270
Game Audio III (3 credits)
Students continue to develop the skills gained in previous courses by focusing on advanced solutions to real-world problems in game audio. In this course, students work as a team on the production of an electronic games project in a studio environment.
Prerequisite: PRA171

PRA280
Media Studies - Technology and Culture I (3 credits)
This course explores the impact technology has on representing and shaping the way a culture thinks about itself and the world. The curriculum reviews various theoretical positions, and although contemporary North American culture is the central focus, the course examines other cultures with particular attention paid to comparing and contrasting attitudes, beliefs and impacts of technological change. Media Studies Technology & Culture I is especially valuable to those who work with technology on a regular basis, particularly in the entertainment industries, who want perspective on the broader implications of technology and its role in cultural identity and development.
Prerequisite: None

PRA281
Media Studies - Technology and Culture II (3 credits)
This course continues to explore the impact technology has on representing and shaping the way a culture thinks about itself and the world. The curriculum reviews various theoretical positions, and although contemporary North American culture is the central focus, the course examines other cultures with particular attention paid to comparing and contrasting attitudes, beliefs and impacts of technological change. Media Studies Technology and Culture II is especially valuable to those who work with technology on a regular basis, particularly in the entertainment industries, who want perspective on the broader implications of technology and its role in cultural identity and development.
Prerequisite: PRA280

PRA340
Scoring for Film and Television (3 credits)
Using the technical and creative skills acquired in previous music composition courses, students further develop their compositional and technical skills through the production of several pieces to accompany sections of film. With the instructor's guidance, students pay particular attention to different textures, instruments and tools used in film scoring to convey theme, mood, and emotion to enhance the audience's viewing experience. Students are introduced to the processes and practicalities of writing for film, television dramas and documentaries, and providing library music. The students' final projects involve working with Digital Film & Video students to score their student films. The course allows students to experiment musically and discover their strengths and individual styles.
Prerequisite: PRA242

PRA380
Directed Studies I (3 credits)
Students work independently on projects and papers as per agreements made with their LIPA mentor. Agreements include the definition, scope, assessment criteria, and timelines of the student's projects and papers. The course requires that students write a number of papers focused on critical analysis of their work in other courses, and in related areas of the recording arts.
Prerequisite: GE104

PRA381
Directed Studies II (3 credits)
Students work independently on projects and papers as per agreements made with their LIPA mentor. Agreements include the definition, scope, assessment criteria, and timelines of the student's projects and papers. The course requires that students write a number of papers focused on critical analysis of their work in other courses, and in related areas of the recording arts.
Prerequisite: PRA380

PRA390 Professional Development and Portfolio (3 credits)
In this course students apply techniques and strategies to market themselves in their chosen fields with emphasis on assessing their most marketable skills and building resources to support their employment search. This course guides students through the process of compiling their work into a final graduate portfolio. Students work on resumes and print material to support their portfolio and begin their industry networking process.
Prerequisite: Permission of the Program Director / Chief Academic Officer

PRA391 Senior Project (3 credits)
This course provides students with the opportunity to complete a comprehensive project which will be integral to their final portfolios. Students will employ their cumulative skills to produce a significant, sophisticated, multi-track digital audio work. Committee and/or faculty will approve the project content and type of audio work. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.
Prerequisite: Permission of the Program Director / Chief Academic Officer

PSY100
Fundamentals of Psychology (3 credits)
Students will describe basic concepts, principles, and methods involved in the scientific study and understanding of human behaviour. They will explore physiological, social, experimental, developmental, and abnormal psychological processes.
Prerequisite: ENG101

PSY201
Cross-Cultural Psychology (3 credits)
Students, drawing on a growing body of cross-cultural research will examine the complex yet subtle ways in which biological and cultural factors interact to influence such things as personality, identity, emotions, intelligence, gender, abnormality, etc. They will explore child-rearing methods, worldviews, values, relationships, artistic expression, abnormality, healing, and other topics in an effort to provide a context for understanding the radical differences in behaviour found in cultures around the world and, more importantly, what those differences can tell us about ourselves.
Prerequisite: PSY100

PSY202 Cognitive Psychology (3 credits)
Students will focus on the fundamental basic processes of thought, cognitive functioning as it relates to brain structure, memory accuracy and capacity, intelligence, perception, neurological development, visual imagery, attention span, problem solving, reasoning, decision making, language, and communication. They will discuss and debate the connection between brain functioning and every-day activities with regard to College, career, and cognitive interaction with the world around us.
Prerequisite: PSY100

PSY203
Theories of Personality (3 credits)
Students will review various representative theories from traditional psychoanalytic and trait theories to contemporary cognitive-behavioural investigations. They will debate and examine questions about what influences (internal and external, biological and learned) our thoughts, emotions, and behaviour.
Prerequisite: PSY100

PSY204 Organizational Psychology (3 credits)
Students explore the applied field of industrial psychology and examine how industrial psychologists study and apply psychological principles and research methods to a variety of human resource/personnel issues. They will examine, discuss, and evaluate job analysis, performance criteria, and an appreciation of individual differences that underlie the successful application of performance appraisal, recruitment, screening, selection, placement, training, and development. Additionally, they will discuss testing and assessment, international dimensions of applied psychology, leadership, and ethics in the workplace.
Prerequisite: PSY100

RCM210 Lodging Operations
This course is designed to assist students in developing the ability to analyze and understand the inter-reliant environment of major departments within a hotel/resort operation. Students develop competency-based skills through analyses, written reports, and on-site learning opportunities in major departments of a hotel/resort including General & Administrative, Rooms Division, Food & Beverage, Sales & Marketing, and Sports & Activities.
Prerequisite: None

RCM241
Marketing for the Hospitality Industry (3 credits)
This course is an introduction to service marketing as applied to the Hospitality Industry. This course will cover application of basic marketing concepts and research methods. Design and delivery of marketing components for a hospitality business will be covered. Topics included but not limited to: unique attributes of service marketing, consumer orientation, consumer behavior, market segmentation principles, target marketing, product planning, promotion planning, market research, and competitor analysis.
Prerequisite: None

RCM262
Catering and Banquet Operations (3 credits)
This course introduces students to the fundamentals of catering, special events and sales in the hospitality industry. The course focuses on understanding the catering's role within the hospitality industry and the various catering disciplines. Students also discuss topics such as contracts, checklists, legal considerations, staffing and training, food production, and sanitation. This course is project driven which requires significant creative and independent work.
Prerequisite: None

RCM263
Hospitality and Human Resources Management (3 credits)
This course introduces the principles and practices of human resources management relevant to hospitality organizations, with emphasis on the entry-level manager's role. Topics covered will include employment laws, workforce management, compensation and benefits administration, labor unions, employee safety, diversity and ethics.
Prerequisite: None

RCM264
Financial Management for the Hospitality Industry (3 credits)
In this course, the students develop a working knowledge of the current theories, issues and challenges involved with financial management. Students are introduced to the tools and skills that financial managers use in effective decision making. Topics include budgeting, cash management, cost concepts and behavior, investment analysis, borrowing funds, and financial forecasting.
Prerequisite: None

RCM273 Leadership and Organizational Development (3 credits)
Students examine leadership, organizational management and culture, and focus on the role of the mangers as facilitators of change within the organizations. The course emphasizes the concepts of motivation, interpersonal relationships, group dynamics, leadership, and organization culture. Examination of leadership styles, development of strategic plans, and critical problem solving in the hospitality industry are covered in the course.
Prerequisite: CUL250

RS299 Field Research (3 credits)
Students develop an understanding of career opportunities by researching workplace dynamics in their chosen industry.
Prerequisite: Permission of the Program Director /Chief Academic Officer

RS360
Media Business Law and Communication (3 credits)
This course covers the multiple facets of media business law. Topics include an overview of the legal system, contracts, personal property, intellectual property, copyright, and additional legal and ethical business issues as it affects media and design professionals.
Prerequisite: None

RS400 Professional Development (3 credits)
This course is designed to prepare students for the process of gaining employment. They will do this by assessing their personal background and identifying and pursuing career opportunities through the job search process. They will learn how to market themselves, using such tools as effective cover letters, resumes, and other branded marketing materials. By participating in interview activities, they will practice their listening and communication skills, as well as their ability to read the room by understanding non-verbal communication. They will also develop their skills in problem solving, conflict resolution, decision-making, self-management, creative thinking and dealing with interpersonal situations found in a work environment.
Prerequisite: None

SOC100
Fundamentals of Sociology (3 credits)
Students are introduced to fundamental sociological concepts to assist them in better understanding of human society. They will focus on explaining and interpreting processes and patterns of human social interactions with the intent of developing skill sets in developing their creativity, understanding basics of data analysis and their broad use in a range of educational and work settings. Students, through applied assignments will develop a solid foundation for sociological analysis that can be applied in other creative and business contexts.
Prerequisite: ENG101

SUS100
Fundamentals of Sustainable Design (3 credits)
Students will learn about the fundamentals and key topics associated with social, economic, and ecological sustainability ranging from microcosm, or the design of small objects to macrocosm, the design of buildings, cities, and the earth's physical surface. As a concept, sustainable design is growing across various fields and standards are emerging in fashion, interior, industrial, graphic, landscape, engineering, and architectural design. This course will provide an overview of sustainable movements across a variety of fields and provide insight into emerging practices, standards, and associations.
Prerequisite: None

SUS200
Principles of Sustainable Design (3 credits)
Students will build upon the knowledge gained in previous courses and investigate what components encompass a green audit. Topics covered will include air and environmental quality, properties of finishes used, by-products of the manufacturing process, eco-conscious printing processes, resource and waste management/recycled content, recyclability, end of usable life, assembly/ease of disassembly, modularity/flexibility and education and interpretation.
Prerequisite: SUS100

SUS300 (or SUS201)
Sustainable Design Standards (3 credits)
Students will explore the central components and values of sustainable design in this course, with particular emphasis on the Leadership in Energy and Environmental Design (LEED) Green Building Rating System. In addition, students will investigate the ecology and interaction of natural and human ecosystems, including energy systems and global climate change, world fisheries, rain forests, deserts, and their implication for economic sustainable development. Students will analyze the evolution of global sustainable designstandards as well as how interactions between government regulation and private practices influence standards in design sustainability. By gaining an understanding of sustainable design standards, students will acquire the knowledge to apply to multi- disciplinary projects.
Prerequisite: SUS200

SUS400 (or SUS301)
Sustainable Design Leadership (3 credits)
In this course, students are introduced to the concepts and theories of leadership and further develop the knowledge and skills needed to integrate sustainable design and green design principles and practices for graphic design purposes within the advertising, packaging, and communications industries.
Prerequisite: SUS300 (or SUS201)

VFX191 Introduction to VFX (3 credits)
This course has both theoretical and practical elements. The course provides an overview of the history of visual effects with emphasis on various effects processes in their historical and modern contexts. Students will be encouraged to assess and analyze various production roles. This course also provides students with an opportunity to become familiar with compositing applications and fundamental compositing theories and principles.
Prerequisite: None

VFX201
Compositing I (3 credits)
In this course students will be introduced to theoretical and practical knowledge of compositing. Students will learn basic compositing vocabulary and techniques such as keying, roto, RGBa colour theory, image and video formatting, tracking processes with emphasis on good organizational techniques and efficient industry standard workflows.
Prerequisite: CCM100

VFX251
Compositing II (3 credits)
In this course students will expand their theoretical and practical knowledge of layer-based compositing. Students will enhance their compositing techniques and processes as they relate to the acquisition of resources, management, and assembly of disparate elements, and will refine their ability to create believable composites. In addition, advanced keying, roto, tracking and particle techniques will be explored.
Prerequisite: VFX201

VFX281
Compositing III (3 credits)
This is an advanced course in which students will be challenged to produce more elaborate VFX shots at a higher level of refinement than in previous courses. Students will be introduced to more advanced compositing concepts such as compositing in stereo, compositing for virtual reality, and how deep data is used in production pipelines.
Prerequisite: VFX251

VFX321
Visual Effects Studio I (3 credits)
This course is a studio where students will begin development for their multifaceted assignment that will be continued in the Visual Effects Studio II course. The student will learn how to manage their time, evaluate project risk, solve problems, and complete aspects of their capstone project.
Prerequisite: CCM261

VFX322
Visual Effects Studio II (3 credits)
This course is a studio where students will continue development for their multifaceted assignment that will be completed in the final capstone projects course.
Prerequisite: VFX321

VFX323 Final Diploma Capstone (3 credits)
This studio course where students will complete their multifaceted assignment which serves as their culminating capstone project.
Prerequisite: VFX322

VGP101
Introduction to Computer Programming (6 credits)
This course introduces students to the fundamentals of programming concepts and methods, including variables, types, branching, looping, logical and arithmetic operators, arrays, structures. In this course student learn how to use basic algorithms and simple user-defined functions to implement a simple application. This course uses the C programming language and emphasis is on the core concepts of programming.
Prerequisite: None

VGP102 Object-Oriented Programming in C++ I (6 credits)
This is an introduction to object-oriented programming in C++. Students are introduced to common object-oriented concepts such as classes, namespaces, inheritance, object-oriented designs, polymorphism, type casting, virtual functions, dynamic memory allocations, const-correctness, advanced data structures and dynamic memory. Students will simulate real world types of problems solving using C++ related to video games programming.
Prerequisite: VGP101 (with at least a grade of C)

VGP125 Introduction to C# Programming (3 credits)
This course is designed to give students the fundamentals of C# development on the .NET platform. Students will learn the syntax of C#, as well as learning about using the object-oriented programming paradigm to develop solutions in C#. Revisiting the principles and practices of object-oriented programming (OOP), the course provides students with a foundation in OOP that they need to progress to next level of studies in software development. Key object-oriented concepts such as abstraction, encapsulation, inheritance, polymorphism, and interfaces will be covered. Students will also become more familiar with tools such as Visual Studio, NuGet, and Disassemblers.
Prerequisite: VGP102 (with at least a grade of C)

VGP126
Applied Mathematics (3 credits)
This course covers the foundational mathematical tools required in any animation or physics-based game. Students review the essentials of high College mathematics: algebra, trigonometry, combinatorics, and functions, and learn to apply these tools to problems encountered in game development. Vectors, mechanical energy, motion with constant acceleration, and complex numbers are introduced. Emphasis is placed on developing problem-solving skills.
Prerequisite: None

VGP128
Geometry and Linear Algebra (3 credits)
This course covers the essential analytic geometry and linear algebra tools and techniques used in 3D games and graphics programming. Topics include coordinate systems, vectors, dot and cross product, projection, lines, planes, matrices, determinants, and transformations. Students apply these concepts to problems in game programming. They learn how to represent objects mathematically, and how to perform translation, rotation, scaling, and basic collision detection.
Prerequisite: VGP126

VGP131
Object-Oriented Programming in C++ II (3 credits)
This course introduces more complex object-oriented programming techniques in C++. This includes templates, operator overloading, smart pointers, reference counting, exception handling, and standard template libraries. The fundamentals of object-oriented programming in C++ through applied design, implementation, troubleshooting, maintenance and testing are reinforced.
Prerequisite: VGP102 (with at least a grade of C)

VGP201
Portfolio I (3 credits)
Students assemble and critique works from completed courses and discover the limits of their programming knowledge. Students research potential employers and learn about the different positions available for them. Students are expected to present a plan that lead up to their Senior Portfolio which enables them to plan for future programming career objective.
Prerequisite: Permission of the Program Director / Chief Academic Officer

VGP204
Software Development and Testing (3 credits)
This course is an introduction to software engineering techniques used in modern application and game development. The course will cover topics relating to software development process such as requirement gathering, planning, designing, implementation, maintenance, and testing. Additionally, there will be introductions to software implementation, maintenance, and general software, quality assurance, and application troubleshooting.
Prerequisite: VGP131 (with at least a grade of C)

VGP220
Algorithms and Data Patterns I (3 credits)
This course is an introduction to algorithms and design patterns. Students learn to recognize the importance of developing fast and efficient algorithms for solving common complex problems in a simple and elegant manner. Students learn efficient sorting, pattern matching, tree traversal, data retrieval, time performance analysis and memory efficiency analysis. Students will explore the standard template library, abstract data types, trees, heaps, hash tables and other advanced object-oriented data types in C++. Furthermore, students will learn to analyze the run-time big 0 efficiencies, correctness, space efficiency, and optimality of a given algorithm.
Prerequisite: VGP102 (with at least a grade of C)

VGP230 2D Games Programming (3 credits)
This class is a project focused course where the student is responsible for the design, documentation, implementation and testing of a simple two-dimensional game. Students will be provided the 2D engine framework and will be shown how to use and extend the engine for their final game project. This course will introduce game engine architecture including 2D graphics, resource management, data driven design, physics, motion, collision detection, basic artificial intelligence, user interface, and special effects.
Prerequisites: VGP131 (with at least a grade of C)

VGP232
Game Tools and Pipelines (3 credits)
The role and function of a tools programmer on a games team is introduced to the students. Emphasis is on replacing repetitive tasks in the development process with effective and functional tools. The course will cover productivity tools, pipeline solutions, automated build process, reusable tools, compression, security, and serialization. Students will learn how to multiply team efficiency through building tools and pipelines to increase development productivity.
Prerequisite: VGP125

VGP233
Programming for Game Engines (3 credits)
Students will learn how to work in a pre-existing modern game engine framework. They will learn a brand new pipeline and import game assets, prototype gameplay features, build networking gameplay, manipulate audio assets, use a modern 3rd party physics engine, and learn how integrate all major systems through advanced scripting.
Prerequisite: VGP125

VGP234
Introduction to Artificial Intelligence (3 credits)
In this course, students will learn about the basics of Artificial Intelligence and how this can be applied to their game projects. Different types of basic algorithms will be explored such as Finite State Machines, Pathfinding, and Decision Making. Students will learn the theory and apply these concepts into a working game project.
Prerequisite: VGP233 OR GAD160

VGP235
Intro to Mobile Programming (3 credits)
This course introduces the fundamental of programming for mobile devices. In this course, we focus on the creation of mobile solutions for various modern platforms, including major mobile operating systems. Topics include mobile device architecture, programming languages, mobile specific requirements such as restricted resources, user interaction, client-server paradigm, and user interface design. This is a totally project oriented course in which students will implement sample mobile apps for popular platforms (Android or iOS) in order to practice and implement material they have been taught during the course.
Prerequisite: VGP233 and VGP230

VGP240
3D Graphics and Applications (3 credits)
Students are introduced to the fundamentals of 3D graphics and the underlying mathematics. The students will cover 3D geometry, interpolations, rendering, clipping, matrix transformations, graphics pipelines, lighting, materials, texturing, rasterization, and shading. The class implements each of these concepts in an existing industry standard graphics framework.
Prerequisites: VGP230

VGP242
3D Graphics Programming (3 credits)
In this course, students will apply their 2D/3D mathematics, computer graphic, and programming knowledge to interface with a real-world software development kit including Microsoft DirectX SDK. Students will learn to build graphics software through interfacing, integrating, and linking with libraries and header files within the DirectX SDK environment. Students will also learn to use the DirectX User Documentation to navigate and find information on how to interface with the low-level subsystems within the framework.
Prerequisite: VGP240

VGP244
Algorithms and Data Patterns II (3 credits)
This course introduces advanced algorithms including shortest path, advance sorting, hashing, graphs traversal, tree traversal, Greedy method, breadth first search, depth first search, divide and conquer, and randomization algorithms. Students will apply their knowledge of algorithmic efficiency analysis to devise more complex algorithms and data structures including both recursive and non-recursive algorithms. Problem solving, algorithm analysis, recursions, and divide and conquer techniques are the main focus to this course.
Prerequisite: VGP131 (with at least a grade of C) and VGP220

VGP256
Math and Physics for Games (3 credits)
This course covers the mathematics and physics used in physics engines. Students learn the techniques and concepts needed to program realistic animation of rigid bodies in 3D based on Newtonian mechanics. They are exposed to base techniques for animating articulated bodies and deformable bodies. Topics include collision detection for various primary shapes, collision resolution techniques. Euler, Verlet, and RK4 numerical integration techniques are introduced and implemented. There will be also an introduction to inverse kinematics and its importance in realistic animation in games.
Prerequisite: VGP230, MTH221, and PHY200

VGP320 Database Programming (3 credits)
In this course students learn to work with a backend database through a frontend programming language like C++ or C#. Students will learn to create, add, and manipulate tables using structured query language (SQL) database technologies. They will be introduced to modern data models, relational database systems, data normalization, and general database querying. Special focus will be given on building databases that allow for optimal look ups and queries.
Prerequisite: VGP131 (with at least a grade of C) and VGP233

VGP330
Real Time GPU Programming (3 credits)
Students will create more advanced visual effects that utilize real time programmable shader pipeline available on modern graphics processing units (GPUs). Both pixel and vertex shader techniques will be explored in detail. Potential shaders that students will implement may include morphing, bump mapping, normal mapping, specular mapping, parallax mapping, motion blur, and depth of field. All custom shaders in this course will be written in a High Level Shader Language (HLSL) in a pre-existing 3D graphics programming framework.
Prerequisite: VGP242

VGP331
Network Programming (3 credits)
This course is an introduction to the fundamentals of basic networking including transport protocols, network routing, and error handling. Students will also learn about network topologies commonly found in games such as client server, peer to peer, star, distributed star, and tree. Common networking concepts in games such as dead reckoning, determinism, synchronization, and error handling are introduced and demonstrated in class.
Prerequisite: VGP340 and VGP244

VGP332
Artificial Intelligence (3 credits)
In this course, there are various artificial intelligence techniques and concepts that will be explored including automated reasoning, various types of pathfinding, bot behaviours, state machines, fuzzy logic, and decision making. There will be exposure to various techniques in creating more realistic AI behaviours through different randomization concepts. Students will apply their learning by implementing and design artificial intelligence algorithms through a 3D framework in C/C++.
Prerequisites: VGP234 and MTH201

VGP334
Animation for Games (3 credits)
Students will explore the fundamentals of animation programming and pipelines for video games. They will have hands-on experience building the major parts of an animation system and pipeline including key frame/skeleton animation playback, animation evaluation trees, and complex blending techniques. Furthermore, students will learn the complex mathematics behind animation playback and blending. Following this course, students will be able to make video games with smooth animations, skinning, and complex blending.
Prerequisites: VGP330 and MTH201

VGP336 Gameplay Programming (3 credits)
This course expands on game play programming that is focused around working with modern game programming architectures to produce, and prototype game mechanics. Gameplay programming will focus on developing, expanding, and utilizing existing technologies to produce fun and interactive game mechanics. A high level of emphasis will be working hands-on with numerous game subsystems including enemy behaviors, artificial intelligence, pathfinding, audio, animations, player interactions, physics, and networking.
Prerequisite: VGP334 and MTH201

VGP337
Neural Networks and Machine Learning (3 credits)
This course introduces the fundamentals of Machine Learning and Neural Networks, which are becoming the new developments for technology in the 21st century and are fundamentally changing all aspects of our lives. Students will program machines, software and applications that can learn from raw data, correct their mistakes, improve as a true intelligent agent should do, analyze data, and make intelligent decisions based on it. Learning the basics of machine learning and various techniques, concepts, algorithms, and nomenclature is a fundamental knowledge any software developer should have to be able to successfully apply these techniques. This is a theory and hands-on course. Students learn the theory, history and current state of the industry as well as apply it for various small case studies and a final project.
Prerequisite: VGP332

VGP339
Introduction to Operating Systems (3 credits)
This class introduces the basics of Operating Systems and will focus on their different implementations. Topics include the basics of concurrency, processes and threads, disk and memory management, security, distributed systems, and virtual machines. Students will be exposed to these concepts and will apply them in class exercises and projects.
Prerequisite: VGP131 (with at least a grade of C), VGP244

VGP340 Concurrency and Parallel Programming (3 credits)
An introduction to concurrency programming, basics of asynchronous game application designs, and platform technologies across different gaming consoles and hardware. The next generation of technology in game consoles and applications is moving away from traditional programming approaches towards a more asynchronous paradigm. Modern software design topics covered in this course include threading, concurrency, data pipelines, parallel processing, batch processing, asynchronous design patterns, asynchronous workload dispatching, and general performance optimizations.
Prerequisite: VGP131 (with at least a grade of C) and VGP244

VGP350
Compiler Theory (3 credits)
This course covers the methods in the design and implementation of compilers, and their applications to general purpose and domain specific languages. Topics include finite automata, context free grammar, and expressions. Students will create their own simplified compiler to apply the concepts learned in class.
Prerequisite: VGP131 (with at least a grade of C), VGP244

VGP430
Senior Project (3 credits)
Students, in a team or on their own, will pick a research thesis completed in Senior Research and turn it into a practical coding project. The student will learn how to manage their time, the project risk and effectively complete a project that demonstrates coding abilities, creativity, the ability to adapt and effective problem solving.
Prerequisite: Permission of the Program Director / Chief Academic Officer

VGP452
Senior Portfolio (6 credits)
This course focuses on the completion of a student's portfolio and enables the student to begin to seek entry-level employment upon graduation. Students are introduced to the game industry interview screening process, technical interviews, whiteboard questions, programming tests, complex problem solving and verbal presentation of tough technical challenges.
Prerequisite: Permission of the Program Director / Chief Academic Officer

WDIM130
Web Site Development I (3 credits)
Students will learn to create effective websites with maximum browser compatibility utilizing authoring software. Students will learn how to apply their skills to construct a commercial website with Web accessibility. Students will also learn advanced HTML and CSS.
Prerequisite: None

WIM100 Fundamentals of User-Centred Design (3 credits)
This course will introduce students to User Experience / User Interface (UX/UI) Design based on user-centred design principles.
Prerequisite: None

WIM110
Web Development (3 credits)
Students will learn to create effective websites with maximum browser compatibility utilizing authoring software. Students will learn how to apply their skills to construct a commercial website with Web accessibility. Students will also learn advanced HTML and CSS.
Prerequisite: None

WIM200
UX/UI Design (3 credits)
This course will enable the student to utilize their design skills in collaboration with web and mobile development technology and evolving technology considerations. Students will continue to develop and demonstrate through projects effective conceptual development processes and research techniques. Emphasis will be placed on the process of design development from roughs to comprehensives, grid systems in relationship to interface development and output.
Prerequisite: WIM100

WIM210
Computer Animation for Multimedia (3 credits)
Students will explore the procedures and techniques involved in delivering high-impact websites, game/software interfaces, animation for web and TV. Students will learn to create resizable, small, and compact navigation interfaces, technical illustrations, long-form animations, and many other special effects.
Prerequisite: WIM110

WIM250
Introduction to Scripting Languages (3 credits)
Students will learn to build database applications that are integrated with the Web. In addition, students will use principles and techniques used to develop small-to-medium scale applications that store, manage, and retrieve data. Projects will focus on essential web development skills using PHP, MySQL, loops, and conditions. Students will communicate with databases using the SQL query language and apply server-side scripting knowledge to create dynamic websites.
Prerequisite: WIM110

WIM300
Computer Animation for Multimedia (3 credits)
Students will explore the procedures and techniques involved in delivering high-impact websites, game/software interfaces, animation for web and TV. Students will learn to create resizable, small, and compact navigation interfaces, technical illustrations, long-form animations, and many other special effects.
Prerequisite: BGD214

WIM310
Advanced Web Development (3 credits)
This course will guide students through the process of compiling their work into a final interactive web-based portfolio with accompanying professional development content. Students will apply techniques and strategies to market themselves in their chosen fields. Emphasis will be placed on students assessing their most marketable skills, designing storyboards for their interactive portfolios, creating professional design layouts, creating interfaces, and producing responsive designs.
Prerequisite: WIM210

WIM400
Advanced Web Development (3 credits)
This course will guide students through the process of compiling their work into a final interactive web-based portfolio with accompanying professional development content. Students will apply techniques and strategies to market themselves in their chosen fields. Emphasis will be placed on students assessing their most marketable skills, designing storyboards for their interactive portfolios, creating professional design layouts, creating interfaces, and producing responsive designs.
Prerequisite: WIM300

WS121
Fundamentals of the www (3 credits)
This course will focus on a variety of topics including basic computer hardware, information systems, the origins of the World Wide Web, an introduction to various web browsers and recent developments concerning the various technologies that form the

Internet and World Wide Web. Instruction will also include an examination of Social Media management and techniques for maintaining an active web presence for the primary purpose of professional development and personal marketing.
Prerequisite: None

WS130
Web Site Development I (3 credits)
Students will learn to create effective websites with maximum browser compatibility utilizing authoring software. Students will learn how to apply their skills to construct a commercial website with Web accessibility. Students will also learn advanced HTML and CSS.
Prerequisite: None

WS230
Web Site Development II (3 credits)
This course will guide students through the process of compiling their work into a final interactive web-based portfolio with accompanying professional development content. Students will apply techniques and strategies to market themselves in their chosen fields. Emphasis will be placed on students assessing their most marketable skills, designing storyboards for their interactive portfolios, creating professional design layouts, creating interfaces, and producing responsive designs.
Prerequisite: WS130

LIBERAL STUDIES COURSE DISTRIBUTION REQUIREMENTS

The following Liberal Studies courses may be taken to satisfy the Liberal Studies Distribution Requirements in degree programs.

Written Communication

ENG101 Rhetoric and Composition
ENG102 Introduction to Literature
ENG103 Academic Writing
ENG110 World Literature
ENG201 Creative Writing
ENG211 The Novel
ENG212 Introduction to Poetry
ENG213 Short Fiction
ENG214 Introduction to Theatre
CAP499 Capstone

Oral Communication

COM100 Speech Communications
COM201 Advanced Communications

Arts and Humanities

ARC145 American Architecture
ART100 Survey of Art and Civilization
ART102 History of Art in Early Civilization
ART103 History of Art in Early Civilization II: From the Early Modern to Contemporary
ART110 History and Analysis of Design
ART204 History of Modern & Contemporary Design Theory
ART220 Theories of Modernism and Postmodernism
BUS134 Business Communications
BUS234 Creative Design & Management
BUS299 Media Business Law and Communication
BUS314 Consumer Behaviour
BUS334 Brand Management
COM100 Speech Communications
COM201 Advanced Communications
CST100 Cultural Theory
CST200 Aesthetics
CST220 Globalization & Cultural Differences
ENG110 World Literature
ENG201 Creative Writing
ENG211 The Novel
ENG212 Introduction to Poetry
ENG213 Short Fiction
ENG214 Introduction to Theatre
FST100 Introduction to Film Studies
FST200 Classical Story Structure in Media
FST214 Drama in Media
FST215 Crime Fiction in Media
HST101 World Civilization I
HST102 World Civilization II: Early Modern Europe to the Present
PHL101 Critical Thinking
PHL102 Ethics
PHL103 Logic
PHO115 History of Photography

Behavioral/Social Sciences

ECN101 Microeconomics
POL100 Introduction to Political Science
PSY100 Fundamentals of Psychology
PSY201 Cross Cultural Psychology
PSY202 Cognitive Psychology
PSY203 Theories of Personality
PSY204 Organizational Psychology
SOC100 Fundamentals of Sociology
SUS100 Fundamentals of Sustainable Design
SUS200 Principles of Sustainable Design
SUS201 Sustainable Design Standards
SUS301 Sustainable Design Leadership

Information Fluency

ART204 History of Modern & Contemporary Design Theory
ART220 Theories of Modernism and Postmodernism
CST100 Cultural Theory
CST200 Aesthetics
CST220 Globalization & Cultural Differences
MTH102 Research Methodologies
PHL101 Critical Thinking
PHL102 Ethics
PHL103 Logic

Mathematics

MTH100 Mathematics
MTH101 Applied Mathematics (for BGP only)
MTH102 Research Methodologies
MTH110 Statistics
MTH120 Calculus
MTH180 Geometry
MTH201 Geometry and Linear Algebra
MTH222 Ethnomathematics

Natural Sciences

BIO100 Biology
CHE100 Chemistry
ENV100 Introduction to Environmental Science
ENV110 Introduction to Physical Geology
NTR100 Nutrition
PHY100 Physics
PHY200 Physics of Motion, Light and Sound
PHY221 Math and Physics for Games

Sustainability

SUS100 Fundamentals of Sustainable Design
SUS200 Principles of Sustainable Design
SUS201 Sustainable Design Standards
SUS301 Sustainable Design Leadership

POLICIES AND PROCEDURES

STUDENT STATEMENT OF RIGHTS

LaSalle College Vancouver is certified to offer diploma and certificate programs with the Private Training Institutions Branch (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enroll at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to PTIB for a **tuition refund** if you are registered in an approved diploma or certificate program and if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to:
http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student.

ADMISSIONS INFORMATION

LaSalle College Vancouver has a long tradition of preparing students to seek entry-level employment by providing a challenging educational environment that responds to changing technologies and the needs of the marketplace. LCV is proud of its reputation of providing graduates with the creative and technical skills demanded by today's employers.

All prospective students are encouraged to visit LCV. Personal tours are given as part of the admission interview process. To schedule an interview, call the Admissions Office at 604-683-2006 (toll free at +1-877-847-7902), or email admissions@lasallecollegevancouver.com.

Admissions Requirements for Academic Programs

All LCV applicants are evaluated for admission on the basis of their previous education, experience, and stated or demonstrated interest in one of our education programs. All diploma and degree applicants must be high school graduates, possess a recognized high school equivalency, or qualify as mature students of not less than 19 years of age as of the start date of the program. A portfolio of work may also be required for selected programs.

In lieu of documenting high school graduation, applicants who have graduated with a post-secondary diploma, associate degree, or

higher earned degree at a recognized institution of post-secondary education can provide official academic transcripts for the credential granted. An applicant who is home-schooled must be able to present a high school credential evidencing that the applicant completed secondary education or complies with applicable provincial requirements for home-schooling in the province in which the student resided during home-schooling. Other proof of high school graduation or its equivalency may be considered under special circumstances and must be approved by the Chief Academic Officer.

High school seniors who have completed their course work but are awaiting final transcripts should submit a partial transcript which indicates their courses completed thus far and expected graduation date. Portfolios are welcomed, but not required, except where noted below.

Applicants who have taken the Scholastic Aptitude Test (SAT), are encouraged to submit scores to Admissions for evaluation.

How to Apply

Applications may be submitted at any time of the year at https://www.lasallecollegevancouver.com/admission-renfrew. Alternatively, applications may be directed to: Admissions, LaSalle College Vancouver, 2665 Renfrew Street, Vancouver, British Columbia V5M 0A7. Requests for application information can also be made by calling 604-683-2006 (toll free at +1-877-847-7902) or by email to admissions@lasallecollegevancouver.com.

Application Requirements

Individuals seeking admission to a full-time program at LCV are required to complete and submit the following:

1. Admission Interview (in person, by phone, or by video call) with an Admissions officer. The purpose of the interview is to:
    - Explore the prospective student's background and interests as they relate to the programs offered at LCV.
    - Assist prospective students in identifying the appropriate area of study consistent with their previous education, background, and stated or demonstrated interest in our program offerings.
    - Provide information related to curriculum offerings and support services available at LCV. The admission interview is designed to assist in assessing whether the prospective student possesses an ability to benefit from the programs they are considering at LCV, that they are currently able to handle college-level coursework, and that they have a reasonable capability of successfully completing the appropriate program of study.
2. Academic status: The applicant must either have successfully completed high school or qualify as a mature student of not less than 19 years of age as of the start date of the program (please see the section, "Mature Students.") Applicants are required to submit official proof of high school graduation or equivalent (please see the section "Proof of High School Graduation" for descriptions of acceptable forms of documentation for proof of graduation). The applicant must accurately represent his/her education, age, and other required information to determine that they meet the admission criteria for LCV programs.
3. Forms: A separate Application Form and Enrollment Agreement must be completed and signed by the applicant, as well as her/his parent or legal guardian if the applicant is a minor.
4. Fees: A $50 Application Fee and a $100 Assessment Fee. LCV may elect to waive these fees under special circumstances. The $50 Application Fee will be refunded to the applicant if they are not accepted by LCV.
5. English and Math Placement: All degree-seeking applicants are required to submit official academic grades and/or test scores as well as take the LCV Diagnostic Test to determine placement in LCV's college-level liberal studies courses. Applicants who cannot provide proof of sufficient academic grades and/or who earn less than an acceptable score on the diagnostic test are required to enroll in the appropriate developmental and/or transitional studies course(s) offered at LCV. Please see the sections "Academic Placement" and "LCV Diagnostic Test" for a complete description. Transfer of credits may be accepted in place of test scores.

6. English Proficiency: The language of instruction at LCV is English. All applicants to academic programs must demonstrate competency in the English language as described in the English Language Proficiency section.
7. LCV reserves the right to request any additional information necessary to evaluate an applicant's potential for academic success.
8. The minimum admissions requirements cannot be waived by either LCV or the applicant.

Each applicant's academic transcript and any other submitted documents will be evaluated to determine the compatibility of the applicant with the programs at LCV and to make the final decision regarding acceptance to LCV.

Although a visit to LCV is not a requirement for submitting an application form and enrollment agreement for acceptance, prospective students are encouraged to schedule a visit with one of our Admissions representatives to discuss special needs, long-term or short-term goals, and lifelong employment aspirations.

Foundation for Design Portfolio Requirements

Applicants who wish to receive advanced standing in the Graphic Design diploma program must submit a portfolio that demonstrates proficiency in foundation-level skills. For current portfolio submission guidelines, please contact an Admissions representative.

Degree Program Admissions Requirements

In addition to the general requirements listed above, applicants to degree programs must independently conceive and write an essay of at least 250 words describing the applicant's academic and professional goals and how LCV can help the applicant achieve those goals. A portfolio of work and/or a longer essay may also be required for some degree programs. Please contact an Admissions representative for details.

Mature Students

Applicants who have not graduated from high school or equivalent, and do not hold a General Education Development (GED) certificate may qualify for admission as a mature student if they meet the following criteria:

1. The applicant must be 19 years of age or older on his/her first day of classes.
2. The applicant must demonstrate proficiency in the English language as described in the English Language Proficiency section.
3. The applicant must meet any program-specific requirements for the programs to which the applicant seeks admission.
4. Mature student applicants must pass the Mature Student version of the LCV Diagnostic Test to demonstrate the ability to benefit from the course of study. For more information, see the LCV Diagnostic Test section below.

Proof of High School Graduation

Prospective students who wish to attend LCV and do not qualify as a mature student must have successfully completed the requirements for high school graduation or equivalent, such as the General Education Development (GED) certificate, as set by the recognized legal authority in the jurisdiction where high school was completed. In the absence of such legal authority, LCV reserves the right to examine academic credentials on a case-by-case basis. For students in British Columbia, a high school

completion certificate (Evergreen Certificate) is not considered to be equivalent to graduation (Dogwood Diploma). Applicants must provide documentation in the form of official, unopened high school transcripts sent directly from the institution to LCV that clearly indicate that the requirements for graduation have been met and the date of graduation. Documentation from outside of Canada will be evaluated by LCV prior to acceptance. For countries where it may not be possible to have official documentation sent directly from the institution, applicants should consult with their Admissions representative to determine what forms of documentation are acceptable. In some cases, evaluation by a credential evaluation agency may be required. An applicant who holds a post-secondary diploma or associate or higher degree may submit proof of that credential as evidence of satisfying the high school graduation requirement.

Secondary school applicants who have not yet graduated should submit a partial transcript that indicates their expected graduation date in order to be evaluated for early conditional acceptance. Applicants who, due to reasons outside their control, are unable to provide official documentation of having completed high school or equivalent may, with the discretion of the Director of Admissions or Chief Academic Officer, submit an attestation of high school completion. Applicants who are unable to submit all official transcripts and/or other required documentation before classes start may be allowed to begin class conditionally but must provide all required transcripts and documentation by 30 days after the class start date. Failure to provide these official documents may result in dismissal from the program.

Submission of Official Documents

All students must provide official transcripts of high school and/or college attendance and must provide proof of high school graduation on the official transcript. Unofficial transcripts are acceptable for scheduling and testing purposes (if official transcripts have not been received). However, the official transcript is required by no later than 30 days after class start and will be verified by the Registrar and placed in the student file.

To be considered official, transcripts must be sealed and received directly from the sending institution. If official transcripts are not in English, they must be translated and officially notarized; originals and notarized translations must be received together, directly from the notary.

Acceptance Notification

LCV will notify the applicant, in writing, of the status of his/her application.

- Accepted: A seat is reserved for the applicant pending completion of the registration procedure for the specific program and start date the applicant selected.
- Conditionally Accepted: A seat is reserved for the applicant pending receipt of specified documents for the specific program and start date the applicant selected.
- Not Accepted: The applicant has not met the admission requirements or information requested has not been received.

In the event the student is not accepted, the Application Fee will be refunded. Acceptance does not guarantee enrollment in a chosen program or course, which may require an additional application process.

International Students

International students are defined as students who are neither Canadian Citizens nor Official Permanent Residents of Canada nor Convention Refugees.

In addition to meeting admission requirements defined in the preceding sections, international students seeking to enroll at LCV must submit the following items:

1. Transcripts and diplomas prepared in English or an official English translation. Please see the section “Proof of

High school Graduation" for more information.

2. A photocopy of the student's passport to provide proof of birthdate and citizenship (applicants who have not yet acquired a passport will need to submit a copy of their birth certificate).
3. In order to study in a full-time program at LCV, students must obtain a valid Study Permit and be permitted by Immigration, Refugees and Citizenship Canada (IRCC) to physically be in Canada. Obtaining a valid Study Permit and/or visa is the student's responsibility. For more information, contact IRCC at 1-888-242-2100 or visit their Web site at www.canada.ca/en/immigration-refugees-citizenship.html. To extend your study permit, contact the nearest Canadian Immigration Centre at least two months before the expiry of your Study Permit. Where an international student on a Study Permit has been dismissed or withdraws from the program for which the Study Permit is/has been issued, LCV may be required to provide notification to Immigration, Refugees and Citizenship Canada.
4. Proof of medical coverage via the Medical Services Plan (MSP) of British Columbia, or private health insurance.

Important International Student Disclosure - LCV is a Designated Learning Institution. International students attending LCV under an Immigration, Refugees and Citizenship Canada (IRCC) Study Permit are required to actively pursue and make continuous progress toward completing their programs of study. Study may be undertaken full-time or part-time (full-time study is defined as 12 academic credits per term for Study Permit students). Study must include at least one on-ground (campus-based) course per academic term. Program and course offerings are subject to change and international students may be required to take additional courses to meet the continuous progress requirement. International students should work closely with the Academic Advisors to ensure all requirements of their Study Permits are met.

English Language Proficiency

The language of instruction at LCV is English. Applicants can demonstrate their English language competency in one of the following ways:

1) Achieve minimum scores on tests of English proficiency as described in the English Language Proficiency table below.
2) For degree applicants, achieve a grade of 68 percent in any one of: BC English 12, English Literature 12, English 12 First Peoples, Communications 12 or Technical and Professional Communications 12 or equivalent in another high school system. For diploma applicants, achieve a grade of 55 percent in any one of: BC English 12, English Literature 12, English 12 First Peoples, Communications 12 or Technical and Professional Communications 12 or equivalent in another high school system. Equivalencies can only be determined by the Chief Academic Officer.
3) Advanced Placement (AP) English Language or English Literature, minimum grade of 3 or 68 percent.
4) International Baccalaureate (IB) English Language A1 or A2 (Higher or Standard level), minimum grade of 5 or better.
5) Proof of undergraduate or higher degree conferral from a recognized post-secondary institution where English is the language of instruction.
6) Achieve 68 percent or higher in 100-level English language course at a recognized post-secondary institution.
7) Successful completion of a minimum of two consecutive full-time semesters or quarters of post-secondary course work, with a minimum overall score of 68% or equivalent for degree and 55% for diploma, at a recognized college or university in which English is the language of instruction. Successful completion is defined as passing all courses for which the student was registered during the two semesters.
8) Achieve a PASS on GED administered in English.
9) Completion of the English for Academic Purposes (EAP) course at LCV with a minimum grade of 68%. Degree students must achieve 68% or higher in EAP Level II, and diploma students must achieve 68% or higher in EAP Level I.
10) 480 score or higher on the Evidence-Based Reading and Writing Section of the SAT.

English Language Proficiency Benchmarks

The tables below delineate the English language proficiency benchmarks required for diploma and degree studies at LCV.

Proof of Proficiency	Proficiency Requirement (Academic Calendar)	Exemption from LCV English Diagnostic test requirement for placement*	Notes
IELTS (Academic)	Diploma/ Certificate: Overall Band **5.5**	Diploma: Overall Band **6.0** with no band under **5.5**	*Not IELTS General Training*
	Degree: Overall Band **6.5**	Degree: Overall Band **7.0** with no band under **6.5**	
Internet Based TOEFL	Diploma/ Certificate: **75**	Diploma: **80** with a minimum of **20** in each category	*Scores must be achieved on the same test.* *TOEFL MyBest (super-scored) is not accepted.* *TOEFL Essential results are not accepted.*
	Degree: **80**	Degree: 94 with a minimum of **20** in each category	
PTE- A **Pearson**	Diploma/ Certificate: Overall **45** with a minimum of **51** in Writing	Diploma: Overall **51** with a minimum of **62** in Writing	*Pearson PTE* ***Academic*** *Test*
	Degree: Overall **58** with a minimum of **74** in Writing	Degree: Overall **66** with a minimum of **82** in Writing	
Cambridge International Examinations: Advanced Level A-levels	Diploma/ Certificate: B2 First **162+**	Diploma: B2 First Grade B **169+**	*B2 First was formerly known as First (FCE)* *C1 Advanced was formerly known as CAE* *Not AS-level*
	Degree: CAE C1 Advanced **176+**	Degree: C1 Advanced Grade B **185+**	

NB: All scores must have been obtained within two years of the start date of the program to be considered valid.

Accepted Benchmarks for Language Proficiency:

Benchmark	Range	Notes
GSE Global Scale of English	Diploma/Certificate: 51	
	Degree: 59	
CLB Canadian Language Benchmarks	Diploma/Certificate: 6	
	Degree: 8	
CEFR Common European Framework of Reference for Languages	Diploma/Certificate: B1 *(formerly known as B1+)*	*B1 equates to 51-58 on the GSE* *B2 equates to 59-75 on the GSE*
	Degree: B2	

NB: Scores on other standardized English language proficiency tests that meet these Benchmarks may also be considered on a case-by-case basis.

Academic Placement

LCV is committed to academic success. We recognize that students come with various strengths and skill sets. To help us determine academic readiness, we have developed the LCV English Diagnostic Test. All entering students in degree and diploma programs, regardless of country of origin or of citizenship status, are required to take this diagnostic test to ensure functional English language competency as well as numeracy and literacy strengths. Based on the results of the LCV Diagnostic Tests, students may be required to take EAP courses and/or Transitional Math. Students must successfully complete such courses with a minimum passing mark of 68% in order to progress in their program of study.

Students must ensure academic integrity in their test taking. Any falsification or maleficence in English language proficiency or placement testing will lead to reprimand up to and including dismissal from program.

LCV English Diagnostic Test Score	Placement	Completed EAP Level with EAP CGPA of 2.0 or higher	Completed EAP Level with EAP CGPA of 2.4 or higher
47-54	EAP Level I	Advance to EAP Level II	Diploma student: Enter Diploma Degree Student: Enter EAP Level II
55-63	EAP Level II for Diploma Students	Diploma student: Enter Diploma	Diploma student: Enter Diploma
64- 79	EAP Level II for Degree Students	Degree student: Repeat EAP Level II OR Enter Diploma	Degree student: Repeat EAP Level II OR Enter Diploma
64+	Diploma Entry- no EAP required		
80+	Degree Entry- no EAP required		

Students must ensure academic integrity in their test taking. Any falsification or maleficence in English language proficiency or placement testing will lead to reprimand up to and including dismissal from program.

ESL Pathway Institutions and Requirements

Students who achieve the scores below from LCV partner institutions meet the associated English language proficiency requirements.

ESL Pathway Institutions and Requirements		
Pathway Partner	*Certificate and Diploma*	*Degree*
Center of English Studies	CES EAP 75%	CES EAP 80%
Columbia College	English 097 or higher	English 097 or higher
LAB	Level 6	Level 8
EC Canada (Embassy English)	Upper Intermediate B2	Pre Advanced B2
EF International Language Colleges	All three B2 Certificates	All three C1 Certificates
Oxford International	B2-Upper Intermediate	C1-Advanced Level
ILAC	Pathway 2.2 Certificate / Level 13	Pathway 3.2 Certificate / Level 15
ILSC	University Pathway - Level I4	University Pathway - Level A1
International House (Vancouver/Whistler)	EAP 1	EAP 2
iTTTi	General English - Upper Intermediate	General English - Upper Intermediate
Kaplan Vancouver	B1-Intermediate	B2-Higher Intermediate
Sprott Shaw Language College	ESL Level 4	ESL Level 5
St. Giles	B2	B2
St. George International College (SGIC)	Pre-Pathway Program (PPP)	University & College Pathway Program (UCPP)
Tamwood	EAP 192 -70%	EAP 194 -70%
The Language Gallery (TLG)	UPP Level 5	UPP Level 6
Van West College	Level 6 Certificate	Level 7 Certificate
VGC	Level 7	Level 8
Zoni Canada	Higher Intermediate - Level 3	Higher Intermediate - Level 4

LCV may amend the table above, if required.

Admissions Requirements for Continuing Education

Applicants who wish to enroll in continuing education certificate courses through the Centre for Professional Development (CPD) must meet the following general requirements:

1. Applicants must be a high school graduate or a mature student (19 years and older) at the time of enrollment, unless otherwise stated in the course description. Some courses, such as CUL252 Food & Beverage Operations Management require students to be of legal drinking age at the time of enrollment. Applicants should refer to the course description for details.
2. A separate application form and enrollment agreement must be completed and signed by the applicant, as well as parent or legal guardian (if the applicant is a minor).
3. Applicants must meet the minimum entrance requirements for each CPD course.

    a. If documentation of minimum requirements such as transcripts and/or portfolio cannot be provided at the time of application, applicants may be required to meet with the instructor and/or Program Director to determine eligibility.

    b. Applicants who wish to enroll in Cross-Disciplinary Studies (CDS) courses must demonstrate English proficiency as described in the English Language Proficiency and Placement sections above. Domestic applicants who have not yet completed high school may submit provisional high school transcripts as proof of English proficiency.

Math Placement

Math placement is required for all degree programs as well as VGP diploma.

- 68 percent in Math 11 (or equivalent):

Math 11	
Apprenticeship and Workplace Math 11	Not accepted
Foundations of Math 11	Accepted 68%
Pre-Calculus 11	Accepted 68%
Math 12	
Apprenticeship and Workplace Math 12	Not accepted
Foundations of Math 12	Accepted 68%
Pre-Calculus 12	Accepted 68%
Calculus 12	Accepted 68%

- Advanced Placement (AP) Calculus AB or Calculus BC, min. grade of 3 or 68 percent
- Transferable college credits in 100-level and above
- Mathematics courses (grades of 68 percent or higher)
- 400 or above in the Mathematics portion of the SAT
- Composite score of 17 or higher on the ACT
- Score of 50 on the CLEP exam in Mathematics

Applicants who do not meet the above exceptions may be required to take the EAP (English) or Transitional Mathematics course.

FINANCIAL INFORMATION

The Financial Services Department is committed to providing students with excellent customer service. Financial Services charges students quarterly or monthly based on the financial plan developed. This department is responsible for processing student payments.

Any student who has incurred or anticipates a financial problem is encouraged to meet with Financial Services to discuss alternative payment options. Financial Services works to address unforeseen circumstances that may affect a student's ability to meet financial commitments.

Financial Services

At the time of initial enrollment, the student meets with a Financial Planner to work on a plan so that he or she should be able to cover the expenses involved in the education process (tuition, fees, supplies, cost of living, etc.) for the length of the program.

The College is very sensitive to the unforeseen circumstances that can affect a student's ability to meet financial commitments. Consequently, we offer planning services to all students. Any student who has incurred or anticipates a financial problem is encouraged to meet with Financial Services and receive consulting assistance as needed to ensure his/her completion.

LCV is eligible to offer its students the opportunity to apply for government financial assistance programs.These programs include loan and grant assistance for qualified applicants. Details regarding these programs are available in Financial Services or your home province or territory student loan programs webpage.

Students who receive financial assistance are cautioned to remember the various responsibilities they have under these programs: to maintain satisfactory academic progress as outlined elsewhere herein; to inform Financial Services of address changes, or any other status changes that might affect the student's eligibility for financial assistance; and to initiate loan renewal applications in advance of the upcoming quarters, as applicable.

Some students do not initially apply for financial assistance or do apply and are determined to be ineligible for assistance. The continuing student should be aware that the federal and provincial eligibility criteria are periodically reviewed and modified. Therefore, any student whose financial circumstances change or for whom a financial need arises should contact Financial Services for assistance.

Student Financial Assistance

To be eligible for Student Financial Assistance, a student must make satisfactory academic progress as defined in the Satisfactory Academic Progress Policy.

LCV Financial Services staff can assist students in understanding the student financial assistance options that may be available to him/her. However, only the student loan authority, e.g. Student Aid BC (SABC), or National Student Loans Service Centre, can make the final determination as to a student's eligibility and the amount of student loan for which a student mayqualify. LCV Financial Services staff may also be able to identify additional or alternate funding options for students from both public and private sources.

Eligibility Requirements

There are basic eligibility requirements (subject to change) that students normally must meet in order to qualify for the Student Aid British Columbia (SABC) Assistance program. Only SABC can make the determination about a student's eligibility for student assistance. Students must be eligible for Canada Student Loan funding in order to be eligible for provincial funding. Only government student assistance officials can make determination about a student's eligibility. The basic SABC eligibility requirements include:

- Be a Canadian citizen, a permanent resident or have protected person status;
- Have a valid Canadian social insurance number;
- Be a resident of British Columbia as defined by SABC;
- Be pursuing full-time studies as their primary occupation;
- Not be in default of previous student loans or restricted from receiving assistance due to an audit, or other reasons;
- Not be incarcerated or have an outstanding warrant for arrest;
- Be able to demonstrate financial need based on a moderate standard of living as determined by federal criteria;
- Maintain enrollment and attendance in at least 60 percent of a full course load at all times;
- Attain satisfactory scholastic standing in each period of post-secondary study by successfully completing at least 60percent of a full course load, for each study period a student receives student financial assistance and/or interest-freestatus;
- Attend a provincially designated College as defined by the SABC.

Payment of Tuition and Fees

Tuition for each quarter is due within 30 days of the first day of class. A student may not register for any academic quarter unless all tuition and fees due have been paid, or unless the student has made arrangements for an approved alternative payment plan.

LCV may extend your credit during periods when financial aid application materials are in process and/orprovide you with the convenience of paying your Balance of Costs through periodic payments. Should you withdraw from the program for any reason prior to the disbursement of financial aid funds, you are responsible for any account balance remaining. LCV reserves the right to withdraw extension of credit for any reason of non-payment or default of such payments. Non-payment of account to LCV may result in additional collection costs to the fullest extent permitted by applicable law.

LCV will charge a $15 service charge on all N.S.F. cheques.

No transcripts, certificates or diplomas will be given to any student until tuition fees (and any other monies owing to LCV) are paid in full.

REFUND POLICY

Refunds will be made within thirty (30) calendar days after the applicant's/student's written withdrawal request or within thirty (30) calendar days after written notice of dismissal is issued by the Institution. All students will be subject to the institutional refund policy.

Institutional Refund Policy

Refund entitlement is calculated on the total fees due under the contract, less the applicable non-refundable Application and Assessment Fees. Where total fees have not yet been collected, the College is not responsible for refunding more than has been collected to date and a student may be required to pay for amounts due under the contract.

1. Refunds prior to the start date of the enrolment contract (program start date)
    a. If written notice of withdrawal is received by LCV no later than seven (7) days from the date the contract is signed, and before the start date defined on the contract, the student will receive a full refund of tuition paid.
    b. If the contract is signed less than 7 days from the start date defined on the contract, and written notice is received prior to the start date defined on the contract, the student will receive a full refund of the tuition paid.
    c. If a student does not meet the program admission requirements and did not misrepresent their qualifications for admission during the admissions process, the student will receive a full refund of the tuition paid. If a student does not meet program admission requirements but has been found to have misrepresented their qualifications for admission, the relevant provisions of the refund policy shall apply.
    d. If a student does not attend the first 30% of the hours of instruction as defined on the contract, the institution will refund 50% of the tuition paid.
2. When written notice is received after 7 days from the contract effective date, and before the start date as defined on the contract (program start date):
    a. If the written withdrawal notice is received by the institution at least 30 days before the start date defined on the contract, the institution will retain 10% of the tuition due under the contract, or $1000 whichever is lower.
    b. If written notice is received less than 30 days prior to the start date, the institution will retain 20% of the tuition due under the contract, or $1300, whichever is lower.
3. Refunds for written notices received after the start of the program
    a. If written notice of withdrawal is received by the College, or a student is dismissed by the College before ten percent (10%) of the hours of instructions have been provided, the institution may retain thirty percent (30%) of the tuition due under the student enrollment contract for that quarter or session of study.
    b. If written notice of withdrawal is received by the College, or a student is dismissed by the College after ten percent (10%) and before thirty percent (30%) of the hours of instructions have been provided, the institution may retain fifty percent (50%) of the tuition due under the student enrollment contract for that quarter or session of study.
    c. If a student provides written notice of withdrawal or is dismissed after thirty percent (30%) of the hours of instruction have been provided, the institution will retain 100% of the tuition due under the enrollment contract for that quarter or session of study.
    d. In addition to the tuition fee refund prescribed within this section, the student will receive a refund of the starting kit fees paid provided that the kit has not been received by the student or the kit is returned to the College unopened and within twenty (20) days of the student's last day of attendance.
4. Other Refund Policy Requirements:
    a. Where the College provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, the College may charge the student for the equipment or use of the equipment

on a cost recovery basis, unless the student returns the equipment unopened or as issued within fourteen (14) calendar days.

b. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
    i) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
    ii) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contact.
c. Where a student's tuition has been paid in part or in whole by a recognized student aid program, the College may be required to refund the funding party before any refund is payable to the student.
d. In the event of a fully documented circumstance that prevents the student from completing the program, the student may appeal for an exception to this refund policy to the College Appeals Committee.
e. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by the College. The College reserves the right to apply any student payment received, or any refund due to a student, to any student financial liability.
f. The calculation of refunds is based upon the date of the written notice of withdrawal sent by the student, or the date of the written notice of dismissal issued by the Institution.
g. International students who cancel their enrollment because their study permit was denied by IRCC will receive a refund of all tuition fees paid

Official and Unofficial Withdrawal

To officially withdraw, the student will need to notify the Office of the Registrar, Program Director or Academic Advisor in person or in writing. They will assist the student to complete the withdrawal process and will determine the last date of attendance and the date of determination. The date of determination would be the earlier of the date the student begins the College's withdrawal process or the date the student provides notice. For students who unofficially withdraw, the Registrar will determine the last date of attendance using attendance records. The refund policies shall apply in the event that a student withdraws, is suspended, or is terminated from College.

A student who withdraws from a program before the end of week nine (9) of an eleven (11) week term will be assigned a "W" grade for each course within that quarter, and a WF grade after week nine (9) of an eleven (11) week term. Every course for which a student receives an "F", a "UF", "W" or "WF" grade must be repeated and completed with a passing grade in order to graduate. The original grade and the subsequent passing grade(s) will remain on the record for reference purposes. However, when a course is successfully repeated, only the passing grade will be computed in the grade point average. Tuition is charged for repeated courses.

Withdrawing from a course may mean withdrawing from your program, which has financial implications as outlined within your Student Enrollment Agreement. This can include 'taking a break' from your studies. If you are making any change to your studies, you need to contact your Program Director or Academic Advisor to discuss the implications which could include refund or withdrawal penalties.

Kits, Components of the Kits, Books, or Supplies Return Policy

If kits, components of the kit, books, supplies, or uniforms, are returned to the Supply Store in resalable, completely unused condition within twenty (20) calendar days of the last date of attendance, a credit will be given.

All refunds and return of funds will be made within thirty (30) calendar days of the date the student notifies the College of the withdrawal.

Student Tuition Protection Fund

The following programs of instruction do not require approval under the Private Training Act and students may not file a claim against the fund with the trustee (Private Training Regulation, s. 25(3)): Bachelor of Design in Fashion Design, Bachelor of Science in Game Programming, Bachelor of Design in Graphic Design, Bachelor of Applied Design in Interior Design, Associate of Arts, Asian Cuisine for Aspiring Chefs, Digital Photography - Level 1, Digital Photography - Level 2, Kitchen & Bath - Level 1, Kitchen & Bath - Level 2, Fundamental Skills for Aspiring Chefs, and International Cuisine for Aspiring Chefs.

Appeal of Financial Assistance

Students who are denied or suspended from financial assistance may file an appeal, under appropriate federal and provincial guidelines. See the Financial Services department for additional information.

Tuition Tax Receipts T2202

Student T2202 tax receipts can be accessed and printed through the Omnivox system.

SCHOLARSHIP AND BURSARY INFORMATION

The following scholarships and bursaries are available for prospective and continuing students. Complete details, terms and conditions for each scholarship and bursary can be found by contacting an admissions representative or financial services representative.

Scholarship Name	Eligible Students	Quantity Awarded	Amount Awarded	Deadline for Entry	How to Enter
Indigenous Scholarship	New and Current Canadian Indigenous Students (must have Status Card)	Varies	Individual awards range up to 80% of the annual full-time tuition	Students must be accepted into their program prior to applying for a scholarship	Contact your Assistant Director of Admissions
AcademicScholarship	New Students, Current LCV Students	Varies	Individual awards range from $50-$90 per credit for the total course credits	Students must be accepted into their program prior to applying for a scholarship	Contact your Assistant Director of Admissions
Athletic Scholarship	New Students, Current LCV Students	Varies	Individual awards range up to 20% of the annual full-time tuition	Students must be accepted into their program prior to applying for a scholarship	Contact your Assistant Director of Admissions
EarlyAdmissions Scholarship	New Students	Varies	Individual are awarded $500	Students must be accepted into their program prior to applying for a scholarship	Contact your Assistant Director of Admissions
Entrance Scholarship	Canadian Citizens, Canadian Permanent Residents, US Citizens	Varies	Individual awards range from $4,000 to $10,000	Students must be accepted into their program prior to applying for a scholarship	Contact your Assistant Director of Admissions
Talent Scholarship	New Students, Current LCV Students	Varies	Individual awards range from up to 20% of the annual full-time tuition	Students must be accepted into their program prior to applying for a scholarship	Contact your Assistant Director of Admissions
Travel Bursary	New Domestic Students	Varies	Individual awards range up to $1000	Students must be accepted into their program prior to applying for a scholarship	Contact your Assistant Director of Admissions

ACADEMIC POLICIES AND PROCEDURES

LaSalle College Vancouver maintains academic policies to ensure a quality education and to provide meaningful measurements of student academic progress.

Advanced Course Credit

Credit will be given for college courses successfully completed with a grade point of 2.0 or better, and where the courses are comparable to those offered by LCV in the program to which the student applies. The credit must be from a recognized post-secondary institution authorized by appropriate legal authorities. Official grades must be on file. All advanced course credit must be applied for and approved before the first (1st) day of class of the initial quarter of study. LCV reserves the right not to accept any advanced course credit applications and the transfer of any credit based solely on its internal guidelines, and on a case-by-case basis. All exceptions must be approved by a designee of the Academics Department.

Advanced Standing

Course credits, which may be awarded by advanced course credit, proficiency examination, or prior learning assessment, are applied to the total credits required for graduation, but have no letter or point value and are not computed in the grade point average.

BC Transfer System

LCV participates in the BC Transfer System. Please see http://www.bctransferguide.ca/ for details.

TRANSFER OF CREDIT POLICY

Transcripts

Official transcripts must be sent to the Admissions Office prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling. Transcripts received after the student's first quarter of attendance may be considered for transfer credit at the discretion of the Chief Academic Officer.

Course Descriptions

The official descriptions of the courses submitted for consideration for transfer must be comparable to the coursework. Official course descriptions from the college where the credit was earned, or a college catalogue will be used to determine comparability and must be received prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling.

Total Allowable Transfer of Credit

Students must earn a minimum of 50 percent for diploma programs and 25 percent for degree programs of the total program credits required for graduation in residency at the College. Therefore, students may only be granted a maximum of 50 percent for diploma programs and 75 percent for degree programs of the total program credits required for graduation through transfer credit earned at an outside institution, proficiency testing and/or portfolio or work experience review. Due to provincial and regulatory considerations, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

Level of Transfer Credits

Only college-level credits (100 level course or equivalent and above) taken at a recognized institution of higher education will be considered for transfer. No remedial or developmental courses will be considered for transfer.

Grades of Transfer Credits

Only courses with an earned grade of "C" (2.0 on a 4.0 scale) or higher will be considered for transfer credit. Where a percentage or point system is used, only courses with earned scores of 68% and above will be considered for transfer credit.

Course Prerequisites and Sequence of Courses

Course prerequisites and course sequences will be observed when preparing schedules, to assure appropriate student skill development.

University Transcripts with Credit/No Credit Course Grades

Recognized colleges and universities where courses are offered for credit/no credit and no allowable grade is earned in major courses according to existing regulations will be converted to a grade by the registrar's office. Credit grades will be converted to a "C" and no credit grades will be converted to an "F".

Proficiency Credit from External Sources

No more than 25 percent of a program's required credits will be considered for any type of proficiency credit.

- *Advanced Placement.* Some foundation courses can be obtained through College Board's AP Studio examinations. Students who take the College Board Advanced Placement (AP) or International Baccalaureate (IB) courses and score three or higher on the AP exam or four or higher on the IB exam for those courses while in secondary College may receive proficiency credit. This score applies to all subjects. All materials must be received from the Scholastic College Board organization and evaluated prior to the end of the schedule adjustment period (add/drop) of the student's first quarter of attendance.
- *College Level Examination Program (CLEP).* Complete the College Level Examination Program (CLEP) and earn a score of 50 or higher on computer-based CLEP examinations equivalent to University courses prior to the end of the scheduled adjustment period (add/drop) of the student's first quarter of attendance.
- *Articulation Agreement Credit.* Successfully complete programs included in articulation agreements that have been established between the University and their high Colleges.
- *Internal Proficiency Testing for Credit.* Requests for testing out of specific courses approved by the College must be made through the Program Director prior to the class start. (Please refer to the PLAR policy below.)
- *Experiential Learning.* Students may request advanced standing for experiential learning. Students will present relevant work or life experiences for review by the Chief Academic Officer or designee. The Chief Academic Officer or designee will have the necessary forms for the student to complete. Documentation such as portfolios, writing samples, publications, verification of employment, and references represents a sampling of what may be requested by the Program Director from the student in order for the advanced standing review to be completed. (Please refer to the PLAR policy below.)
- *Portfolio Review for Credit.* Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start. (Please refer to the PLAR policy below.)

TRANSFER OF CREDIT AFTER MATRICULATION

Concurrent Enrollment: Requests for transfer of credit from recognized institutions of higher education, for a course taken concurrently with the student's full-time schedule (at the student's own expense), and after a student's matriculation, may be made to the Chief Academic Officer. Transfer Credit may be awarded if all other criteria for transfer of credit are met, and if the secondary institution permits concurrent enrollment.

Approval Needed

Requests for concurrent enrollment in a course at another college or university while the student is at full-time status must be approved by the Liberal Studies Director, the Program Director, or the Chief Academic Officer prior to enrollment in the course.

Full-time Status

The student must be enrolled full-time at all times during the concurrent enrollment at another college or university.

One Course Limit

Only one course per quarter in concurrent enrollment is permitted.

Grading

The concurrent enrollment course must be passed with a grade of "C" (2.0 on a 4.0 scale) or higher. The student's record at LCV will reflect a "K" grade. The grade will not be factored into the GPA or the CGPA.

Completion Deadline

Transfer credit after matriculation must be completed prior to the student's final term of study. Credit will be awarded for the course when official documentation that the course was successfully completed is provided by the secondary institution, as defined above.

Total Allowable Transfer of Credit

Students must earn a minimum of 50 percent for diploma programs and 25 percent for degree programs of the total program credits required for graduation in residency at the College receiving credits from alternative sources, including another College. Therefore, students may only be granted a maximum of 50 percent for diploma programs and 75 percent for degree programs of the total program credits required for graduation through transfer credit earned at an outside institution, proficiency testing and/or portfolio or work experience review. Due to provincial and regulatory considerations, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

Transcripts

Official Transcripts must be sent to the Chief Academic Officer upon successful completion of the concurrent enrollment course.

Transfer Credit Upon Re-Entry to the Institution: Requests for transfer of credit from recognized institutions of higher education for a course taken while a student was not in attendance, but after a student's initial matriculation at the College, may be made to the Chief Academic Officer. Transfer Credit may be awarded if all other criteria for transfer of credit are met.

Prior Learning Assessment and Recognition (PLAR)

Prior Learning Assessment and Recognition (PLAR) is a process whereby students receive credit for learning that occurred in a non-standard or non-traditional environment. It is the responsibility of those seeking credit to follow these guidelines in order for evaluation to occur.

Prospective students seeking credit for non-traditional learning must demonstrate mastery of competencies acquired through their professional work or other learning experiences. These competencies will be demonstrated through submission of a portfolio to LCV and will be reviewed by the respective program department.

To apply for PLAR, applicants must:

1. Submit their request prior to the start of their program.
2. Complete one (1) PLAR form for each course challenge.
3. Demonstrate the competencies for the courses to which they are applying. Credit is not granted based on experience alone. If the applicant cannot provide examples demonstrating the competency or competencies, an exam may be arranged, or the applicant may be required to complete an equivalent project.
4. Pay the non-refundable Administrative Fee.
5. Submit the following where applicable:
    a. A current resume.
    b. Copies of certificates or recognition for the completion of course work, i.e. Photoshop workshop.
    c. Copies of awards received for work.
    d. Letter(s) of recommendation.

e. Appropriate portfolio/work examples for each course challenge.

f. Please include a description for all submitted work, for example:

    i. printed samples with a description of project purpose

    ii. CD or disk with files description of project purpose

    iii. URLs demonstrating description of project purpose

Change of Program

A student petitioning to change from one program to another within LCV must obtain approval from the Program Director of the program from which the student is changing. The student's coursework and earned credits will be reviewed for applicability to the new program. Only those credits required for graduation in the new program will be transferred to the new program and counted toward graduation.

Undergraduate Satisfactory Academic Progress (SAP) Policy

Students in programs of more than 60 credits will be evaluated annually for Satisfactory Academic Progress. Programs of less than 60 credits will not be evaluated. A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with C or better grades indicates academic progress. Receiving D or lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to Academic Probation and Dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student's responsibility to immediately contact their Program Director, Academic Advisor, or Registrar's Office.

In order to maintain Satisfactory Academic Progress a student must achieve a minimum cumulative grade point average (CGPA) during their program of study. Administrative actions will be taken when a student fails to meet the minimum CGPA. If the resulting action results in Academic Dismissal, a student may appeal the Academic Dismissal. If the appeal is denied, the student may submit additional appeals after six months.

The Satisfactory Academic Progress Policy contains the following information:

- Criteria for Honours Designations
- Milestones and Evaluation Points for Satisfactory Academic Progress
- Procedure for Appealing Academic Dismissal
- Procedure to Apply for Re-Entry after Academic Dismissal
- Explanations of Related Issues

Failure to complete courses successfully for any reason may negatively affect a student's Satisfactory Academic Progress (SAP). Failing courses, being suspended, or terminated from courses, or withdrawing from courses could result in the loss of financial aid and/or academic dismissal.

Graduation Requirement

In order for a student to graduate, the minimum requirement is a CGPA of 2.00 in the student's program of study. Refer to the Metrics of Satisfactory Academic Progress (SAP) section below for additional information regarding the calculation of CGPA. The College has the right to modify the Satisfactory Academic Progress Policy at any time.

Criteria for Honours Designations

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for

honour designations on a quarter basis and upon graduation.

Quarter Honours Designations (at the completion of a quarter)
Any student who enrolls for and completes 12 credits or more is eligible for the following designations:

Quarter GPA	Honours Designation
4.00	President's Honour List
3.70-3.99	Dean's Honour List
3.50-3.69	Honour Roll

Honours Designation at Graduation
Students who achieve a CGPA of 3.50 or better are designated as Honour Graduates.
Transitional studies courses are not considered when evaluating honours designations.

Milestones and Evaluation Points for Satisfactory Academic Progress
Academic programs that are greater than 60 credits, academic progress is evaluated after a student has attempted three, six and nine quarters (including portions of a quarter). After the ninth quarter, the student is evaluated at the end of each quarter. While grades, and GPAs are made available at the end of a student's quarter, they are informational only except at evaluation points. Please note students may be alerted of their progress at any time and may be required to take specific action.

1. At the end of the first academic year (an academic year is three (3) quarters in which courses are attempted in each quarter); students must achieve a minimum CGPA of 1.0. Anything below this milestone will result in Academic Probation.
2. At the end of the second academic year, students must attain a minimum CGPA of 2.00. Anything below this milestone will result in Academic Probation.
3. Starting the quarter after the ninth attempted quarter, and every quarter thereafter, students are evaluated at the end of each quarter and must attain a minimum CGPA of 2.00. Failure to meet this standard will result in Academic Probation unless the student was on Academic Probation the previous quarter. If the student was on Academic Probation in the previous quarter, failure to meet these standards will result in an evaluation by the Academic Appeals Committee, who will determine if the student should be allowed to continue on probation or will be dismissed from their program of study.
4. Students are limited to four failing grades in the same course. If a student has failed a course a fourth time, they will be evaluated, and it will be determined if the student should be allowed to continue or will be dismissed from their program of study. Course withdrawals do no apply to this rule.
5. Placement into Transitional Studies courses is based on the result of the academic assessment tool. As always, students must successfully complete such co*urses* in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation, nor do they count in the CGPA. Please note that the studen**t** may be dismissed by the Chief Academic Officer if the student fails the same Transitional Study upon a third attempt. Students who have failed to pass the same Transitional studies course after three attempts will be evaluated by the Chief Academic Officer, who will determine if the student should be allowed to continue or be dismissed from their program of study.
6. Transitional Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes.
7. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior post-secondary education, are available on the student portal for review. There is also an indication if a student is on Academic Probation.
8. For academic programs over 60 credits, compliance with SAP is reviewed every academic year during a student's first three years and then quarterly thereafter.
9. Re-entries: A student's SAP status is checked during the re-entry process. The Advisor will meet with individual students to communicate the required grades needed to meet the next benchmark.

PROGRAM EVALUATION POINT MILESTONES		
Evaluation Point	Required CGPA	Required Action
End of First Academic Year (Quarter 3)	< 1.00	Academic Probation
End of Second Academic Year (Quarter 6)	< 2.00	Academic Probation or evaluation by CAO
End of Third Academic Year and every quarter thereafter	< 2.00	Academic Probation or evaluation by CAO

Unless otherwise noted, Academic Dismissal may be appealed. Please see the Appeal Process below.

To be removed from Academic Probation, a student must meet the Satisfactory Academic Progress requirements at the applicable measuring point.

Procedure for Appealing Academic Dismissal

A student who is dismissed for violating Satisfactory Academic Progress must appeal in writing to the Chief Academic Officer for re-entry before the start of the quarter in which he/she wishes to return. The written appeal must state the circumstances that contributed to the dismissal and provide an adequate explanation for how the circumstances have been remedied or changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted.

The Appeals Committee will review the student's appeal and will determine within 14 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission. The student may be asked to appear in person during the review process when deemed necessary by the Chief Academic Officer or the Appeals Committee. Upon the Appeals Committee decision, the student will be notified by the Chief Academic Officer in writing. The Appeals Committee decisions will be final.

It is important to highlight that submitting an appeal does not guarantee re-entry into the program. As indicated above, the appeal must be approved by the Appeals Committee in order for the student to be allowed re-entry.

If a student's appeal is successful, the student will be placed on Academic Probation and will be required to achieve the minimum CGPA at the next measurement point. Academic Advisors, Registrars, and/or Program Directors must document and maintain as part of the appeals process a concrete plan for how a student will complete their remaining coursework by the next measurement point as well as how the student's progression will be monitored. The Academic Plan must detail specific time frames and student success measures. The Academic Plan must be reviewed with the student to ensure that it is being met and the student is on track to achieve the success measures within the approved timeframe.

If a student was initially denied a re-entry appeal and sat out for six months before attempting to re-enter, the student must submit a second appeal for consideration for re-entry. If the second re-entry appeal is denied, the student may make another appeal after six months have elapsed. Upon the Appeals Committee decision, the student is notified by the Chief Academic Officer both verbally and in writing. The Appeals Committee decision will be final.

Any student who ceased attendance or withdrew from the institution will be evaluated against the minimum standards of the Satisfactory Academic Progress for grades and credits attempted as of the time of withdrawal in his or her last quarter of attendance. Any student who did not meet the minimum standards of Satisfactory Academic Progress at the SAP evaluation point must go through the same appeal process should the student want to be readmitted.

A student denied an appeal must sit out six months before being eligible to apply for re-entry. Also, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her to not meet the minimum standards of the Satisfactory Academic Progress must go through the same appeal process. The appeal procedure described in the preceding

section applies.

Explanation of Related Issues

Calculation of CGPA

A student's cumulative grade point average (CGPA) is calculated by:

A. Multiplying credits for each course by grade points associated with the grade earned.
B. Totaling the grade points earned for all the courses.
C. Dividing total grade points earned by the total number of quality credits.

The College uses a 4.0 scale in assigning grade points.

Transitional Studies Courses

The College requires an academic assessment for placement into university level English and Math courses. Depending on assessment scores, students may be required to take Transitional Studies courses. Students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation, nor do they count in the CGPA.

While Transitional Studies course(s) are not included in the CGPA, each individual Transitional Studies course may be attempted and failed no more than three times. Failure to pass the courses three times will result in an evaluation by the Chief Academic Officer that may lead to dismissal from the College and there is no right to appeal the dismissal.

Repeated Courses and Grades

As courses are retaken, only the highest grade will count in the GPA/CGPA. The grade Incomplete (I) is calculated as a Fail (F) for CGPA and ICR purposes until it is changed to another grade and the course will be included as credits attempted but not credits earned until it is changed to another grade.

Remediation of Academic Deficiencies

It is strongly recommended that any student with withdrawn or failing grades enroll in the same course(s) in the subsequent quarter to improve academic performance.

Transfer Credits from another Post-secondary Institution

Grades for credits transferred from any other post-secondary institution will be recorded as Transfer Credit (TR) and will not be calculated in the student's CGPA.

Change of Program

Students may be allowed to change their program of study with the permission of the Chief Academic Officer. Courses that apply to the second major will be recorded as earned credit and will affect the student' CGPA and will be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement which must be filed in the student's academic file.

In cases in which a student has graduated from one program in the College then subsequently begins work in a different program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average.

Grading System

At the conclusion of each course in the program, the student receives a report of his or her grade(s) for the course(s) just completed. These grades are entered in the student's academic transcript, which is updated each quarter. The criteria for determining a student's grade shall be as follows (on a percentage of total point basis):

The Metrics of SAP
Academic Grading System

The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

Letter Grade	Quality Points
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4
D	1.0
F	0.0 *
UF	0.0*

*F and UF do compute in GPA and CGPA and do count as credit attempted.

Other Grade Codes Worth Zero Quality Points:

I = Incomplete	Affects CGPA (Computes as an F)
NC = No Credit	This grade is reserved for zero-credit courses only. Non-credit courses are not computed in the grade point average.
P or PR = Proficiency Credit by Exam or Portfolio	This does not affect CGPA.
K = External Transfer Credit	Grade designation utilized for transfer credits. This does not affect CGPA.
F= Earned F	Students who met the course requirements by completing the final assignment in the course. Final assignment includes a final exam, final project, final paper, portfolio presentation, or capstone project. If a student completed all assignments including the final assignment of the course, but did not pass the course, the F grade will be considered earned. The course instructor will award this grade when appropriate. The "F" grade is calculated in GPA and CGPA and counts as credit attempted.
UF = Unearned F	Students who failed the course AND did not complete the final assignments in the course. Final assignments include, but are not limited to a final exam, final project, final paper, portfolio presentation, capstone project or any other assignment due in the last week of the course. If a student completed some or all of the other requirements in the course but did not complete the final assignment of the course and failed the course, the F grade will be considered unearned. An unearned F grade will be reflected as a "UF" grade on the transcript. The course's instructor will award this grade when appropriate. The "UF" grade is calculated in GPA and CGPA and counts as credit attempted.
WF = Withdrawal Fail	When a student withdraws from individual classes or a total academic program of study after the ninth week of classes. The "WF" is calculated as an "F" in the GPA and CGPA. The "WF" also counts as attempted hours.

Students receive grades at the end of each quarter including mid quarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

Repeating Courses

Grades earned in repeated courses will replace grades of 'F', "UF", 'W', or 'WF'. Students with incomplete grades will receive an 'F' if a grade change is not submitted by the end of the second week of the following term. The grade 'I' indicates Incomplete and is calculated as if it is an 'F' until it is changed to another grade and the course will be included as course credits attempted, but not earned. Only if it is part of an Academic Plan may students retake courses in which they received a passing grade in order to improve their CGPA but can retake a course passed only one additional time. Credits from all repeated courses are included as credits attempted. The highest grade earned will be used in the CGPA calculations.

Changed Grade
When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by the Chief Academic Officer. Only the final grade (not the original grade/code) will be computed in the grade point average.

Calculations
LCV measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at LCV. Transitional study courses do not count in this calculation.

Here is an example of how GPA and CGPA are computed: Imagine that a student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

In this example:

A = 4 grade points x 4 credit hours = 16 grade points earned

B = 3 grade points x 3 credit hours = 9 grade points earned

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter.

In this example:

16 grade points + 9 grade points = 25 total grade points

25 grade points earned divided by 7 total hours earned = student's GPA for the quarter, 3.57. Rounding occurs after the fourth digit of a CGPA is calculated and if the fourth digit is 5 or over, it is rounded up. If the fourth digit is 4 or lower, it is rounded down.

A student's CGPA is computed in the same way by dividing the student's total grade points earned from all quarters at LCV by the student's total credit hours earned from all quarters at LCV.

STUDENT STATUS CHANGES AND SAP

Transfer Students
Grades for credits transferred in from any post-secondary institution will be recorded as "TR" of "K" in the Student Information Systemand will not affect the student's CGPA.

Changes in Program
Courses taken in one program that are applicable to the second program will be transferred with the applicable grade. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. Students who change programs will have all grades earned and attempted in the original program that apply to the new program count towards CGPA calculations, as necessary.

Second Degree
When a student has graduated from the College in one program, then subsequently begins work in a different program, grades used in the CGPA of the previous program will be applied to the student's new program CGPA calculation.

ATTENDANCE POLICY

LCV maintains an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, or examination periods each week. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory, as well as mastering all assigned readings. In addition, students are responsible for submitting on time all assignments and examinations as required in class. LCV understands that some absences are unavoidable due to illness or other life circumstances. However, due to the nature of LCV programs, excused absences do not exempt students from their study and course assessment obligations.

Students will not be penalized for pregnancy or related conditions, including recovery from childbirth. Students who are absent due to pregnancy or related conditions may receive an exception to the attendance policy and/or be permitted to make up missed work for as long as the student's absence is medically necessary. To avoid being administratively withdrawn, students must contact their Academic Advisor or Registrar about the need for a pregnancy-related exception. As with other students seeking exceptions for medical-related reasons, students seeking a pregnancy-related exception to the attendance policy must provide a doctor's note indicating that the absences were medically necessary. Failure to provide evidence of medical necessity for any absence may result in the student being administratively withdrawn from College, and the student may not be allowed to make up any missed assignments. Please note that a pregnancy exception to the attendance policy is only applicable to the current course and cannot be carried over into any subsequent courses.

A student who is absent from all scheduled classes fourteen (14) consecutive calendar days in an 11-week term will be withdrawn from the College and will receive a Withdrawal (W) grade during weeks 1 through 9 of an 11 week term and a Withdrawal/Fail (W/F) grade after week 9 of an 11 week term for that course unless the student submits an appeal to remain in class that is accepted by the Chief Academic Officer.

CONSECUTIVE DAYS ABSENCE GRADING POLICY

Students who are not marked present in any of their scheduled classes for fourteen (14) consecutive calendar days before the end of the ninth week of the 11 week term will be withdrawn from the College and will receive W's (withdrawals, with no grade penalty), or if the withdrawal occurs after the end of the ninth week of an 11 week term, students will be withdrawn from the College and will receive WF's (Failures due to late withdrawal). Calendar days include days that the student does not have any scheduled class. All calendar days that the College is not in session (e.g., College closings and holidays) do not count in the fourteen (14) calendar days. Students who have been withdrawn due to violation of the consecutive absence policy, but are still in good academic standing, if otherwise eligible, will be able to return the following term through the normal readmissions process. Students who have been withdrawn and the withdrawal results in a violation of the satisfactory academic progress policy must follow the procedure for appealing the academic dismissal.

SPECIAL CIRCUMSTANCES

In special cases where a student's ability to pursue their education may be irrevocably damaged by this policy, the Chief Academic Officer may recommend an exception to the President. The President has the sole discretion to make such exceptions.

APPEAL PROCESS – CONSECUTIVE DAYS ABSENT

Students who are administratively withdrawn from College for violating the consecutive days absence attendance policy may submit an appeal to the Chief Academic Officer for reinstatement into their course(s) in the active term. Students, who appeal, must do so in writing.

ATTENDANCE VERIFICATION

Students may verify their attendance at any time during the term by speaking with their instructor. In addition, they may go to the campus academic advisors. Students who need information regarding their attendance will need to request it in person. Any discrepancies should be discussed with the individual instructors.

QUALIFYING MILITARY SERVICE, DISASTERS, NATIONAL EMERGENCIES

To assist individuals who are performing qualifying military service and individuals who are affected by disaster, war or other military operation or national emergency, an attendance exception may be granted. A student is declared as military deployed upon receipt of official activation orders documentation by the College. Similarly, appropriate documentation for students residing in an area declared as a disaster area must be submitted to the College. The College's registrar office will record the student's actual last date of attendance and then provide an attendance exception. If the documentation shows that the student knew she/he was going to be deployed prior to the term or course start date and still decided to start, the College will not provide this military attendance exception. For these reasons, it is required that the College personnel request deployment paperwork/orders to verify deployment status or to document evidence of a disaster area declaration prior to applying the attendance exception. The College must record the student's actual last date of attendance regardless of the exception granted.

ATTENDANCE POLICY FOR SHORT DURATION AND NON-ACADEMIC PROGRAMS

Short duration and non-academic programs do not have employment outcomes but are rather taken by students for purposes of personal development, enrichment, and/or pleasure. Course attendance is not taken for short duration and non-academic programs. Students who enroll in these programs are confirmed as participants based on any one of the following: completion of enrollment documents; payment of tuition fees; or a written confirmation of enrollment by the student. No grades or transcripts are issued for these programs. Student financial aid is not available for these programs. These programs do not require approval from the Private Training Institutions Branch of the Ministry of Advanced Education of British Columbia and students of these programs are not entitled to make claims against the Student Completion Fund.

ACADEMIC APPEALS

If a student is in disagreement on an academic/education matter and unable to resolve the issue first with their instructor and then with the Program Director, they may appeal to the Chief Academic Officer.

The Chief Academic Officer will not address the appeal unless the student has first attempted to address the issue with his instructor and if that was unsuccessful, the applicable Program Director. If, after exhausting these options the student remains dissatisfied, the student may submit his/her appeal in writing to the Chief Academic Officer. In making his/her appeal to the Chief Academic Officer, the student will follow these additional guidelines.

The student must provide a complete explanation of the basis for the appeal and must attach appropriate documentation, including witnesses which provide evidence, justification, or reason for the student's situation or actions. The Chief Academic Officer will review the matter and will make a decision based on the merits of the appeal. Unless the matter is referred to the Appeal Panel by the Chief Academic Officer or President, The Chief Academic Officer's decision is final and without appeal.

Where the matter involves the academic dismissal or suspension of a student, the Chief Academic Officer may choose, in his/her absolute discretion, to convene an Academic Appeal Panel to consider the student's appeal. The panel may request the appearance of the student, or witnesses, to clarify any statements or materials presented by the student. The panel will follow a similar composition and procedure as set out in the student conduct policy appeal procedure. The Chief Academic Officer may apply and modify these procedures as deemed appropriate to the circumstances and will provide the student a summary ofthe process before the appeal is heard. The Panel is responsible for reviewing all documentation presented by the student and available from LCV faculty, staff, and records and then renders a final decision regarding the student's status. The decision reached by this panel is the final position of LCV.

Appeal of Grades Procedure

Students who feel they have received an erroneous grade must appeal that grade to their instructor a maximum of five (5) business days after the start of the following quarter. Only final grades may be appealed. If the student and instructor do not reach a resolution, the student may appeal to the Program Director. The Program Director, after consultation with the instructor and student, will make a decision. The student, if still unhappy with the decision, may appeal to the Chief Academic Officer, in writing, who will make a final determination and whose decision is final.

Requirements for Graduation

LCV awards certificates, diplomas or degrees to successful graduates. In order to graduate and receive the applicable certificate, diploma or degree, students must fulfill all of the following requirements:

- Satisfactory completion of all the course requirements of the given program;
- Be in good standing with all offices at the time of graduation;
- Unless specifically indicated otherwise in the program syllabus, all LCV programs also require the student to submit a portfolio;
- Comply with attendance, SAP and student conduct policies;
- Unless specifically indicated otherwise in the program syllabus, submission of a portfolio to the LCI Portfolio website during the final quarter of study;
- Satisfy all financial obligations to LCV;
- Earn at least 50 percent for diploma programs and 25 percent for degree programs of the required credits at LCV.

Registrar's Office

The Registrar's Office is responsible for the following services: maintenance of all permanent student records, issuance of grade reports and/or attendance reports, issuance of student transcript records, supervision of quarterly student registration activities, processing of student status changes.

Student academic records are kept in the Registrar's Office. For additional protection, electronic copies of students' records are also kept off-site in a secure database operated by DataWitness. Student records are confidential and protected by law.

Transcript Requests

The Registrar's Office is responsible for issuance of student transcripts. The first transcript is issued to graduates at no additional charge. For all additional copies, there will be a $10 processing fee and please allow one week processing time.

Document Retention Vendor Information

LCV has engaged an approved student records retention vendor which maintains student records off-site in the event of catastrophe or long-term retrieval. Students and graduates may contact DataWitness Online Ltd.

DataWitness Online Ltd.
#113 – 10451 Shellbridge Way, Richmond, B.C., V6X 2W8,
www.datawitness.com
1.855.809.0453

Contact Information and Name Changes

Any student whose name or contact information (including address, telephone, and email) changes while attending LCV must update this information via Omnivox or by notifying the Registrar's Office. This will enable the College to keep students better informed of events, notices, and changes occurring at LCV.

Class Scheduling

LCV reserves the right to reschedule students or modify the sequencing of program courses at any time necessary to accommodate the curriculum, classroom, and facility usage needs.

Section Changes to Schedule

During the first week of each quarter, students can request section changes to their schedules. Students need to attend their regularly scheduled class until their request has been approved or they will be marked absent. Section changes are only possible when enrollment and class distribution may allow such changes.

Changes in Programs and Courses

Courses are periodically reviewed for updating and relevance to changing industry, technology or facility needs. Reviews may result in changes in the curriculum, courses, titles, equipment, resource materials used or the sequencing / scheduling of courses. Changes are effective upon approval by LCV Chief Academic Officer. Some courses within a program are necessarily taught in sequential order and others may be taught in a varied sequence.

For greater clarity, LCV reserves the right to revise course titles, course curriculum content, or the sequencing of courses from time to time. Such changes are effective when made. The student is welcome to meet with his or her Program Director regarding any course change.

Program Cancellation or Delay

In the event LCV determines a program or course does not achieve or maintain sufficient enrollment for the program or course to remain viable and productive, the program or course may be cancelled, the start may be delayed,students may be offered the opportunity to take a similar program or course as a substitute, or permission to transfer to another program may be granted. In the event the program is cancelled, LCV tuition refund policies will apply.

Program Completion Dates

The program completion is based on a calculation of a student continuously enrolled as a full-time student to program completion. In the event the student interrupts their studies (i.e., taking a quarter off), the student must notify LCV so the program completion date can be amended. The actual program completion may be impacted by interruptionsor schedule changes. Completion date amendments shall not be deemed a breach of the enrollment agreement or any warrantee thereunder.

Program Types

Continuing Education programs offered through the Centre for Professional Development (CPD) are generally short-duration training programs. These programs generally do not have occupational outcomes and may range from hobby courses to professional development. Students in these programs do not have access to LCV Career Services as part of their program. Due to the nature and design of CPD programs, unless otherwise stated, CPD programs do not participatein the Student Tuition Protection Fund.

Certificate programs are non-CPD programming with employment training outcomes, and generally of a more limited scope than diploma programs. Certificate programs have occupational outcomes, but do not have access to LCV Career Services as part of their program.

Diploma programs are career-focused, applied academic programs that are generally more advanced than certificate programs. Students in diploma programs have access to LCV Career Services as part of their program.

Degree programs are career-focused, applied academic programs with a significant portion of the curriculum devoted to liberal studies courses. Students in degree programs have access to LCV Career Services as part of their program.

ARTICULATION AGREEMENTS

LCV participates in the British Columbia Council on Admissions and Transfer (BCCAT) system. A list ofcourses from other post-secondary institutions for which LCV grants credit can be found at the BCCAT Transfer Guide website bctransferguide.ca.

Liverpool College of Performing Arts

The Liverpool College of Performing Arts (LIPA) and LCV have entered into a block transfer agreement. Students who successfully complete LCV's Professional Recording Arts LIPA program are granted an interview for advanced standing at LIPA. In the event the student is selected by LIPA through the LIPA interview process, the student shall be granted admission to the LIPA, BA (Honours) Sound Technology Degree with advanced standing allowing themto proceed directly into the final year of that program. In addition to the block transfer of credits, LCV students may be required to complete two additional courses to complete the LIPA, BA (Honours) Sound Technology degree.

Additional Articulation Agreements

LCV maintains specific programmatic articulation agreements with the following institutions. Please seeyour admissions representative for specific information about each agreement:

Instituto Tecnologico de Monterrey
Melies Escola de Cinema, 3D e Animação
Prime Focus Academy of Media & Entertainment Studies
Rangsit University
College of Advertising Art (Ohio)
Senac University Center
Shanghai Publishing and Printing College
TongJi University
Vancouver Community College
Virginia Marti College of Art & Design

ACADEMIC HONESTY POLICY

PURPOSE

This policy establishes the standards of academic conduct expected of students and describes the procedures that LCV will follow when a person is alleged to have breached these standards. In addition, the policy identifies possible penalties.

ACADEMIC HONESTY POLICY

The mission of LCV is, in part, to support the development of students' creativity, skills, and knowledge and to enable students to pursue careers in their fields of practice. We are dedicated to the pursuit of academic excellence and committed to creating an environment that promotes ethics, integrity, honesty and professionalism in the activities that studentswill carry into their chosen workplace. It is LCV's aim to inculcate a culture of honesty and professionalism while students pursue the training needed to meet their career needs.

Students enrolled at The College have the responsibility to pursue all educational activities in an ethical manner and in accordance with LCV's policy. Actions that are dishonest, such as cheating, submitting work that is not the work of the student, and plagiarism are matters, not only of academic dishonesty or misconduct, but of inherent dishonesty and are considered serious offences. LCV will investigate all allegations of academic misconduct and will issue penalties where necessary and appropriate.

DEFINITION OF ACADEMIC DISHONESTY

LCV defines an act of academic dishonesty as any attempt to take the work of someone else and submit it, in part or in whole, as one's own or to enable another student to commit an act of academic misconduct. This includes the unattributed use of material from any source – including but not limited to written material, in whatever form, i.e., books, periodicals or electronic files, as well as, any image, design, (visual, aural, tactile, or conceptual from whatever source including the internet. All quotations, paraphrases, adaptations of others' work, in whatever form, must be properly cited and documented. Any student who uses images, texts, or other media without proper attribution will be subject to penalties.

INVESTIGATIONS AND DETERMINATIONS OVERVIEW

All investigations and decisions, as well as the implementation of penalties will conform to generally accepted principles of procedural fairness. All students alleged to have engaged in a matter of academic dishonesty must be provided with an opportunity to respond to allegations made against them. Investigators will make a reasonable effort to ensure that students in this situation are aware of this opportunity. If a student elects not to participate in the investigation, or respond to the allegations, the investigator may proceed with the investigation, make determinations, and implement penalties.

RECORDS

A record of all academic honesty offenses will be kept in the offices of the Chief Academic Officer and the Program Director.

KEY TERMS

Cheating: An act of dishonesty, deceit, distortion of the truth, or improper use of another person's effort to obtain an advantage.

Honesty: The general quality or fact of being honorable in principles, intentions, and actions in one's dealings and interactions. Furthermore, honesty is being upright, fair, truthful, sincere, frank, and free from deceit or fraud in one's dealings and interactions.

Plagiarism: An act of dishonesty. The unauthorized use or close imitation of the language or visual media, and thoughts of another author and the representation of them as one's own original work, as by not crediting the author. For plagiarism to occur, intent is not necessary; plagiarism can be either intentional or unintentional. In either case, it is unacceptable.

Academic Misconduct: any act of Academic Dishonesty.

RELATED TERMS

Examination: includes any test used by the College for assessment purposes, whether administered by the College or by its agents, on or off campus.

Self-plagiarism: the submission of work which is the same or substantially the same as work for which the student has already received academic credit unless approved by the instructor.

Academic Dishonesty includes, but is not limited to:

1. Plagiarism or self-plagiarism;
2. Copying a student's examination or permitting a student to copy your examination;
3. Altering examination answers;
4. Using unauthorized information, books, notes, diagrams or other aids during an examination; Obtaining or using unauthorized material, such as a copy of an examination before it is given;
5. Communicating with any person during an examination, other than the examination invigilator or faculty;
6. Fabricating information, such as data sources for a market research report;
7. Violating procedures established to protect the integrity of an assignment, test or other evaluation;
8. Working with another person or persons on an assignment without the faculty member's consent or allowing anyone to use your work without attribution.
9. Submitting an assignment or paper written by someone other than the student submitting that assignment, regardless of the assignment being freely given or purchased;
10. Submitting an examination or assignment as one's own where it was completed in part or whole by another person;
11. Using a paper writing ''service'' or having another person write one's paper;
12. Borrowing all or part of another student's paper or using someone else's outline to write one's own paper;
13. Submitting work that another individual, including a tutor, has edited or partially written, without prior permission from the instructor;
14. Helping another person cheat;
15. Enabling another student to commit academic misconduct;
16. Using sources of information without identifying them;
17. Directly quoting the words of others without using quotation marks, indented format, or an appropriate citation style to identify the author;
18. Paraphrasing materials or ideas of others without identifying the sources;
19. In computer programming classes, using computer code from another person and presenting it as one's own

GENERAL PROCEDURES

When a person is alleged to have cheated or plagiarized, the instructor will immediately notify their Program Director. The Program Director will record the incident and initiate an investigation. If the subsequent investigation determines that the student is not guilty of an offence under this policy, the Program Director will remove records concerning the allegation. If the subsequent investigation determines that the student is guilty of an offence under this policy, the Program Director will notify the Chief Academic Officer, as well as the Director of Student Experience of the offense. The Program Director will provide an Incident Report of Plagiarism describing the full details of the offense, supporting documentation, as well as a penalty recommendation. The Chief Academic Officer and the Director of Student Experience will review these items and keep these on file. If the

recommended penalty is deemed appropriate to the offense, the Director of Student Experience will issue a disciplinary letter to a student who is determined to be guilty of plagiarism or cheating.

If there is a conflict of interest or similar circumstance, the Chief Academic Officer may assign an investigation to another staff member or committee. Before assigning a grade to an assignment or examination on which a student is alleged to have committed an act of academic dishonesty, the instructor may require the student to take, without prior notice, an oral or written examination on the content of the assignment or examination, or to submit further course work.

CHEATING, PLAGIARISM or ACADEMIC MISCONDUCT WITHIN A COURSE – FIRST OFFENSE

Investigation and Decision

a. The instructor will contact their Program Director or the Chief Academic Officer to determine if there is a record of any previous offences by the student.
b. If a student is alleged to have committed the offence has no record of academic dishonesty, the instructor will support the Program Director's investigation, to determine facts, and in consultation with instructor the Program Director will normally determine the penalty, if any.
c. Before making a recommendation regarding a penalty, the Program Director will offer the student the opportunity to respond to the allegation and possible penalties.

Penalties Available – First Offense

Upon determining the facts, and confirming the allegations, the Program Director may (in consultation with the instructor) recommend one or more of the following penalties:

a. Warning or reprimand
b. Failed or reduced grade on an assignment or examination
c. A new assignment or additional course work

Following the investigation of the offense, the Program Director will notify the Chief Academic Officer and the Director of Student Experience regarding the conclusion of the offense investigation and will provide a penalty recommendation. Students will be required to sign the incident report and a copy will be placed in the student file.

CHEATING, PLAGIARISM or ACADEMIC MISCONDUCT WITHIN A COURSE – REPEATED OFFENCE OR SERIOUS FIRST OFFENSE

Investigation and Decision

a. An investigation should begin with the Instructor upon determining there is cause or probable cause for an investigation of cheating, plagiarism, or academic misconduct.
b. The instructor shall complete the Incident Report of Plagiarism, Cheating, and/or Academic Misconduct.
c. If resolved, a copy of the completed form shall be forwarded to the Chief Academic Officer and to the Director of Student Experience, if not continue to step d.
d. The Program Director shall determine if a student who is alleged to have committed the offence, also has a previous record of dishonesty, or the Program Director believes that the instance under investigation is serious enough to warrant a penalty more severe than those provided for in the "first offense" section, then the Program Director may recommend a more serious penalty.
e. Before making a penalty recommendation, the Program Director will offer the student the opportunity to submit a written explanation in response to the findings of the investigation.

f. The instructor's role is to support the investigation to determine the facts, as well as collaborate in the determination of a penalty recommendation. This recommendation will be made by the Program Director to the Chief Academic Officer and the Director of Student Experience.

g. The Program Director will then make a penalty recommendation based on consultation with instructor and the submission of the student (if any).

h. If the appropriate Program Director is not available, the decision may be made by an alternate Program Director, or the Chief Academic Officer.

Penalties Available – Repeat or Serious Offense

Upon determining the facts, and confirming the allegations, the Program Director may recommend one or more of the following penalties:

a. Warning or reprimand.

b. Failed or reduced grade on an assignment or examination.

c. A new assignment or additional course work.

d. Failed or reduced grade for a course.

Following the investigation of the offense, the Program Director will notify the Chief Academic Officer and the Director of Student Experience regarding the conclusion of the offense investigation and will provide a penalty recommendation. If the penalty is deemed appropriate to the offense, the Director of Student Experience will issue an appropriate disciplinary letter and will document the offense in the student file.

SUSPENSION OR EXPULSION

If the Program Director determines that the matter under investigation is serious enough to warrant a penalty more severe than those provided for in the "first, or repeat or serious offense" categories, the Program Director may recommend that the student be suspended or expelled. Authority to suspend or expel a student for reasons of academic misconduct, as outlined in this policy, rests solely with the President.

A recommendation from a Program Director that a student be suspended or expelled must be reviewed and endorsed by the Chief Academic Officer and the Director of Student Experience before being forwarded to the President.

The review and endorsement by the Chief Academic Officer and the Director of Student Experience will ensure that:

a. Procedures set out in this policy have been followed.

b. The proposed penalty is appropriate for the offence.

c. The respondent has been informed of the investigation findings, and the penalty that is being recommended.

d. The respondent has had the opportunity to submit a written response to the penalty recommendation.

APPEAL OF PENALTY

A student may appeal a penalty imposed under this policy, but findings of fact are not subject to appeal. The student must submit awritten appeal to the Chief Academic Officer's Office within ten (10) business days of the issuance of a decision to impose a penalty. The written appeal must include relevant documentation in support of the case being made by the student. The written appeal must specify the grounds upon which the appeal is based and explain how each ground applies to the case in question.

Permissible grounds for appeal are limited to:

a. Given the finding of fact, there is no violation of the policy.
b. The penalty imposed is too severe in light of the nature of the offence.
c. The policy has not been followed.
d. There is a conflict of interest.

The Chief Academic Officer and/or the Director of Student Experience will review the written appeal to determine if it is based on permissible grounds. If the Chief Academic Officer determines that no grounds exist, the appeal will be dismissed. The Chief Academic Officer's decision on this matter is final and not subject to further appeal. The Chief Academic Officer must provide the student with written reasons for a decision to dismiss an appeal based on lack of grounds. The Chief Academic Officer will normally make decisions based upon written submissions.

These submissions will normally include:

a. The written appeal of the student (including any documentation submitted by the student)
b. A written submission from the instructor and/or Program Director in response to the student's appeal (including any documentation submitted by the instructor or Program Director), if any.
c. The student's response to the submission from the instructor and/or Program Director, if any.
d. Written submissions from any other party that the Chief Academic Officer deems appropriate.

The Chief Academic Officer may call for meetings if it is deemed necessary and appropriate to do so. TheChief Academic Officer will not review determinations of fact. Consequently, the possible outcomes are limited to:

a. Uphold the original penalty.
b. Substitute a lesser penalty or no penalty at all.
c. Substitute a greater penalty.
d. Refer the matter back for further investigation or order a new investigation. The decision of the Academic Conduct Appeal Panel is final and not subject to further appeal.

Upon receiving a recommendation that a student be suspended or expelled, along with the review and endorsement of the Chief Academic Officer and the Director of Student Experience, the President may accept the recommendation or substitute a lesser or greater penalty.

INTELLECTUAL PROPERTY POLICY

Introduction

As a creative community of teachers, artists and scholars, LCV is committed to encouraging the creation of new works, new ideas, and new forms of creative and scholarly expression. This Policy on Intellectual Property is provided to protect the interests of those who create as well as the interests of LCV itself, which supports this creativeand scholarly work.

I. Purpose and Scope

This document expresses LCV's policy regarding ownership and usage rights with respect to Intellectual Property (as hereinafter defined). It covers all those who are a part of LCV – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed, or affiliated with LCV, and this Policy governs in all circumstances, unless LCV has modified it through a written agreement connected toa sponsored or commissioned work or as part of work under a grant or contract. Should there be any conflict between the provisions of this Policy and the terms of a separate written agreement between LCV and any party, the terms of that separate written agreement will govern. This Policy is not intended to limit "fair dealing" as defined under the Canadian Copyright Act, R.S.C. 1985, c. C-42.

II. Terminology

The following terms are used throughout the Policy and are defined as follows:

A. Copyright - Copyright is the intangible property right granted for a limited period of time by federal statute (Copyright Act, R.S.C. 1985, c. C-42) for an original work of authorship fixed in any tangible form of expression. To constitute original work, the work must be the product of an exercise of skill and judgment of an author. Copyright provides the owner with the sole right to produce or reproduce the work or any substantial part of thereof in any material form whatever, to perform the work or any substantial part of thereof in public or, if the work is unpublished, to publish the work or any substantial part of thereof, and includes the sole right to adapt, produce, reproduce, perform, or publish anytranslation of the work. The exclusive rights possessed by a copyright owner are: (a) First Public Distribution (right to first distribute unpublished work); (b) Reproduction (covers copying into any dimension, size or medium; (c) Subsidiary Rights (right to abridgments, digests, condensations, translations, novelizations, dramatizations cinematographic adaptations, film and audio and video recordings); (d) Public Performance (any acoustic or visual representation of a work); (e) Telecommunicate to the Public (transmission by wire, radio, visual, optical or other electromagnetic system);
(f) Public Exhibition of Artistic Work other than for sale or hire; (g) Rental (computer programs, musical works); (g) Authorization (authorize or consent to any of the rights granted under the Copyright Act); and (h) Assign (the copyright, either wholly or partially, either generally or subject to limitations, and either for the whole terms of the copyright or for any part thereof and license any interest in the copyright). The Copyright Act also grants "moral rights" to an author in respect of their work. Moral rights mean the author's right to attribution, integrity and association with the work.

B. Commissioned Work - A Commissioned Work is defined as a Work (as defined in paragraph K) that is produced or created pursuant to a written agreement with the Institution and for Institution purposes by (a) individuals not under the employ of the Institution or (b) Institutional Employees (as defined in paragraph D) acting outside the scope of their regular Institution employment, as determined by their existing Institution employment arrangement or contract.

C. Independent Academic Effort or Creative Activity - Independent Academic Effort or Creative Activity is defined as the inquiry, investigation, research, or creative activity that is carried out by faculty, staff and Students of the Institution working on their own, that advances knowledge or the development of the arts, sciences, humanities, or technology where the specific direction, methodology, and content of the pursuit is determined by the faculty, staff member(s), or Student(s) without the direct assignment, supervision, or involvement of the Institution.

D. Institutional Employee - An Institutional Employee is a full-time or part-time faculty member, visiting faculty, adjunct faculty, artist, scholar, or fellow (as defined in the Faculty Handbook), or a full-time or part-time staff member (as defined in the Staff Handbook), or Student, who is employed by the Institution or who is working under an Institution contract, either expressed or implied.

E. Intellectual Property - Means: (i) trade-marks, service marks, brand names, trade dress, assumed names, trade names, slogans, URLs, domain names, logos and other indications of source, sponsorship or affiliation, together with all associated goodwill (whether the foregoing are registered, unregistered or the subject of a pending application for registration); (ii) inventions, developments, improvements, discoveries, know how, concepts and ideas, whether patentable or not, in any jurisdiction; (iii) patents, patent applications and patent disclosures; (iv) trade secrets and proprietary or confidential information; (v) writings and other works of authorship, whether subject to copyright protection or not, in any jurisdiction, including but not limited to literary works (such as books, scholarly articles, journal articles and other articles, theses, research, course syllabi, curricula, exams, instructional and evaluation materials for classes, courses, labs or seminars, study guides, student rosters and attendance forms, grade reports, assessment of student work and projects, course or program proposals, software, data and databases, lecture and presentation materials); musical works (including any accompanying words); dramatic works (including any accompanying music); pantomimes and choreographic works; pictorial, graphic, and sculpture works (including graphic designs; illustrations, photographs, paintings, sculptures and other works of art); motion pictures and other audiovisual works (including films, audio and video recordings and multimedia projects); sound recordings; architectural works; and compilations; (vi) copyrights, copyright registrations and applications for registration of copyrights in any jurisdiction; (vii) Derivative Works which shall mean works based upon one or more pre-existing works, such as a translation, musical arrangement, dramatization, fictionalization, motion picture version, sound recording, art reproduction, abridgment, condensation, or any other form in which a work may be recast, transformed, or adapted. A work consisting of editorial revisions, annotations, elaborations, or other modifications which, as a whole, represent an original work of authorship, shall be a Derivative Work.

F. Patent - A Canadian patent is a grant which gives the owner of the patent the right to exclude all others from making, constructing, using, or selling the claimed invention in Canada for a set period of time under the Canadian Patent Act, R.S.C. 1985, c. P-4. Similar rights are granted in other countries, but the discussion of Patents in this Policy will focus specifically on Canadian patent rights.

G. Sponsored Work - Sponsored Work is a Work (as defined in paragraph K) that is produced or created under an agreement between the Institution and a sponsor which provides the Institution with ownership and/or usage rights to the Work and Intellectual Property produced under the agreement. Sponsored works do not include works created through independent academic effort or creative activity, even when based on the findings of the sponsored project, so long as an agreement does not state otherwise.

H. Student - A Student is a regularly registered, full- or part-time, undergraduate or graduate at the Institution, including students attending the Institution as “special status students”: e.g., as participants in Professional College for Educators (PIE), Continuing Education (CE), the Pre-College or Saturday programs, or in exchange programs or through special grants or fellowships.

I. Substantial Institutional Resources - Any substantial use of Institution equipment, facilities, time, personnel, or funds, and use of Institution resources that are not “commonly provided”, is considered a use of “Substantial Institutional Resources.” This use does not include resources commonly provided to Institution faculty and staff, such as offices, library facilities, basic artistic facilities, and everyday telephone, computer, and computer network support. However, substantial time spent in the use of these latter resources may constitute the use of “Substantial Institutional Resources.” Resources not considered “commonly provided” include specially procured equipment or space, additional

staffing or personnel, utilization beyond normal work hours of Institution personnel, and monetary expenditures that require a budget. Faculty may use the basic artistic facilities unless use infringes on student use of those facilities for coursework.

J. Trade-mark and Service Mark - A trade-mark or service mark is any word, phrase, name, symbol, logo, slogan, device, or any combination thereof that is used in trade to identify and distinguish one party's goods or services from those of others.

K. Work - The term "Work" as used in this Policy shall be defined to include all of the items identified in Sections (i), (ii), (iv), (v), (vi) and (vii) of the definition of Intellectual Property in paragraph E.

L. Work Made for Hire - A "Work Made for Hire" is defined as a Work (as defined in paragraph K) prepared by an employee within the scope of his or her employment.

M. Consistent with the Copyright Act , as amended, a Work Made for Hire under this Policy also includes a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire.

Examples of works made for hire include software programs created within the scope of an employee's duties by a staff programmer, a newspaper article written by a staff journalist for the newspaper that employs him/her, and a musical arrangement or ditty written for a music company by a salaried arranger on its staff.

III. The Rights of the Creator of Intellectual Property

A. Faculty, Staff and Student Works

1. General Rule.

Subject to the exceptions noted in this Policy, as a general rule, LCV does not claim ownership of Intellectual Property developed through Independent Academic Effort or Creative Activity and that isintended to disseminate the results of academic research and scholarship, and/or to exhibit forms of artistic expression on the part of faculty, staff, and Students.

2. Exceptions to the General Rule.

Exceptions to the general rule set forth in III.A.1 above include Intellectual Property developed by faculty, staff, Students and Institutional Employees under any of the following circumstances:

a. The Intellectual Property is developed as a Sponsored Work.

b. The Intellectual Property is developed as a Commissioned Work.

c. The Intellectual Property is developed using Substantial Institutional Resources.

d. The Intellectual Property is developed by the creator within the scope of his or her employment with LCV and constitutes a Work Made for Hire.

e. The Intellectual Property is developed by a creator who is assigned, directed or funded by LCV to create the Intellectual Property.

f. The Intellectual Property is developed under a grant, program or agreement which provides LCV with ownership rights, in whole or in part, to the Intellectual Property.

Under the circumstances described in Section III.A.2(a) through (f) above, the Intellectual Property shall be owned by LCV (or by LCV and any other party as specified in any written grant, program or agreement). The authors of the Work shall agree and do hereby agree to waive all their moral rights to the Work.

The creator of any Intellectual Property that is or might be owned by LCV under this Policyis required to make reasonable prompt written disclosure of the Work to an officer designated by LCV's President, and to execute any document deemed necessary by LCV to perfect legal rights in LCV and enable LCV to file applications for registration when desired.

3. Ownership Rights in Specific Types of Works.

For purposes of clarification and without limiting the general rule and exceptions set forth in Sections III.A.1 and 2 above, ownership rights in the following types of Works are allocated as set forth below:

a. Curricular materials including course outlines, curricula, lesson plans, course handouts, PowerPoint and other presentation materials (in all forms and media), course content and syllabi are deemed to be Works Made for Hire and therefore all Intellectual Property associated therewith is owned by LCV. Likewise, student rosters, attendance forms, interim grade reports, and assessments of student projects, including all Intellectual Property associated therewith, belong solely toLCV.

b. Unless developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, scholarly articles and papers written for publication in journals, presentations and scholarly papers prepared for seminars and conferences, and personal lecture or teaching notes are typically not considered to be owned by LCV as Works Madefor Hire or otherwise.

c. If any Intellectual Property to be owned by LCV under Section III.A.2 (a) through (f) above is developed jointly with a non-Institution party, all rights, interests and ownership to the Intellectual Property shall be vested with LCV, unless the parties agree otherwisein a written agreement.

d. Where Intellectual Property is to be developed using Substantial Institutional Resources, authorized representatives of LCV will develop a written agreement with the user of thoseresources, which must be executed by the parties prior to use of the resources, to identify the nature and terms of the use, including possible reimbursements or other systems of compensation back to LCV.

e. Unless a Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, all Intellectual Property created by faculty during sabbatical are owned by the faculty.

f. Unless the Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, Intellectual Property created by a Student working on his or her

own, or developed in the context of a course, is owned by the Student and LCVwill not use the Student's Work without the Student's permission to do so.

g. Students working on a project governed by an existing written agreement to which LCV is a party are bound by all terms of that agreement.

h. Students hired to carry out specific tasks that contribute to Intellectual Property of LCV retain no rights of ownership in whole or in part to that Intellectual Property or to the Student's contribution to that work.

i. Students who wish to work collaboratively with Institutional Employees on projects which involve the creation of Works and Intellectual Property are required to sign and deliver an acceptable written agreement to LCV outlining their rights before commencing work on such projects. Either party has the right to initiate such agreement.

j. The rights of LCV to a perpetual, worldwide license (exclusive or non-exclusive, as LCV deems necessary), to adapt, modify, copy, reproduce, display, distribute,publish, translate and otherwise use the copyrighted materials in any medium, for educational, research,and promotional purposes must be included in any agreement with a non- Institution sponsor.

B. Independent Contractor Works.

As a general rule, LCV will own Intellectual Property created by an independent contractor if a written agreement signed by the parties so provides, or LCV has specially ordered or commissioned the work and such work is designated as a Work Made for Hire in a signed written agreement between the parties. If LCV does not own the Intellectual Property created by an independent contractor, it shall have a right or license to use any Work produced by the independent contractor inthe course of performance of the contract, in accordance with the parties' agreement. The independent contractorshall agree and does hereby agree to waive all their moral rights to the Work.

IV. Institution's Usage Rights

To the extent that faculty, staff or Institutional Employees retain ownership of Work and Intellectual Property according to this Policy, LCV shall have a permanent, non-exclusive, worldwide, royalty free right and license to make educational use of such Work and Intellectual Property, including the right to use, reproduce, distribute, display, perform and modify (i.e. create derivative works) such Work and Intellectual Property in all forms and media now known or hereafter existingin connection with its curriculum, courses of instruction and educational programs, and any related accreditation or promotion ofLCV. Where practicable, LCV will use best efforts to cite the creator of the Work if LCV exercises such usage rights.

V. Institution's Marks

Intellectual Property comprised of or associated with LCV's Trade-marks and Service Marks, including but not limited to its name, logos, slogans, insignia, and other symbols of identity (collectively the "Marks") belongs exclusively to LCV and/or its affiliates. This Policy is designed to protect the reputation of LCV and its affiliates, and to prevent the illegal or unapproved use of LCV's Marks.

No Institution Mark may be used without the prior, written authorization of the appropriate authorities of LCV. However, faculty, staff, and Students may identify their status or professional affiliation with LCV as appropriate, but any use of LCV's Marks in this regard must avoid any confusing, misleading or false impression of affiliation with, or sponsorship or endorsement by, LCV. No products or

services may be marked, offered, sold, promoted or distributed with or under LCV's Marks without LCV's prior written permission and compliance with the licensing policies of LCV. All requests for use of Institution Marks must be submitted in writing to an officer designated by the President. The designated Institution officer retains information concerning what marks, names, logos, symbols, insignias, and related words, phrases, and images currently comprise LCV's Marks.

VI. Substantial Use of Institution Resources

Although "Substantial Institutional Resources" is defined (see Section II. Terminology), it is acknowledged that such resources and their use may change over time, with changes in technology, physical infrastructure of LCV, modes ofemployment, etc. Therefore, this Policy allows the Academic Policy Advisory Committee to review the definition of "substantial use" from time to time and implement any changes or clarification to the definitions which LCV deems necessary in order to establish an appropriate standard.

VII. Review Scheme

Questions concerning this Intellectual Property Policy should be addressed to the Chief Academic Officer.

VIII. Reservation of Rights

LCV reserves the right at any time in its sole discretion to modify and/or make changes to the Policy as advisable or appropriate. LCV agrees, however, that it will endeavour to notify the entire Institution community through both print and electronic means of its intention to make modifications and/or changes to the Policy at least 30 working days prior to their enactment.

IX. Effective Date

This Policy supersedes any pre-existing Intellectual Property policy of LCV and will remain in effect untilmodified or revoked by LCV. This Policy will be binding on all parties who create Intellectual Property after the effective date, and this Policy and other agreements that represent modifications to this Policy shall remain binding on such creators even after their relationship with LCV changes or terminates.

X. Governing Law

This Policy shall be governed by and interpreted under applicable laws of Canada pertaining to intellectual property and applicable provincial law, without regard to choice of law provisions.

STUDENT SERVICES

Student Services coordinates events and activities that are designed to enrich your experience at the College. The department also serves as a liaison to various departments so don't hesitate to contact us if you have any questions or suggestions.

Orientation

Students are required to attend Orientation prior to beginning their programs at LCV. Orientation is designed to help new students with the transition to college. It is designed to introduce students to the broadeducational opportunities of the college and integrates new students into life at LCV.

Student Volunteers and Clubs

LCV encourages students to get involved by contributing to the development of the College culture. Thereare a number of clubs to join and opportunities to suggest ideas for new clubs or become a club leader. For more details visit thestudent web portal.

LCV Student Representative Committee (SRC) also referred to as Student Association

LCV encourages and supports student leadership through the Student Representative Committee (SRC).

The purpose ofthe SRC is:

- Consider matters referred to it by LCV's management, the Education Council or other school body in relation to the provision of student services and amenities.
- Consider recommendations in regard to provision of student services and amenities made by its members, and if deemed appropriate, forward these recommendations to LCV's management.
- Consider matters referred to it by LCV's management, the Education Council or other school body in regard to the student experience.

Responsibilities of SRC:

- Consult with students on the student experience and topical issues.
- Serve as a channel for students to provide feedback and recommendations in regard to the student experience.
- Serve as a source of student representation to LCV's Education Council.

Students interested in joining the SRC, are encouraged to visit the student web portal. New members are welcome.

Student Counselling and Wellness Services

Student counselling services are confidential and provided free of charge to students. Student counselling services are focused on providing individual counselling and psychology services (assessment and therapy) using a short-term, solution focused approach to enhance student mental health and well-being, and student success at LCV. Adler University has been subcontracted by LCV to provide psychology services. LCV students have access to two types of mental health resources, weekly drop-in/by appointment.

Counseling services include:

- Short-term counselling and check-in support
- Psychology services: Therapy and Psychoeducational/psychological assessment for learning/academics
- Crisis Intervention and management
- Faculty/Staff Support/guidance for student success
- Referral to outside mental health professionals (physician/psychiatry) by the school counselor for students in need of emotional support or guidance
- Student success coaching (time management, creativity coaching, test anxiety)

LCV Counseling services also promote wellness through workshops and events around campus on a variety of topics such as, but not limited to, self-care, how to stay motivated and stress management.

Further Information and Resources

Emergency 911	An emergency is any situation that requires immediate assistance from the police, fire department or ambulance.
AAC 604-675-3700	The Access and Assessment Centre (AAC) can help with a non-life-threatening mental health and/or substance use issue. Staff includes registered nurses, registered psychiatric nurses, and social workers, psychiatrists and reception staff providing a pathway for people and families to access to Vancouver Coastal Health mental health and/or substance use services in Vancouver and offer an alternative to the Emergency department for people having a non-life-threatening mental health and/or substance use issue.
BCBH 604-738-9950	The BC Bereavement Helpline is a non-profit, free, and confidential service that connects the public to grief support services within the province of BC. Whether you are looking for bereavement support groups, community events, information on BC Bereavement Day, information on how to donate or to volunteer with us you will find it here.
Crisis Centre 1-800-SUICIDE 1-800-784-2433	The Crisis Intervention and Suicide Prevention Centre of BC (Crisis Centre) is a non-profit volunteer organization committed to helping people help themselves and deal with crisis. 24 hours a day, 7 days a week the Crisis Centre provides emotional support to youth, adults, and seniors in distress.
HealthLinkBC	HealthLink BC helps you learn about health topics, check your symptoms, and find the health services and resources that you need for healthy living. Dial 8-1-1 to consult with a nurse, pharmacist, or dietitian or visit HealthLinkBC.ca to help you find the health services you need, closest to where you live. The HealthLink BC website has medically approved information on over 4,000 health topics and over 2,500 health services in a searchable database, along with reliable information on prescription and over-the-counter drugs from a medication library.
Here2 Talk 1-877-857-3397	Here2Talk is a free and confidential program that provides all students currently registered with a B.C. post-secondary school access to single-session 24/7 mental health support and community referral services via app, phone and web. Here2Talk aims to support overall wellbeing and mental health by providing students with the following: 24/7 support. Confidential emotional support, including crisis intervention, available night and day via phone and chat. Experienced professionals. Access to counsellors who have experience dealing with the common challenges faced by students. No appointment needed. Call in or start a chat via app or web. Free to students. Access to professional mental health and wellbeing support at no additional charge for students currently registered with a B.C post-secondary institution.
QCHAT 1-855-956-1777	QCHAT is an LGBTQIA2S+ peer support association made up of peer volunteers across British Columbia, and our organization exists to provide peer support and referral services to youth residing within the province.

Here2Talk
Here2Talk connects students with mental health support when they need it. Through this provincial program, all students currently registered in a B.C. post-secondary institution have access to free, confidential counselling and community referral services, conveniently available 24/7 via app, phone (toll free 1.877.857.3397 or Direct 604.642.5212) and web at http://www.here2talk.ca.

Non-Discrimination Policy
LCV does not discriminate or harass on the basis of race, colour, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran's status, genetic marker, or any other characteristic protected by provincial, local or federal law, in our programs and activities. LCV provides reasonable accommodations to qualified individuals with disabilities. LCV will not retaliate against persons bringingforward allegations of harassment or discrimination. The following person has been designated to handle inquiries and coordinate the College's compliance efforts regarding the Non-Discrimination Policy: Director of Student Experience, 2665 Renfrew Street, Vancouver, BC V5M 0A7; (604)683-2006.

Accessibility Services
LCV provides accommodations to qualified students with disabilities. The Director of Student Experienceassists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at LCV.

Students who seek reasonable accommodations should notify the Director of Student Experience of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Director of Student Experience to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Director of Student Experience. Complaints will be handled in accordance with the College's Grievance Procedure for Complaints of Discrimination and Harassment.

International Student Advising
LCV is proud to host students from around the world who have chosen to study here. If you are from another country, you are likely to have concerns about making a successful transition into a new culture. Many of your questions can be answered by the Student Services Department, which is available to help ensure a successful experience at LCV. Student Services can assist you with housing inquiries, medical insurance, and campus resources.

International students will find opportunities to take part in social activities with other international students and Canadian students as well. International students will find many opportunities to learn about Canadian culture and Canadian students have much to gain by getting to know international students and the cultures they bring with them.

ACADEMIC ADVISING

Academic Advising supports students throughout their program at LCV, ensuring that they have the tools to be successful during their program. They act as a liaison with the Registrar Office, Student Finance, and the Admissions Office, and work closely with the Program Directors for student registration and scheduling issues. They assist returning students with the re-entry process, and support students with unique challenges who require learning accommodations.

An Academic Advisor can help you with:

- understanding your program and the graduation requirements,
- understanding institutional academic policies,

- navigating challenges that are preventing you from being successful academically,
- accessing government and community resources,
- obtaining learning accommodations if you are eligible,
- returning to your program after a leave of absence

To contact an advisor, send an email to advising@lasallecollegevancouver.com or book an appointment using the following link: https://outlook.office365.com/owa/calendar/StudentServices1@lcieducation.onmicrosoft.com/bookings/

Learning Accommodations

In accordance with section 8 of the B.C. Human Rights Code, LCV (LCV) is committed to providing an inclusive and welcoming environment for students with disabilities, and to create an accessible learning environment that enables all students to meet the essential requirements of LCV's courses, programs, and activities.

Academic Advising help qualified students with disabilities in acquiring reasonable and appropriate accommodations. Academic Advising support equal access to services, programs, and activities at LCV. Students seeking reasonable accommodations should contact Academic Advising to discuss their situation and provide the necessary supporting documentation. Learning accommodations are not retroactive and effective only after the approved accommodation contract is shared with their instructors. The learning accommodations contract does not disclose the disability of the student and all accommodation requests are confidential.

Students interested in accommodations should make their requests known as early as possible to ensure adequate time for their accommodations to be set up.

CAREER SERVICES

LCV assists students in developing the life-long job search skills that will aid them in finding their own employment. Career Services is a crucial component of LCV's mission and values and provides tremendous benefits to our graduates. The career services advisor assists students in their formulation of career goals, job-search strategies, interview techniques, and resume development. Career Services advisors work closely with potential employers to seek new job leads and business contacts and assist graduates so their skills best match employers' needs. The Career Services Department is responsible for the following: discussing with students their employment needs; preparing students for employment interviews; helping students plan a job search; recruiting both part-time and career positions for students and recent graduates; following up with students and employers to maximize the employment success rate. The Career Services department works in close collaboration with Academics.

Students have access to the Portfolio Section available on the LCV website at http://lcieducation.com/en/portfolios.aspx. This software allows students to post online portfolios of their creative works, research activities and resumes. Employers searching for talent are able to assess students' capabilities based on the expertise shown in their on-line portfolios. This system allows LCV students to access employment opportunities around the world.

Graduate Employment Services

For graduates and alumni anticipating an employment change or for those who may have become unemployed, the Career Services department can offer assistance in the form of job leads, resume development, and counseling. Career Services advisors can conduct an evaluation of career experience for alumni and give professional direction to career endeavors. LCV believes that continued contact with its alumni is important and maintains a relationship with alumni through periodic events, mailings, newsletters, email, and exhibitions.

Student Employment Services

The Career Services department also helps students with their career-related needs during College. If a student would like a part-time job or would like to discuss how to get a head start on their career while still in College, students are encouraged to make an appointment with a Career Services Advisor. The Advisor can also provide job leads, information on how to create an effective resumeand cover letter, and job search and interview strategies. The Career Services office is located on the second floor at the Renfrew Campus.

LIBRARY SERVICES

The library is an important part of the campus community, supporting intellectual inquiry and promoting student success and academic achievement through the provision of its collections and services.

Services

The librarian assists students in many aspects of the research process; from refining research topics and finding information sources to proofreading citations. In addition, the librarian delivers one-on-one and in-class instruction on research skills, citation, and the use of library resources. Reference and library assistance is provided in person, over the phone(778-373-8919), through email (library@lasallecollegevancouver.com) or online by appointment (https://lcvlibrary.com).

Tutoring

Peer tutoring is available free of charge to active LCV students. One-on-one tutoring sessions can be scheduled on the library website (https://guides.lcvlibrary.com/tutoring).

Resources

The library's collections consist of high-quality resources and equipment that support study in all academic programs offered at the College. The collections – developed with the principle of currency, consistency, and balance – have the depth, breadth, and variety of formats both physical and digital to accommodate a broad range of inquiry and learning style preferences. The library's catalogue and online resources can be accessed through its website (https://lcvlibrary.com).

Facilities

The library is the hub of the campus community, providing a place to study, do research, or work on group projects. The library space includes study tables, comfy reading chairs, and reservable group study rooms. Computer workstations, wireless internet, a printer/photocopier, and a media viewing room are also available in the library space.

General Policy & Library Information

A student ID is required to borrow materials from the library. The loan periods are as follows:

Item Type	Loan Period	Item Limit
Books	2 weeks	5 items
Magazine	1 week	2 items
DVDs/Blu-ray Discs	1 week	2 items
Video Games	1 week	2 items
Board Games	3 days	2 items
CDs	1 day	2 items
Game consoles/ peripherals (on-campus only)	5 hours	-
Course Reserves	5 hours	-

The library hours of operations are posted on the library's website (https://lcvlibrary.com) and are subject to change.

To contact the library, phone 778-373-8919 or send an email to library@lasallecollegevancouver.com.

STUDENT INFORMATION

Student Input

LCV welcomes suggestions from our student body on ideas that might assist in carrying out theeducational mission of the College. There are a number of ways for students to share their ideas:

- Schedule an appointment with your Program Director and share your idea in person;
- Email or send a message through the student portal with your suggestion to the Director of Student Experience or consult the Campus Guide for your local Student Services Office contact information;
- Where applicable, fill in a Suggestion Form and drop it in the Suggestion Box. See the Campus Guide for location of Suggestion Box;
- Where applicable, send your suggestion or concern to your Student Representative (see Campus Guide for more details).
- When applicable, send your comments through student feedback surveys.

While not every suggestion may be feasible, LCV regularly evaluates student suggestions andimplements those that are in the best interest of all constituencies of LCV.

Privacy Legislations

LCV respects the confidentiality of all student records and complies with the British Columbia Protection ofPrivacy Act and relevant Ministry of Advanced Education, Skills and Training Directives on Record Keeping and Privacy.

Procedure to Inspect Educational Records

LCV generally will not permit disclosure of personally identifiable information to third parties from the records of a student without prior written consent of the student and consistent with the British Columbia "Personal Information Protection Act". Student records may also be reviewed on a confidential basis by accreditors, Student Assistance, or authorizedgovernment officials as part of compliance or operational requirements.

Students who wish to inspect and review their education records should submit a written request to the Registrar. The request should identify as precisely as possible the records s/he wishes to inspect. If the requested records are subject to inspection and review by the student, the Registrar will make the needed arrangements for access within a reasonable period of time but in no case more than forty-five (45) days after the request was made and will notify the student of the time and place where the records may be inspected. The College may require the presence of a College official during the inspection and review of a student's records.

When a record contains personally identifiable information about more than one student, the student may inspect and review only those records which relate to him/her personally.

Where Student Records are Located

A list of the types and locations of records maintained by LCV and the title of officials responsible for those records is as follows:

Admissions Records: Admissions Department prior to matriculation / Registrar's Office post-matriculation

Attendance & Academic Records: Registrar's Office

Financial Aid Records: Financial Services

Billing & Payment Records: Financial Services

Career Services Records: Office of Career Services

LCV abides by the B.C. "Personal Information Protection Act" and regulations with respect to studentinformation, confidentiality, and retention of student records.

Your name and personal identification information, the name of your program and the tuition paid may be forwarded to the Ministry of Advanced Education, Skills and Training for the purposes of administering the Student Tuition Protection Fund. This information has to be collected by the Ministry under section 26 of the Freedom of Information and Protection of Privacy Act.

LCV may be obliged to disclose student information and provide notice/confirmation to funding and sponsorship agencies of students receiving student assistance. This information may include, but is not limited to, the student'scontinued enrollment, withdrawal, attendance and/or graduation from the program for which he/she was granted student assistance. LCV may also use student information for the purposes of employment assistance tracking; student satisfaction and follow-up research or recovery of debt the student may owe LCV.

Use of Information Submitted by Student

All information, ideas, or documents disclosed or submitted by the student as part of his/her education program at LCV are disclosed or submitted upon the understanding that the only obligation that the recipient has with respect to such information, ideas or documents and any use of the same, is limited solely to claims for infringement of valid patents or failure to comply with copyright laws.

Students' Rights & Responsibilities

Students have the right to:

- Know what financial assistance is available, including information on federal, provincial, and institutional financial aid programs;
- Know the deadlines for submitting applications for each of the financial aid programs available;
- Know the cost of attending LCV and the College's Refund Policy;
- Know what portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the pay-back procedures, the length of time you have to repay the loan, and when repayment is to begin;
- Know how the College determines whether you are making satisfactory academic progress, and what happens if you are not.

Student responsibilities are to:

- Review and consider all information about LCV program before you enroll;
- Complete all application forms accurately and submit them on time and to the appropriate office;
- Accurately complete your application for student financial aid. Errors can result in long delays in your receipt of financial aid;
- Return all additional documentation, verification, corrections, and/or new information requested by either Financial Services or the agency to which you submitted your application;
- Read and understand all forms that you are asked to sign and keep copies of them;
- Accept responsibility for all agreements you sign;
- If you have a loan, notify the lender of changes in your name, address or College status;
- Know and comply with the deadlines for application or reapplication for aid;
- Know and comply with LCV's refund procedures;
- Know the policies and procedures as outlined in your Student Handbook.

Student Conduct and Intellectual Property

LCV is a professional learning environment and expects students to act accordingly. Students are boundby LCV rules of conduct with respect to intellectual property which require that all students:

- Act in a mature, professional, responsible, and business-like manner.

- Not copy any software that is in use or developed during the program of study at LCV. The student agrees that any unauthorized use by him/her of such software infringes Canadian, U.S. and international patent laws, copyright laws, and laws of industrial property rights of third parties. The student further agrees to indemnify LCV for any suit brought against LCV based on a claim that such unauthorized use infringes such aforementioned laws, even where based upon use in combination with other software. The student further agrees to maintain complete confidentiality with respect to information about LCV business, which the student may acquire during his/her program of study, and in particular, but notso as to limit generality of the foregoing, with respect to the use of courseware, learning methodologies and intellectualproperty.
- Under certain circumstances a student may be able to claim some intellectual property rights to original intellectual property that s/he creates in the course of attending his/her program/course. However, LCVshall be permitted to use the student's projects and related work for the purpose of advertising, exhibition and promotion of LCV, with the student's permission, and do so without cost or obligation to thestudent.

Student Conduct Policies and Procedures

Nothing in this Calendar or LCV policies prevents LCV from immediately dismissing or suspending a student where, in the judgment of LCV, there is valid safety or academic reason for doing so or where a student is disrupting the educational environment of others.

LCV community is composed of individuals with varied interests and diverse opinions. A student, by voluntarily joining LCV community, assumes responsibility for abiding by the standards that have been instituted pursuant to our mission, processes, functions, goals, and as expressed in this Academic Calendar. To function properly, members must exhibit a respect for the individual and collective rights of all those within the community. Students who violate these principles or the rights of others are subject to disciplinary action based on the Student Conduct Policy. Disciplinary actions can range from a warning to suspension or termination from LCV.

STUDENT CONDUCT POLICY

SECTION I. GUIDING PRINCIPLES.

LCV recognizes its students as responsible and dedicated men and women who are preparing for careeremployment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of the College community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, LCV provides guidance to students regarding those standards of student conduct and behaviour that it considers essential to its educational mission. This policy also provides guidance regarding the types of conductthat infringe upon the fulfillment of the College's mission.

SECTION II. SCOPE.

This Student Conduct Policy applies to all students and student organizations at LCV.

SECTION III. REACH.

The Student Conduct Policy shall apply to student conduct that occurs on College premises **including online platforms**, at College-sponsored activities, student organization sponsored events or in College Housing. At the discretion of the Chief Conduct Officer (Director of Student Experience, Chief Academic Officer or a delegate as appointed by the President of LCV), the Policy shall also apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

SECTION IV. RESPONSIBILITIES OF DUAL MEMBERSHIP.

Students are both members of the College community and members of the broader global community. As socially responsible members, students are responsible to the communities of which they are a part, and, as students, they are responsible to the

academic community of the College and to other individuals who make up the community. By enforcing its Student Conduct Policy, the College neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the College will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

SECTION V. DISCIPLINARY OFFENSES.

The offenses listed below are given as examples only. LCV may sanction other conduct not specificallyincluded on this list.

1. Scholastic Dishonesty
    - Plagiarism
    - Cheating on assignments or examinations
    - Engaging in unauthorized collaboration on academic work
    - Taking, acquiring or using test materials without faculty permission
    - Submitting false or incomplete records of academic achievement;
    - Altering, forging or misusing a College academic record;
    - Fabricating or falsifying data, research procedures, or data analysis;
    - Deceiving the College and/or its officials.

2. Illegal or Unauthorized Possession or Use of Weapons
    - Possession or use of firearms, explosives, fireworks, ammunition, dangerous chemicals, or other weapons, likenesses of weapons, on college property, College sponsored housing or at college sponsored functions, except where possession is required by law.

3. Sexual Assault or Non-consensual Contact
    - Any form of unwanted sexual attention or unwanted sexual contact. (See the Sexual Misconduct and Relationship Violence Policy for more detail. For all cases covered by the Sexual Misconduct and Relationship Violence Policy, the investigation and disciplinary procedures outlined in that policy shall govern.)

4. Threatening, Violent or Aggressive Conduct
    - Assault, battery, or any other form of physical abuse of a student or college employee
    - Fighting or physical altercation
    - Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees
    - Any conduct that threatens the health or safety of another individual, one's own self, or another individual. Threats to commit self-harm and/ or actual incidents of self-harm by any student.

5. Theft, Property Damage and Vandalism
    - Theft, attempted theft, vandalism/damage, or defacing of college property, college-controlled property or the property of another student, faculty, staff member or guests.
    - Extortion
    - Setting fires, tampering with fire safety and/or firefighting equipment

6. Disruptive or Disorderly Conduct
    - Disruptive Behaviour, such as, Interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities)
    - Disruptive Classroom Conduct, such as,
    - Engaging in behaviour that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
    - Use of cell phones and pagers during scheduled classroom times

7. Disorderly Conduct, such as,
    - Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colours, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials

- Breach of peace on college property or at any college-sponsored or supervised program
- Any in-College or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests LCV and/or its reputation

8. Illegal or Unauthorized Possession or Use of Drugs or Alcohol
    - Use, sale, possession, or distribution of illegal or controlled substances, drug or drug paraphernalia on collegeproperty or at any function sponsored or supervised by the college.
    - Being under the influence of illegal or controlled substances on college property, or at any college function
    - Use, sale, possession, or distribution of alcoholic beverages on college property or at any function sponsored orsupervised by the college**.**
    - Being under the influence of alcohol on college property or at any college function is also prohibited

9. Verbal Assault, Defamation and Harassment
    - Verbal abuse of a student or college employee
    - Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person
    - Harassment based on sex, race, colour, national origin, religion, sexual orientation, age, disability or any other criteria protected by federal or provincial law.

10. Hazing
    - Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college.

11. Falsification
    - Willfully providing college officials with false, misleading, or incomplete information
    - Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

12. Abuse of LCV disciplinary system, including but not limited to:
    - Failure to obey the summons of a disciplinary body or college official
    - Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
    - Disruption or interference with the orderly conduct of a disciplinary proceeding
    - Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
    - Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
    - Failure to comply with the sanction(s) imposed under the student conduct policy
    - Influencing or attempting to influence another person to commit an abuse of the disciplinary system

13. Unauthorized Use or Misuse of College Facilities
    - Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.

14. Violation of Federal or Provincial Laws
    - Violation of federal, provincial or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions. In addition, students must disclose any criminal conviction received while a student to the Director of Student Experience within 5 days of the conviction.

15. Insubordination
    - Persistent or gross acts of willful disobedience or defiance toward college personnel
    - Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties
    - Failure to exit during fire drill,
    - Failure to identify oneself when on college property or at a college- sponsored or supervised functions, upon request of college official acting in the performance of his/her duties

16. Violations of College Rules
    - Violations by guest of a student on college property. Students are responsible for the actions of their guests
    - Violation of College safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
    - Smoking in classrooms or other college buildings or areas unless designated as a smoking area
    - Any violation of the institutions policies on the responsible use of technology including but not limited to
        - The theft or abuse of computer, email, Internet, or Intranet resources
        - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
        - Unauthorized transfer of a file
        - Unauthorized downloading of copyrighted materials in violation of law
        - Unauthorized use of another individual's identification and/or password
        - Use of computing facilities to interfere with the work of another student, faculty member, or College official
        - Use of computing facilities to send obscene or abusive messages
        - Use of computing facilities to interfere with normal operation of the College's computing system
    - Failure to satisfy College financial obligations

The above list is illustrative only, and LCV may sanction other conduct not specifically included on this list.

SECTION VI. SANCTIONS.

LCV may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). LCV reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. Warning: A notice in writing that a student has failed to meet some aspect of the College's standards and expectations
2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.
3. Discretionary Sanctions: The student will be required to complete an educational service, attend counseling, or have restricted privileges.
4. Suspension: Separation of the student from the College for a pre-determined period of time. The student may be able to return to College once specified conditions for readmission are met. The student may not attend classes, use College facilities, participate in or attend college activities, or be employed by the College during his/her suspension.
5. Expulsion: The student will be expelled from LCV immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or college related activities at any time or for any reason.
6. Restitution: Compensation for loss or damage to property leased, owned, or controlled by the College. This may take the form of monetary or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

SECTION VII. DISCIPLINARY PROCEDURES.

Complaint

Any member of LCV community may file a complaint against any student for misconduct or for otherwisebeing in violation of

LCV policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the Chief Conduct Officer or his/her delegate.
2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.
3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Chief Conduct Officer or his/her delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless LCV determines that the circumstances do not warrant disclosure of some or all of the facts.

Search of Student's Property

Students have no expectation of privacy in their personal property while on campus. LCV reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the College staff that a risk to the health, safety, or welfare of students, and/or the College community exists and including searches pursuant to an investigation of potential wrongdoing. This includes but is not limited to vehicles brought onto property leased, owned, or controlled by the College, backpacks, portfolios, and clothing. This policy also applies to student property, student e-mail and/or computers.

Notification and Determination of violations that warrant Disciplinary Meeting

1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting.
2. After the meeting, the Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred and will communicate the decision to the student in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.
    - If a student fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of LCV policies on the basis of the information availableand impose sanctions for such violations.

Notification and Determination of violations that warrant Disciplinary Hearing or Panel

In some cases, involving serious violations, the Chief Conduct Officer or his/her delegate, hereby referred to as "Hearing Officer", in his or her sole discretion, may choose to assemble a disciplinary panel to adjudicate the process.

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)
2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel
3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.
4. The student may be accompanied by one person (family member, friend, etc.) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee
5. In Hearings involving more than one student, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them.
    a. Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion
    b. The Disciplinary Panel may ask questions and may seek information not provided to it.
7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred The Panel should

communicate to the Hearing Officer its decision and its recommended sanction, if any.

8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.
9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

Disciplinary Panel

A Disciplinary Panel may consist of members of the College Leadership Team, Campus Staff, Faculty or Student Body. When students are permitted on the panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the panel. Failure to sign the permission constitutes an agreement to have no student on the panel.

Administrative Interim Suspension

Students may be administratively suspended on an interim basis when:

(1) serious allegations are being investigated
(2) serious allegations are pending before a disciplinary panel
(3) in advance of a disciplinary panel hearing; or
(4) when a student potentially poses a threat of harm to himself, to others, or to property of the College or a member of the College community

During the interim suspension, students are denied access to the College (including classes, labs, library) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or designee may determine to be appropriate.

This interim suspension period should last no longer than three business days.

The interim suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

SECTION VIII. Appeal Procedures.

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe they have been treated in an arbitrary or biased fashion or without adherence to LCV policies and procedures.

- During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from College may not be on College property.
- The student must write a letter of appeal in the student's own words, addressed to the President of LCV or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to LCV's policies and procedures andprovide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
- Students should provide documentation to support the allegations of the appeal.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President and/or the committee may decide to convene an appeal hearing. The student will be notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.

- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

No Harassment Policy

LCV is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, colour, religion, sexual orientation, genderidentity or expression, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law. (Please note that sexual harassment is more thoroughly addressed in the Sexual Misconduct & Relationship Violence Policy.)

LCV Sexual Misconduct & Relationship Violence Policy; Procedures for Handling Sexual Misconduct and Relationship Violence Complaints

LCV values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaininga campus environment free from all forms of sex discrimination, sexual harassment, and sexual assault. Sexual Misconduct and Relationship Violence, defined more specifically below, are inconsistent with these values, violate institutional policy, and will not be tolerated at LCV and are expressly prohibited. Similarly, retaliation for having brought forward a concern or allegation or for participating in an investigation of a report of Sexual Misconduct or Relationship Violence is also expressly prohibited and is grounds for disciplinary action.

This Policy provides information regarding how an individual – whether a student, faculty member, or staff member – can make a report of Sexual Misconduct or Relationship Violence impacting a student and how LCV will proceed onceit is made aware of any such report.

For faculty and staff members who believe they are the victim of sexual misconduct, please follow our No Harassment policy in the Employee Handbook.

I. Preliminary Issues & Important Definitions

This Policy prohibits "Sexual Misconduct" and "Relationship Violence," broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone, including third parties, and can occur between people of the same sex or different sexes and regardless of one's biological sex or transgendered sex. This policy applies to Sexual Misconduct and Relationship Violence that is committed against a student when that Sexual Misconduct or Relationship Violence occurs: (i) on campus; (ii) off-campus if in connection with a College-sponsored program or activity; or (iii) off-campus if allegedly perpetrated by a fellow student, faculty member, staff member, or third party when the victim/reporting student reasonably believes that the off-campus conduct has created a hostile educational environment.

A. What is "Sexual Misconduct"?

Sexual Misconduct includes the threat, attempt, or commission of:

- Sexual Assault: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent (as defined below). Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
- Non-Consensual Sexual Contact: Any intentional sexual touching with any body part or object by any person upon any person without Consent.
- Sexual Exploitation: An act attempted or committed through the abuse or exploitation of another person's sexuality.

Examples include, but are not limited to, prostituting another student; inducing a student into sexual intercourse, sexual contact, or other sexual activity by implicit or explicit threat of exposure of personal information or academic consequences; non-consensual video or audio-taping of sexual activity; allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties; and knowingly transmitting or exposing another person to a sexually transmitted infection without the person's knowledge.

- Indecent Exposure: the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.
- Sexual Harassment: unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic status; or (b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

B. What is "Relationship Violence"?

Relationship Violence includes:

- Domestic Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the student is protected under federal or applicable state law.
- Dating Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship is generally determined based on a consideration of the length and type of relationship and the frequency of interaction.
- Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

The following also constitute violations of this Policy:

- Complicity: Assisting, facilitating, or encouraging the commission of a violation of this Policy.
- Retaliation: Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. To be clear, retaliation against a Complainant for reporting an incident or against any witness who participates in an investigation is strictly prohibited.

C. Who are "Complainants" and "Respondents"?

LCV is not a court of law. We also do not engage in victim-blaming or rushes to judgment. Therefore,without judgment, we refer to anyone who reports that s/he has experienced Sexual Misconduct as a "Complainant" and to anyone who reportedly has engaged in Sexual Misconduct as a "Respondent."

D. Defining Consent

In many cases of Sexual Misconduct, the central issue is consent or the ability to give consent. Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of

sexual activity. Past Consent does not imply future Consent, and Consent to engage in one form of sexual activity does not imply Consent to engage in a different form of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent must be knowing and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of her/his actions. Individuals who are physically or mentally incapacitated cannot give Consent.

Silence, without actions evidencing permission, does not demonstrate Consent. Where force, threats, or coercion is alleged, the absence of resistance does not demonstrate Consent. Force, threats, or coercion invalidates Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain Consent or negate one's intent.

Consent to engage in sexual activity may be withdrawn by either person at any time. Once withdrawal of Consent has been clearly expressed, the sexual activity must cease.

Incapacitation is the inability, temporarily or permanently, to give Consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, due to an intellectual or other disability that prevents the student from having the capacity to give Consent, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators that an individual is incapacitated may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, lack of awareness of circumstances or surroundings, or inability to perform other physical or cognitive tasks without assistance.

E. Policy Coordinator & Deputy Coordinators

For purposes of complying with provincial and federal laws, matters involving sexual misconduct and relationship violence will be addressed by Director of Student Experience, who serves as the Policy Coordinator ("Coordinator"). The Coordinator is responsible for, among other things, coordinating the campus's efforts to comply with and carry out the campus's responsibilities under provincial and Canadian law, including compliance with this policy. The Coordinator will help to coordinate any investigations under this Policy.

In addition, the College has other individuals who serve as Deputy Coordinators to help oversee investigations and determination proceedings under this Policy.

II. Reporting & Confidentiality

We encourage victims of Sexual Misconduct & Relationship Violence to talk to somebody about what happened – so they can get the support they need, and so the College can respond appropriately.

Different employees on campus have different abilities to maintain confidentiality:

- CONFIDENTIAL REPORTING: Some individuals are required to maintain near complete confidentiality. These include professional counselors such as those provided by Talk One2One counselling services. These individuals can provide resources and generally talk to a victim without revealing any personally identifying information about an incident to the College. A victim can seek assistance and support from these individuals without triggering a College investigation.

- NON-CONFIDENTIAL REPORTING. Other than professional counsellors defined above, most other employees and contractors are required to report all the details of an incident to the Coordinator. A report to these employees (called "responsible employees") constitutes a report to the College and generally obligates the College to investigate the

incident and take appropriate steps to address the situation. The following campus employees (or categories of employees) are examples of responsible employees: President, Director of Student Experience, other Student Services staff, Academic Advisors, the Security Team (including contract security personnel), all full-time and adjunct Faculty, Talent and Culture (Human Resources).

The College will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sexual Misconduct or Relationship Violence to the extent possible and allowed by law. The Coordinator will evaluate any request for confidentiality in the context of the College's responsibility to provide a safe and non-discriminatory environment to all members of its community.

The College will complete any publicly available record-keeping required by law without the inclusion of identifying information about the alleged victim. It will also maintain as confidential any interim measures or remedies provided to the alleged victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

In addition to internal reporting, the College strongly encourages anyone who believes they have experienced a sexual assault (or any other crime) to make a report to local law enforcement. Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement investigations, so prompt reporting of the incident to law enforcement is especially critical. Designated staff will, upon request, assist an individual in making a report to law enforcement as necessary and appropriate.

Although we strongly encourage complainants to report to local law enforcement, such a report is not a prerequisite to the College's review and investigation of any complaint covered by this Policy. The College will honour a Complainant's request not to report the matter to local law enforcement UNLESS we have a reasonable basis to believe that the safety and security of the campus community is at risk. In this event, the College will endeavor to notify a Complainant or Reporter of the institution's intent to report the matter to law enforcement in advance of any such report.

The College does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the College's ability to take certain actions.

Other Code of Conduct Violations: The College encourages students who have been the victim of Sexual Misconduct or Relationship Violence to come forward. Students should not be discouraged from reporting such incidents because they fear discipline for their own violations of the Student Code of Conduct. Therefore, the College has discretion not to pursue other violations of the Student Code of Conduct that occurred in the context of the reported incident of Sexual Misconduct or Relationship Violence.

III. Response Procedure

Students are encouraged to report any incident of Sexual Misconduct or Relationship Violence to the Coordinator, Deputy Coordinator, the Director of Student Experience, or the Campus President. If a report is made verbally, the College will request a written statement by the student. While a student may contact any of these persons to report an incident, the Director of Student Experience will be well prepared to handle all types of sensitive student matters.

Upon receipt of a report, the College will generally proceed as described below.

A. Investigation Commencement

The College will provide a timely and thorough investigation. Barring exigent circumstances, cases of Sexual Misconduct and Relationship Violence will generally be resolved within a 60 day period once the incident has been reported. An extension of time may be necessary if witnesses are unavailable or uncooperative or due to other extenuating circumstances beyond the control of the investigator.

B. Initial Response

Once the College is put on notice of possible Sexual Misconduct and Relationship Violence, the Complainant will be offered

appropriate confidential support, accommodations, and other resources and will be notified of applicable policies and procedures. Accommodations include the ability to move to different housing, to change work schedules, to alter academic schedules, to withdraw from/retake a class without penalty, and to access academic support. The Respondent also will be offered appropriate resources and notified of applicable policies and procedures.

C. Interim Intervention

Pending a final determination, the Coordinator and/or Student Services staff will take appropriate interim measures. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications. Student Services staff may limit a student or organization's access to certain College facilities or activities pending resolution of the matter. The College may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the College determines, in its sole discretion, that it is necessary in order to protect the safety and well-being of members of the campus community.

D. Decision to Proceed to Investigation

If the Complainant is willing to participate in the review and investigation process, the College will proceed as described below in Section III (E).

If the Complainant requests a confidential investigation, the College will seek to protect the privacy and confidentiality of the Complainant to the extent possible and allowed by law. The College, in consultation with the Coordinator, will evaluate any request for confidentiality in the context of the College's responsibility to provide a safe and nondiscriminatory environment to allmembers of its community.

If a confidential investigation is requested and agreed to, the College will investigate without revealing the name of the Complainant in any interview or email and will not ask questions that inadvertently or reasonably could reveal the identity of the Complainant.

If the Complainant asks that the report of sexual misconduct not be pursued, the College will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests under the circumstances. The College, in consultation with the Coordinator, will make a final decision on whether and to what extent it will conduct an investigation, and notify the Complainant promptly.

E. Investigation Procedure

Investigators do not function as advocates for either Complainants or Respondents. Investigators can, however, identify advocacy and support resources for either Complainants or Respondents.

The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence.

The Investigation will generally be conducted by the Director of Student Experience for the campus (or any other individual appointed by the Coordinator) if the Respondent is a student. If the Respondent is a faculty or staff member, Talent and Culture will also participate in the investigation.

The investigator will separately interview both Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have legal counsel present during their own interview but said counsel may not advocate during the interview.

F. Determinations

1. For cases where the Respondent is a student.

The investigator will present all evidence to the Coordinator (or his/her designated Deputy Coordinator). In all cases, the Coordinator or the designated Deputy Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

The College reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.

2. For cases where the Respondent is a Faculty or Staff Member.

The investigator will present all evidence to the Ethics Committee. The Ethics Committee will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The Ethics Committee will weigh the evidence presented and make a determination whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

G. Standard of Proof

In all cases under the Sexual Misconduct policy, the Coordinator (or designee) or the Ethics Committee will determine if a violation of policy has occurred by the preponderance of evidence standard. Thus, they will determine whether it is more likely than not that a violation has occurred.

H. Potential Sanctions

If a violation of policy has been found, the Coordinator or the Ethics Committee will impose appropriate sanctions, including but not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees.

I. Outcome Notifications

Both the Complainant and Respondent will be notified in writing of the outcome of the investigation and of the sanctions imposed, if any.

J. Appeals

If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the Campus President within 15 business days of notification of the outcome. An appeal may be made based only on one or more of the following reasons:

1. New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.

2. The Finding is Arbitrary and Capricious: Reading all evidence in the favour of the non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the Campus President is allowed to make all logical inferences in benefit of the non-appealing party.

3. Disproportionate Sanctions: The sanctions were disproportionate to the findings.

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The Campus President, or designated representative, will notify the non-appealing party of the request for

an appeal. Within five business days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party's written statement if it is not submitted within the designated time limit.

The Campus President will endeavour to make a determination of the appeal within 15 business days of receipt. The Campus President's decision is final.

GENERAL STUDENT COMPLAINT PROCEDURE

If you have a complaint or problem, you are encouraged to follow the Student Complaint Procedure. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Director of Student Experience if related to non-academic issues or to the Chief Academic Officer for academic issues. If the Director of Student Experience or Chief Academic Officer are either absent or named in the complaint, the complaint should be submitted to the President. The written account should indicate your name, phone number, and student ID number and discuss the steps you have taken to remedy the situation.

The appropriate College staff member or department will be notified of the complaint. A follow-up meeting with you and the Director of Student Experience and/or the Chief Academic Officer will be held within ten College days of the date of the written complaint in an effort to resolve the issue. You will be provided with written reasons for the decision within 30 days after the date on which your complaint was made. This 30-day period will include any appeals or arbitration procedures required by the institution.

If you are not satisfied with the results, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will be provided written results of the appeal within ten class days from the date the appeal is received.

Students may, at their own expense, engage legal counsel or agent to represent them during the complaint process.

If you follow this complaint procedure and still feel dissatisfied with the results, you may send a written copy of the complaint to:

The Ministry of Advanced Education – Private Training Institutions Branch
203 - 1155 West Pender St
Vancouver, BC
Canada V6E 2P4

Please refer to the College's Jury Waiver & Agreement to Binding, Individual Arbitration Policy for additional information regarding disputes or claims.

Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

- Students who believe they have been subjected to discrimination or harassment (other than sexual harassment) in violation of the Non-Discrimination Policy should follow the procedure outlined below. (Please note that students who believe they have been subjected to sexual harassment should follow the reporting process in the Sexual Misconduct and Relationship Violence Policy.) This complaint procedure is intended to provide a fair, prompt, and reliable determination about whether LCV Non-Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has

occurred. Any student who chooses to file a discrimination complaint should do so either with the Director of Student Experience, 2665 Renfrew Street, Vancouver, BC, V5M 0A7, 778-373-8968 or with the Chief Academic Officer, 2665 Renfrew Street, Vancouver, BC, V5M 0A7, 778-373-8941. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.

2. LCV will investigate the allegations. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only LCV's final determination with respect to the alleged offense and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by legal counsel and/or other person(s) (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 30 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

4. The decision of the Investigator may be appealed by petitioning the President's Office of LCV. The written appeal must be made within 20 calendar days of receipt of the determination letter. The President, or his orher designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.

5. LCV will not retaliate against persons bringing forward allegations of harassment ordiscrimination.

6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or Academic Calendar.

JURY WAIVER AND AGREEMENT TO BINDING, INDIVIDUAL ARBITRATION

The student (hereafter, "you") and LCV (hereafter, "the College") agree that any dispute or claim betweenyou and the College (or any company affiliated with the College, or any of its officers, directors, trustees, employees or agents) arising out of or relating to the Enrollment Agreement or, absence of such Agreement, your enrollment or attendance at the College, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort,statute, or otherwise, shall be, at your or the College's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. You further agree that you may only pursue arbitration after exhausting informal efforts and the internal dispute resolution processes including those set out in the College Student Handbook. Nothing in this Agreement prevents the student and the College by mutual agreement, proceeding with mediation or other alternative dispute resolution process on agreed terms.

The arbitration shall follow the standards and rules of procedure as set out in the British Columbia Commercial Arbitration Act. If the College intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with the College, and you will have 20 days from the date of the letter to select one of these organizations as the administrator. If you fail to select

an administrator within that 20-day period, the College will select one. The College agrees that it will not elect to arbitrate any individual claim of less than the relevant jurisdictional threshold that you bring in small claims court. If that claim is transferred or appealed to a different court, however, or if your claim exceeds the relevant jurisdictional threshold, the College reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

If either you or the College chooses arbitration, or instead agree to a third party mediation on agreed terms, neither party will have the right to a jury trial, to engage in discovery, except as provided in the applicable arbitration rules, or otherwise to litigate the dispute or claim in any court (other than in small claims or similar court, as set forth in the preceding paragraph, or in an action to enforce the arbitrator's award). Further, you will not have the right to participate as a representative or member of any class of claimants pertaining to any claim subject to arbitration.

The arbitrator's decision will be final and binding. Other rights that you or the College would have in court also may not be available in arbitration. Any claim of any liability or loss whatsoever on behalf of the student in every circumstance is limited to an amount no greater than the total amount of tuition paid by the student to the College and that would be refundable under the tuition refund policy and no other loss of any kind whatsoever. The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the city of Vancouver.

The College will pay the filing fees charged by the arbitration administrator. Each party will bear the expense of its own legal counsel, experts, and witnesses, regardless of which party prevails, unless applicable law or this Agreement gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and legal counsel, expert and witness fees), to the extent such fees and expenses could be imposed by the British Columbia Commercial Arbitration Act and consistent with the civil procedures rules of the Province of British Columbia as applicable. This arbitration provision shall survive the termination of your relationship with the College.

OTHER SERVICES, POLICIES, AND PROCEDURES

Culinary Standards

I. Purpose or Scope

The culinary profession requires skills and abilities in the classroom and kitchen settings. As such, guidelines for students are necessary to provide appropriate expectations. Industry and kitchen standards introduced and reinforced throughout the curriculum are essential for student's success in the classroom and the industry. Abiding by local health codes is essential for safety and sanitation in the kitchen. LCV is committed to equal opportunity in its culinary programs and does not discriminate on the basis of disability (or any other reason) and will make reasonable accommodations to a qualified student to enable the student to participate in culinary programs, provided that the accommodation does not jeopardize safety, pose an undue hardship, or materially alter the academic integrity of the program.

II. Policy Provisions

To participate in any culinary program at LCV, each student, with or without reasonable accommodations,must be able to safely and effectively:

- Attend and participate in both day and night classes
- Communicate in person with co-workers, students and guests and process written and verbal instructions
- Attend and participate in laboratory and production classes of up to 5 hours in length
- Regularly lift and transport food and other culinary product, equipment, small wares, and utensils weighing up to 40pounds.
- Regularly lift and transport trays with hot and cold plated foods, small wares, and other items, and serve and cleartables where guests are seated.
- Pour and serve liquids and beverages, including hot liquids up to temperatures of 180-185 degrees Fahrenheit (82.2 – 85 degrees Celsius)
- Use knives and other commercial cooking utensils
- Perform repetitive motion skills required in the kitchen and the food industry, such as whisking, dicing, or piping
- Handle and cook different varieties of fish, seafood, beef, pork, chicken, lamb, venison, or other meats, vegetables, and fruit products
- Handle and bake/cook using different flours – including all grains – as well as chocolate, fruits, and nuts
- Operate commercial cooking and food service equipment
- Stand or maneuver in professional or commercial kitchens, dining rooms and related facilities for up to 2 hours
- Sit on a kitchen stool or at a classroom desk for up to 50 minutes
- Visually assess, and evaluate the taste, appearance, texture and aroma of food and beverage products
- Use commercial cleaning and sanitizing equipment and materials
- Produce food products within the time parameters designated by a course objective within a class or for a hands-on or baking practical

The foregoing technical standards are essential to the culinary programs of instructions at LCV and also reflect industry requirements and standards.

IDENTIFICATION (ID) CARDS

Security and Access to the College

It is the policy of LCV that access to all campus facilities is limited to authorized personnel, students, and invited visitors. During their first quarter, students will be issued a new ID card with photograph. This is required for all students. Visitors must sign in at Reception and receive a Guest Pass. Additionally, visitors are at all times subject to College policies and conduct codes. Responsibility for the lawful and appropriate behaviour of visitors is shared by their student or employee host. Visitor access is limited to 30 minutes, except with permission from an authorized staff member. All students must wear their Student ID at all times while on campus. In addition, the card is required to pick-up grades, transcripts, schedules, refund cheques, and check out library books, resource materials, and equipment. If you forget your ID, you are entitled to three free DayPasses a quarter after which you will need to purchase a replacement ID card for $10. You can get your ID, Day Passes and guest passes from Campus Resources. Consult your Campus Guide for specific details.

Dress Code

While it is not LCV's intention to dictate how to dress, there are a few basic rules that all of the studentsare expected to follow:

1. Shirt and shoes are required at all times.
2. Apparel should not be as revealing or questionable as to cause disruption of normal College and classroom operations.
3. Both the individual and his/her clothes should be clean, so as not to offend others.

Remember that part of your education is to learn how to present yourself well to others.

Health Services/First Aid

In the event of illness or injury to a student on LCV premises or at a sponsored function of LCV, security staff are trained in First Aid and should be called upon to render assistance. The student may request transportation to a local hospital emergency room or doctor for examination and treatment if necessary. The student is responsible for any resulting expenses. The student should review personal and/or family insurance policies to determine whether appropriate coverage exists.

Health/Medical Insurance for International Students

International students are required to maintain appropriate and sufficient health insurance. Please contact Student Services for more information.

Portable Communications Devices

The College is committed to providing an atmosphere that enables the highest quality of student learning. In order to ensure the maintenance of such an environment, the College prohibits the use of mobile phones, recording devices, media players in classrooms during class meetings unless they are part of the course learning process. Such devices should be disabled prior to class periods to prevent them inadvertently sounding during classes. Failure to adhere to this regulation may result in grade adjustments, dismissal from class, and/or additional disciplinary action.

Visitors and Phone Calls

Visitors or family are not permitted in class without prior permission from the Instructor or Administration. A main priority of LCV is to provide an uninterrupted atmosphere for class and studies. Consequently, LCV cannot operate a telephone message service for students. Only in medical emergencies will a message be taken to astudent.

Children on Campus

From time to time, children accompany parents to campus. If students are conducting a short visit when they are not attending class, they may bring children as long as they are supervising them at all times. Please be mindful, however, that children are not permitted in the classrooms or labs at any time, and are not permitted to use the Library or computer resources

Animals on Campus

The College prohibits any animals on campus property, with the exception of approved service animals. In order to receive approval to bring a service animal on campus property, please contact the Director of Student Experience.

Solicitation

Solicitation is forbidden (unless prior approval is granted) on the grounds of LCV. Individuals found soliciting should be reported to the Student Services Office. If a recognized LCV organization wishes to raise funds as part of aservice project, permission must be obtained from the Student Services Office prior to any such activity.

Use of Facilities

LCV expends considerable effort to maintain a clean and professional facility conducive to an educationalenvironment. Consequently, students are requested to make efficient use of receptacles provided for garbage, recycling and ashtrays. Students are also expected to clean up after themselves when using the microwaves and other facilities.

Vending Machines, Telephones and Facilities

Consult your Campus Guide for specific locations and availability of these amenities.

Personal Property

The College is not responsible for the loss or damage of any personal property of a student. We encourage you to take measures to safeguard your property including placing your name and student number on valuable items and to avoid leaving items anywhere unattended. You may want to review your personal property or homeowner's insurance policies to ensure that valuable items are covered. You are responsible for any College books or equipment you use or check out. If material is lost or damaged, you will be charged for the cost of repair or replacement at the College's discretion.

Inclement Weather

There are a number of ways to determine closure status of the College. Students may call the campus at 778-373-8904 or check the college's website, the Omnivox site or school official social media channels for updates.

EMERGENCY PROCEDURES

911 Procedures

- Do not hesitate to call 911 in matters of life and death or if you are uncertain about the severity of a situation.
- Dial 911 on a mobile or land line phone device and provide (a) nature of the emergency and (b) the location including the name of the building, the address, phone number and room number.
- Contact Campus Security concerning all safety and safety-related issues as soon as possible. Security phone numbers are listed below.
- Students and staff are advised not to talk to the media in a crisis situation.

How do I know if it is an emergency? Err on the side of caution. Tell someone: campus security, a faculty member, a co-worker, a supervisor, a peer, or call 911.

Campus Address: 2665 Renfrew Street, Vancouver, British Columbia, V5M 0A7

Campus Contact Information

Security	Reception Desks
778-373-9000	604-683-9200

Emergency Phone Numbers

• Fire/Medical/Police	911
• Poison Control Centre	604-682-5050
• Crisis Centre	604-872-3311
• Gas Leaks & Odours	1-800-663-9911
• Power Outages & Emergencies	1-888-769-3766
• Earthquake, Flood, Dangerous Goods Spills, and Tsunami	1-800-663-3456
• Environment/Wildlife Conflict	1-800-663-9453
• Sexual Assault Centre	604-255-6344
• Coastal/Airport Watch program	1-888-855-6655
• Police non-emergency	604-717-3321
• Fire non-emergency	604-665-6000
• Ambulance non-emergency	604-872-5151

College Closing Procedure

LCV may determine in the interests of staff, faculty and students to close the College for the followingreasons, but not limited to:

- Bomb threat, earthquake, fire, violence, inclement weather, transportation strikes, demonstrations (planned/unplanned), terrorist attack (in any part of the country), other national emergencies

College closures are rare; however, in the event that the College must close, we will post the details of the closure on the main reception line or check the Omnivox App.

If no information related to College closure is posted, you may assume that all campuses will be open for regularly scheduled hours.

In the case of any health and safety incident, report to Campus Security situated on the main floor (ext. 9000 for outside calls 604-683-2006) or for emergencies, call 911 – be sure to state the address – 2665 Renfrew Street, Vancouver, BC, V5M 0A7.

Procedures for Accidents

- In the case of an accident, report to Campus Security, situated on the main floor.
- Campus Security ext. 9000.
- For outside calls: 604-683-2006 ext. 9000.

Need for First Aid

A situation in which a person requires the assistance of first-aid or rescue for himself or herself or for a third person. It can also be about physical injury, allergies, a drop in blood pressure, or even disease.

- Report the accident to Campus Security, situated on the main floor – ext. 9000 - For outside calls: 604-683-2006 ext. 9000.
- Follow the directives of Campus Security and, if necessary, dial 911. State the address: 2665 Renfrew Street, Vancouver, BC, V5M 0A7.
- Never move the injured person.

Procedures for Power Failure

A situation whereby the building is without power in its entirety, except for the emergency systems (emergency lighting for evacuation, sprinklers, fire detection panel and components, etc.) in place. Electrical failure is usually short-lived and does not necessarily require an evacuation.

- Stay calm.
- The LCV phone line is not a land line so cannot be reached in the case of a power failure. Instead call the security mobile number at 778-788-4055. Explain the situation and follow the instructions provided.

Procedures for Fires and fire drills

If you encounter smoke or flames:

- Pull the manual fire alarm.
- Evacuate from the dangerous zone.
- Close the doors behind you on the way out.
- Call 911.

Employees should show students the following on the first day of classes and explain the procedures outlined in the sections above and below related to fire and fire drills below:

- Stairs and exits.
- Manual fire alarms.
- Portable fire extinguishers.

For fires and fire drills

- If you hear the alarm system, keep calm.
- Evacuate as quickly as possible – do not run.
- Leave the building as quickly as possible.
- Do not return for any reason, including personal items or important documents.
- Always use the stairs, as elevators will automatically be blocked.

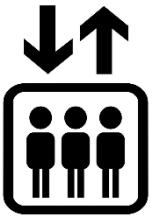
- Report to the meeting place outside school grounds in the parking lot.
- Follow the instructions given by the exit supervisors.

For faculty, if in a class when smoke or flames are observed or if the fire alarm is heard

- Evacuate students immediately through the closest exit, making sure to close the classroom door behind when the last person is out.
- Lead students to the predetermined meeting place (see above) outside the building.
- Take a head count to confirm the presence of all students.

Procedures for person stuck in an elevator:

A situation in which a person finds that another person is stuck or trapped in the cabin of a defective or out of order elevator:



- Ask for the name of the person and if he or she requires medical attention.
- Notify Campus Security at 604-683-2006 ext. 9000 and follow instructions provided.
- Remain in contact with the person stuck in the elevator.
- Never make a heroic gesture when an elevator is stopped mid-step.

If stuck in an elevator:

- Stay calm.
- Press on the emergency button situated on the left control panel or use the emergency telephone to make presence known.
- Inform the person helping if there is a health issue.
- Do not attempt to open the doors.

Procedures for Personal Security

- Know the location of the nearest phone, alarm and exits.
- Have emergency numbers posted by the phone.
- If you have concerns about your personal safety, call Campus Security (numbers above).

Procedures for Safety on the go:

- Walk with someone else whenever possible.
- Stay in busy, well-lit areas. Do not take shortcuts through low-traffic areas.
- Use caution when stopping to give strangers information or directions, especially at night.
- If you suspect you are being followed, be suspicious. Keep checking behind you so the person knows you cannot be surprised. Change directions, cross the street and go to a busy, well lit area. Report the incident to the police immediately.
- Park your car or bicycle in a busy, well lit area. If this is not possible, or if you are returning to your vehicle late at night, call Campus Security, or have someone accompany you.
- Be alert as you return to your vehicle. If someone is hanging around - leave. Have your keys ready and check your backseat before getting in your car. Lock your door and keep your windows rolled up.

Procedures if you witness a crime:

- Call 911 and then Campus Security (604-683-2006 ext. 9000).
- Do not place yourself in danger by attempting to apprehend or interfere with a suspect.
- Get a good description of the suspect. Note physical characteristics, clothing, direction and mode of travel.
- Note the license plate number as well as the make and colour of any vehicle which may be involved.

Procedures for Suspicious Parcel

A situation whereby a person discovers an object considered suspicious that may represent a threat for the people nearby.

- Do not touch the package.
- Any person who has touched the parcel should wash hands and face.
- Contact Campus Security at 604-683-2006 ext. 9000 and inform them about the incident.
- Do not use a mobile phone within a radius of 50 meters of the package.

Move all persons away from the parcel and follow the safety guidelines provided.

Procedures for Suspicious Call

A situation whereby a person receives a call he or she considers suspect and that could represent a threat to the organization or one or several persons.

- Try to keep the caller on the line as long as possible by asking these questions according to the situation, such as:
- Who are you? What do you want?
- Where is the bomb?
- What does it look like?
- Why?
- Try to retrieve the call by using the "Applicant" function on the display.
- Notify Campus Security at 604-683-2006 ext. 9000 and wait for instructions.

Procedures for Contaminated domestic water

A situation whereby water is declared unsafe and may cause health problems to persons inside the building, if consumed.

- Stay calm. Do not drink the water.
- Wait for instructions from the person in charge.

Procedures for Spillage / Leakage of hazardous materials

A situation whereby a gas leak or chemical product is harmful to the health of persons inside the building.

- Stay calm.
- Keep everyone away from the source of danger.
- Notify Campus Security at 604-683-2006 ext. 9000 and wait for instructions.

Procedures for Natural Disaster

This is an emergency measure which occurs in the case of a natural event putting people at risk inside the building.

Earthquake/Strong Winds:

- DROP, COVER, HOLD-ON.
- Drop down onto hands and knees.
- Take cover under solid furniture or towards the door frames or corners of bearing walls.
- Cover head and torso to prevent being hit by falling objects.
- Hold on to the object to remain covered.
- Stay there until the shaking stops.
- Avoid being close to or facing the windows.
- Never use the elevator.
- Wait for instructions from supervisors.

Flooding:

- Stay calm. Move away from danger.
- Notify Campus Security at 604-683-2006 ext. 9000 and wait for instructions.
- Procedures for Suspicious/Aggressive Individual
  A situation in which an UNARMED person has an attitude likely to affect the safety of people in the vicinity.
- Stay calm, speak softly and respectfully.
- Respect the personal space of the individual. Keep a distance of 3 meters, if possible.
- Keep in mind where the emergency exits are located.
- Watch his or her hands.
- If the individual is aggressive, cooperate as much as possible with the requests of the aggressor and do not stand his or her gaze. He or she could take this gesture as an aggression.
- If possible, ask someone to notify Campus Security at 604-683-2006 ext. 9000.

Procedures for Hostage Taking

A situation in which a person or a group of people are taken by an individual who usually has conditions in exchange for the release of the hostages.

- Stay calm. Do not resist. Do all that the armed kidnapper says.
- Speak only if spoken to.
- Do not joke or make sarcasm and do not try to reason with the aggressor.
- Do not show your back and do not lean unless ordered to do so.
- Take note mentally of the names, physical appearance (height, gender, clothing, and specific brands worn) and peculiarities (accent, mannerisms, structure of authority) of all perpetrators.

Procedures for Seclusion (CODE YELLOW and RED)

An emergency measure that could be used in the case of an active shooter, a natural disaster or in the event of a spill or leak of hazardous materials occurring outside the building.

- Let in the people who are standing outside.
- Close and lock all doors and windows and do not open them.
- Wait for the Emergency Coordinator guidelines.

CODE YELLOW - LOCKDOWN
No immediate danger within the building or on the campus but a situation has arisen requiring all students and all staff to stay in the classrooms (for example a medical emergency in the building or police action in the area). Interior classroom doors will be closed, and locked and exterior doors will continue to be locked with visitors being admitted only as situation warrants.

CODE RED - LOCKDOWN
Immediate and Imminent threat to the school building population such as an intruder in the building. School staff and students are secured in the rooms they are currently in and no one can leave until the situation has been safely resolved or the building has been evacuated safely.

CODE BLACK - Procedures for an Active Shooter

This is a situation whereby an ARMED individual (all types of weapons combined) has an attitude which is potentially dangerous for the safety of people in the area.

If escape looks possible without risk:

- Do not activate the manual fire warning device
- Leave the building immediately
- Alert all people met along the way and tell them to get out
- Once in a safe place, call 911 and follow the instructions given by the authorities.

If escape does not look possible without risk:

- Do not operate the manual fire warning device
- Ignore the fire alarm unless there are signs of fire
- Immediately go to the nearest safe area
- Let in other people looking for a safe area and lock the door
- Put mobile phone to "silent" mode
- Place objects in front of the door (desk, etc.) If door does not lock, prop up an object under the door (i.e. bag, shoe, book) or barricade it with a piece of furniture, to try to prevent it being opened from the outside.
- Block the door window, switch off the lights, lower blinds and turn off all devices present in the room to give the impression that the room is unoccupied
- Stand along a wall, lie on the floor, take a blanket, or hide behind an object and stay silent - avoid being seen and heard by the shooter

Once barricaded:

- Look at possibilities of leaving the building safely (windows, fire escapes, etc.)
- If possible, call the police for help (cell/mobile phone, fabric or memo in the window, gestures, etc.)
- Inform the people inside and outside the building about the presence of a threat
- Wait until the police arrive.
- Do not let anyone enter until police arrive and give instructions:
- Stay alert (listen for shots, noises of people moving).
- Police officers are never alone; they always have a teammate with them.
- If someone wants to break down the door, they are not police officers.

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Director of Admissions
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Diploma in Leadership, CAIS

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Juan Pablo Staffolani
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Hema Bhindi
Counsellor

Justine Higgs
External Relations & Event Coordinator

ACADEMIC DATES

Term	Start Date	End Date
Fall 2021	October 4, 2021	December 19, 2021
Winter 2022	January 3, 2022	March 20, 2022
Spring 2022	April 4, 2022	June 19, 2022
Summer 2022	July 4, 2022	September 18, 2022
Fall 2022	October 3, 2022	December 18, 2022

College Holidays

2021

New Year's Day	January 1, 2021
B.C. Family Day	February 15, 2021
Good Friday	April 2, 2021
Victoria Day	May 24, 2021
Canada Day	July 1, 2021
B.C. Day	August 2, 2021
Labour Day	September 6, 2021
Thanksgiving Day	October 11, 2021
Remembrance Day	November 11, 2021
Christmas Day	December 25, 2021

2022

New Year's Day	January 1, 2022
B.C. Family Day	February 21, 2022
Good Friday	April 15, 2022
Victoria Day	May 23, 2022
Canada Day	July 1, 2022
B.C. Day	August 1, 2022
Labour Day	September 5, 2022
Thanksgiving Day	October 10, 2022
Remembrance Day	November 11, 2022
Christmas Day	December 25, 2022