



LaSalle College
Vancouver

2018 - 2019 Academic Calendar

2665 Renfrew Street
Vancouver, BC V5M 0A7

<http://www.lasallecollegevancouver.com>
(800) 661-1885

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LASALLE COLLEGE VANCOUVER

ACADEMIC CALENDAR 2018 - 2019

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Using this Academic Calendar

This calendar was prepared by LaSalle College Vancouver, 2665 Renfrew Street, Vancouver, BC V5M 0A7. This document serves LaSalle College Vancouver with its main location at 2665 Renfrew Street. The Academic Calendar will use the terms "LaSalle College Vancouver," "LaSalle College" 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 in an addendum.

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 register fulfill their degree and program requirements.

Additional information may be found in the Student Handbook, which new students receive at their Orientation. The Student Handbook and the Academic Calendar are also available from the College website <http://www.lasallecollegevancouver.com>.

Students should consult this calendar for on-going reference purposes. Refer to the Chief Academic Officer (CAO), Director of Student Services, Program Director, or Academic Advisor regarding any elements outlined herein that require clarification.

The Academic Calendar and the Student Handbook are periodically reviewed and updated as necessary to reflect current academic, operating, 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 2018 - 2019 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 1.800.661.1885.

Publication Date: August 1, 2018

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

LaSalle College Vancouver

MISSION, VISION AND VALUES

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

LCI Education 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 an LCI Education – fostering employee motivation and satisfaction. Social and environmental issues are also at the heart of LCI Education's mission.

Commitment

LCI Education'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 LCI 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

Programs, credential levels, technology, and scheduling options are subject to change.

British Columbia Ministry of Advanced Education, Skills and Training

LaSalle College Vancouver is registered with the Ministry of Advanced Education, Skills and Training, Student Services Branch.

LaSalle College Vancouver offers the Bachelor of Design in Graphic Design, Bachelor of Applied Design in Interior Design and Bachelor of Science in Game Programming 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, Advanced Graphic Design, Animation Art & Design, Baking & Pastry Arts, Culinary Arts, Culinary Arts & Restaurant Ownership, Entrepreneurship & 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 International 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.

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 three degree programs and 28 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 Schools" 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 schools 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 School of Sound which later became the Center for Digital Imaging and Sound. The school 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 LaSalle College Vancouver, 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, LaSalle College Vancouver 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, 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, LaSalle College Vancouver received formal approval from the British Columbia Ministry of Advanced Education to offer a Bachelor of Applied Design in Graphic Design degree. This was followed by degrees in Game Programming and Interior Design in 2011. The College plans to expand its degree offerings over the next several years.

Governance and Administration

LaSalle College Vancouver 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 school'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 the President, 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.

About the City of Vancouver

Beautiful, breathtaking Vancouver. Home to two million people, this is a west coast lifestyle city like no other. 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 calibre 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-served by public transport to the downtown core.

LaSalle College Vancouver

Every student is here to learn from the experienced faculty. They’ve come for industry skills and the connections they’ll establish. But they’re also here for the gear: the equipment and resources it takes to create a professional end result.

At LaSalle College Vancouver, students will have the opportunity to learn what it takes to become a creative professional. Here, they will have the opportunity to learn how to create a portfolio that shows what you can do. That’s called having an edge. Standing out. And offering employers the kind of talent they’re looking for.

What separates us from other institutions? Professionalism. Industry informs us that the key indicators of life-long success are attitude, team skills 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.

Many faculty members have professional as well as academic experience, and many continue to remain active in their fields. A mix of full-time and adjunct faculty infuse our competency-based academic curricula with real-world experience, creating an atmosphere that is designed to foster student success.

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.

PROGRAMS OF STUDY

Academic Program Offerings

3D Modeling for Animation & Games – Diploma
Animation Art & Design – Diploma
Digital Film & Video – Diploma
Digital Photography – Diploma
Fashion Design – Diploma
Fashion Design with Co-op – Diploma
Fashion Marketing – Diploma
Game Art & Design – Diploma
Game Programming – Bachelor of Science
Graphic Design & Foundation for Design – Diploma
Graphic Design – Diploma
Graphic Design – Bachelor of Design
Interior Design – Diploma
Interior Design – Bachelor of Applied Design
Jewellery Design – Diploma
Professional Recording Arts – Diploma
Professional Recording Arts (LIPA) – Diploma
VFX for Film & Television – Diploma
Visual & Game Programming – Diploma

Baking & Pastry Arts Level 1 – Certificate
Baking & Pastry Arts Level 2 – Certificate
Baking & Pastry Arts – Diploma
Culinary Arts Level I – Certificate
Culinary Arts Level II – Certificate
Culinary Arts – Diploma
Culinary Arts with Co-op – Diploma
Culinary Arts & Restaurant Ownership – Advanced Diploma
Entrepreneurship & Restaurant Ownership – Diploma
Hospitality & Restaurant Business Management – Diploma

3D MODELING FOR ANIMATION & GAMES

DIPLOMA - 105 CREDITS - 7 QUARTERS

MASTERING FORM AND SPACE

The 3D Modeling for Animation & Games diploma program at LaSalle College Vancouver 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.

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
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
MAG401	Brush Based Modeling and Texturing	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.

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
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 Preproduction 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

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 LaSalle College Vancouver 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.

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 Preproduction	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

Compelling imagery carries much of the emotional power in today's visual media, both print and electronic. This imagery is most commonly photographic. Students in the Digital Photography diploma program must be creative, imaginative, and attentive to detail as they prepare to seek entry-level employment in the field upon graduation. While building an awareness of significance in visual style, students have the opportunity to develop core values based in professional standards and practices and a skill set with a solid technical and design foundation.

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.

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, newspapers and magazines, or as freelancers.

DIPLOMA IN DIGITAL PHOTOGRAPHY

Course Number and Title		Credits
FND115	Colour Theory	3
FND133	Digital Imaging	3
DFV110	Introduction to Digital Film Editing	3
DFV120	Introduction to Video Production	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
WIM110	Web Development	3
Total		60

FASHION DESIGN

DIPLOMA - 90 CREDITS - 6 QUARTERS

SENSE OF STYLE

A major focus of the apparel industry is fashion design. For students who seek an exciting career in a dynamic business, fashion design offers creative opportunities to transform design concepts into garments and accessories 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 skills in garments construction and design including tailoring, flat pattern drafting and draping as well as computer pattern drafting and grading to provide a solid foundation in the fundamentals of apparel engineering. In addition, marketing courses are designed to enable the students to develop, analyze and implement effective market strategies.

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 DESIGN

Course Number and Title		Credits
FND110	Drawing	3
FND112	Fundamentals of Design	3
FND115	Colour Theory	3
FND133	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	Advanced Sewing Techniques	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

A major focus of the apparel industry is fashion design. For students who seek an exciting career in a dynamic business, fashion design offers creative opportunities to transform design concepts into garments and accessories 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 skills in garments construction and design including tailoring, flat pattern drafting and draping as well as computer pattern drafting and grading to provide a solid foundation in the fundamentals of apparel engineering. In addition, marketing courses are designed to enable the students to develop, analyze and implement effective market strategies.

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.

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

Course Number and Title	Credits
FND110 Drawing	3
FND112 Fundamentals of Design	3
FND115 Colour Theory	3
FND133 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 Advanced Sewing Techniques	3
FD324 Advanced Construction	3
FD340 Computer Patternmaking	3
FD341 Computer Patternmaking II	3
FD370 Final Collection Concept	3
FD372 Final Collection Production	9
FD390 Co-op 1	1
FD391 Co-op 2	1
FD392 Co-op 3	1
FD393 Co-op 4	1
FM102 Introduction to Fashion Marketing	3
FM304 Website Development	3
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 colour 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 behaviour, 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.

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
FND115	Colour Theory	3
FND133	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 people who 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 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 in the Game Art & Design program at LaSalle College Vancouver have the opportunity to acquire a core skill set of written communication, game and level design, game scripting, and a foundation in art. 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 video and computer games to create their own interactive experiences.

GRADUATES ARE PREPARED

Graduates have the training and skills necessary to seek entry-level positions in the game industry such as level designer, gameplay (interactivity) designer, mission scripter, story writer, tester, and assistant producer.

DIPLOMA IN GAME ART & DESIGN

Course Number and Title	Credits
CC310 Pre-Production and Project Management	3
CC450 Production Team I	6
CC451 Production Team II	6
CC452 Post Production	6
CCM121 Digital Imaging	3
CCM131 Basic 3D Concepts	3
GAD100 History of Games	3
GAD103 Free to Play Game Design	3
GAD110 Introduction to Game Design	3
GAD120 Introduction to Scripting	3
GAD121 Mini Games and Prototyping	3
GAD122 Game Design	3
GAD130 Introduction to Level Design	3
GAD140 Scripting	3
GAD153 Portfolio I	3
GAD160 Advanced Scripting	3
GAD171 Game Design for Platforms	3
GAD205 UI UX Design	3
GAD222 Game Research and Critical Analysis	3
GAD230 Level Design	3
GAD250 Game Design for Business	3
GAD262 Advanced Game Design	3
GAD262 Portfolio II	3
GAD320 Senior Project	3
GAD322 Capstone Project	3
GAD323 Final Capstone Project	3
GAD330 Critical Game Design	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

GAME PROGRAMMING

BACHELOR OF SCIENCE - 180 CREDITS - 11 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 is committed to the advancement of applied art, computer science, software programming and its role in the global culture.

PROGRAM OBJECTIVES

Program objectives are to provide students with the following:

- A strong theoretical and practical knowledge of game programming.
- A hands-on, learning-centred educational environment that supports and enhances students' professional and academic development as designers.
- Targeted preparation and training to seek entry-level employment and advancement opportunities within the programming field upon graduation.
- Access to appropriately credentialed faculty with extensive industry experience.

GRADUATES ARE PREPARED

Upon graduation, Game Programming program graduates will have had 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 Preproduction and Project Management	3
CC449 Production Team I	6
CC451 Production Team II	6
CC452 Post-Production	3
CCM121 Digital Imaging	3
CCM131 Basic 3D Concepts	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++	6
VGP113 UML and Object-Oriented Design	3
VGP114 Software Development and Testing	3
VGP125 Introduction to C# Programming	3
VGP130 Advanced Object-Oriented Programming in C++	3
VGP135 Introduction to Mobile Programming	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 Artificial Intelligence	3
VGP240 3D Graphics and Applications	3
VGP242 3D Graphics Programming	3
VGP244 Algorithms and Data Patterns II	3
VGP246 Calculus for Physics	3
VGP248 Physics of Motion, Light and Sound	3
VGP256 Math and Physics for Games	3
VGP301 Professional Development	3
VGP320 Database Programming	3
VGP330 Real Time GPU Programming	3
VGP331 Network Programming	3
VGP334 Animation for Games	3
VGP336 Gameplay Programming	3
VGP430 Senior Project	3
VGP440 Concurrency and Parallel Programming	3
VGP452 Senior Portfolio	6
Studio Elective	3
Studio Elective	3
Studio Elective	3
Studio Elective	3
Studio Elective	3
Total	142

Liberal Studies Requirements

<i>Written Communication – 9 credits required</i>		Credits
ENG101	Rhetoric and Composition	3
ENG103	Academic Writing	3
CAP499	Capstone	3
<i>Oral Communication – 3 credits required</i>		
	Liberal Studies Elective	3
<i>Arts and Humanities – 6 credits required</i>		
	Liberal Studies Elective	3
	Liberal Studies Elective	3
<i>Behavioral/Social Sciences – 6 credits required</i>		
	Liberal Studies Elective	3
	Liberal Studies Elective	3
<i>Information Fluency – 6 credits required</i>		
	Liberal Studies Elective	3
<i>Mathematics – 6 credits required</i>		
MTH100	Mathematics	3
or MTH101	Applied Mathematics	3
MTH201	Geometry and Linear Algebra	3
<i>Natural Sciences – 6 credits required</i>		
	Liberal Studies Elective	3
	Liberal Studies Elective	3
Total		38
TOTAL CREDITS		180

GRAPHIC DESIGN & FOUNDATION FOR DESIGN

DIPLOMA - 90 CREDITS - 6 QUARTERS

VISUAL COMMUNICATOR

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

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Students in this program will have the opportunity to learn to apply the fundamentals of design, typography, illustration and production procedures in creative communication problems and projects. In addition, students can learn how to meet the needs of clients quickly, creatively and economically. Training will be provided to give students the opportunity to design with the following software tools: Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Flash, and Dreamweaver.

GRADUATES ARE PREPARED

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

DIPLOMA IN GRAPHIC DESIGN & FOUNDATION FOR DESIGN

Course Number and Title	Credits
ART102 History of Art in Early Civilization	3
FND110 Drawing	3
FND112 Fundamentals of Design	3
FND115 Colour Theory	3
FND133 Digital Imaging	3
GD121 Concept Development	3
GD131 Typography	3
GD132 History and 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
GD329 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 World Wide Web	3
WS130 Web Site Development I	3
WS230 Web Site Development II	3
Total	90

GRAPHIC DESIGN

DIPLOMA - 75 CREDITS - 5 QUARTERS

VISUAL COMMUNICATOR

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

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Students in this program will have the opportunity to learn to apply the fundamentals of design, typography, illustration and production procedures in creative communication problems and projects. In addition, students have the opportunity to learn how to meet the needs of clients quickly, creatively and economically. Training will be provided to give students the opportunity to design with the following software tools: Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Flash, and Dreamweaver.

GRADUATES ARE PREPARED

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

DIPLOMA IN GRAPHIC DESIGN

Course Number and Title		Credits
ART102	History of Art in Early Civilization	3
GD121	Concept Development	3
GD131	Typography	3
GD132	History and 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
GD329	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 World Wide Web	3
WS130	Web Site Development I	3
WS230	Web Site Development II	3
Total		75

GRAPHIC DESIGN

BACHELOR OF DESIGN - 180 CREDITS - 11 QUARTERS

GREEN BY DESIGN

LaSalle College Vancouver's Bachelor of Design in Graphic Design degree program focuses on the increasingly vital relationship between design and sustainable principles. As environmental demands escalate and take centre 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 will have the opportunity to learn how to assume the role of innovators and leaders within the program: in collaboration with their academic chair and instructors, they will have the opportunity to launch and co-steer strategies for incorporating new sustainable standards. As such, program graduates will have hands-on awareness of innovations within sustainable design and how these advances translate into the daily operations of schools and organizations within British Columbia.

PROGRAM OBJECTIVES

Our specific objectives are to provide students the following:

- Competencies in a program emphasizing strong theoretical and practical knowledge necessary for graduates to seek entry-level employment;
- A hands-on, learning-centred educational environment that supports and enhances students' professional and academic development as designers;
- Targeted preparation and training for entry-level employment opportunities within the design field;
- Access to appropriately credentialed faculty with extensive industry experience.

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 DESIGN IN GRAPHIC DESIGN

Course Number and Title	Credits
FND110 Drawing	3
FND112 Fundamentals of Design	3
FND115 Colour Theory	3
FND133 Digital Imaging	3
GDS120 Graphic Stylization and Symbols	3
GDS121 Concept Development	3
GDS130 Digital Illustration	3
GDS131 Typography	3
GDS133 Advanced Typography	3
GDS134 Digital Imaging II	3
GDS140 Electronic Design	3
GDS150 Design Thinking	3
GDS200 Advertising	3
GDS202 Green Campaign	3
GDS220 Conceptual Illustration	3
GDS221 Production Procedures	3
GDS231 Corporate Identity	3
GDS233 Experimental Typography	3
GDS240 Design Studio	3
GDS250 Professional Practices	3
GDS300 Portfolio I	3
GDS302 Environmental Design	3
GDS310 Packaging Design	3
GDS311 Art Direction	3
GDS320 Publication Design	3
GDS330 Information Design	3
GDS340 Advanced Design Studio	3
GDS360 Digital Photography	3
GDS432 Senior Project	3
GDS490 Senior Portfolio	6
WIM100 Fundamentals of User-Centred Design	3
WIM110 Web Development	3
WIM200 UX/UI Design	3
WIM210 Computer Animation for Multimedia	3
WIM250 Introduction to Scripting Languages	3
WIM310 Advanced Web Development	3
Studio Elective	3
Studio Elective	3
Studio Elective	3
Studio Elective	3
Studio Elective	3
Studio Elective	3
Studio Elective	3
Total	132

Liberal Studies Requirements

		Credits
<i>Written Communication – 9 credits required</i>		
ENG101	Rhetoric and Composition	3
ENG103	Academic Writing	3
CAP499	Capstone	3
<i>Oral Communication – 3 credits required</i>		
	Liberal Studies Elective	3
<i>Arts and Humanities – 6 credits required</i>		
	Liberal Studies Elective	3
	Liberal Studies Elective	3
<i>Behavioral/Social Sciences – 6 credits required</i>		
	Liberal Studies Elective	3
	Liberal Studies Elective	3
<i>Information Fluency – 3 credits required</i>		
	Liberal Studies Elective	3
<i>Mathematics – 6 credits required</i>		
MTH100	Mathematics	3
or MTH101	Applied Mathematics	3
	Liberal Studies Elective	3
<i>Natural Sciences – 6 credits required</i>		
	Liberal Studies Elective	3
	Liberal Studies Elective	3
<i>Sustainability – 9 credits required</i>		
SUS100	Fundamentals of Sustainable Design	3
SUS200	Principles of Sustainable Design	3
SUS201	Sustainable Design Standards	3
Total		48
TOTAL CREDITS		180

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 Interior Design diploma program is rich in theory and practice. Students will have the opportunity to develop abilities in all aspects of the design of three-dimensional spaces, both residential and commercial. The program is designed to teach students to communicate design solutions through a variety of visual media and develop aesthetic and ethical sensitivities. Students will have the opportunity to learn how the profession interfaces with others in the industry and how to manage the business of their profession. They will graduate prepared to seek entry level employment in the fields of commercial and residential design.

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 LaSalle College Vancouver Interior Design diploma program will be eligible to write the National Council for Interior Design Qualification exam upon completion of the required work experience.

DIPLOMA IN INTERIOR DESIGN

Course Number and Title		Credits
FND110	Drawing	3
FND112	Fundamentals of Design	3
FND115	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

INTERIOR DESIGN

BACHELOR OF APPLIED DESIGN - 180 CREDITS - 11 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 Interior Design program begins with a foundation in art and design to increase artistic sensitivity. The program is designed to emphasize the areas of drafting, space planning, history of interior design, materials, lighting, and residential and contract/commercial design. Courses cover two-dimensional and three-dimensional computer-aided design, computer rendering, three-dimensional modeling, and architectural detailing/working drawing methods of presenting design ideas and communicating with related professional services. The analysis of client needs and desires to create design solutions that are aesthetically pleasing, functional, and in accordance with building codes and standards, is the essence of the Interior Design program.

PROGRAM OBJECTIVES

Our specific objectives are to provide students the following:

- An opportunity to acquire a Bachelor of Applied Design degree in Interior Design in a program emphasizing strong theoretical and practical knowledge.
- A hands-on, learning-centred educational environment that supports and enhances students' professional and academic development as designers.
- Targeted preparation and training allowing graduates to seek entry-level employment within the design field.
- Access to appropriately credentialed faculty with extensive industry experience.
- Opportunities to influence and lead design innovations within a dynamic, evolving field.

This program is offered under the written consent of the Minister of Advanced Education effective August 3, 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
CAP499 Capstone	3
FND110 Drawing	3
FND112 Fundamentals of Design	3
FND115 Colour Theory	3
IDS110 Design Basics 3D	3
IDS112 Architectural Drawing	3
IDS118 Rendering and Visualisation	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 and Portfolio	3
IDS303 Business for Interior Designer	3
IDS310 Hospitality Design	3
IDS312 Design Documents and Technology	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
IDS400 Co-op Work Term	3
IDS401 Internship and Mentorship I	3
IDS402 Internship and Mentorship II	3
IDS403 Senior Portfolio	3
IDS410 Research Senior Project	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	3
Interior Design Elective 1	3
Interior Design Elective 2	3
Interior Design Elective 3	3

BACHELOR OF APPLIED DESIGN IN INTERIOR DESIGN

Course Number and Title	Credits
Interior Design Elective 4	3
Interior Design Elective 5	3
Total	138

Liberal Studies Requirements

<i>Written Communication – 9 credits required</i>		Credits
ENG101	Rhetoric and Composition	3
ENG103	Academic Writing	3
CAP499	Capstone	3
<i>Oral Communication – 3 credits required</i>		
COM100	Speech Communications	3
<i>Arts and Humanities – 9 credits required</i>		
ART101	History of Art I	3
ART102	History of Art II	3
	Liberal Studies Elective (upper division)	3
<i>Behavioral/Social Sciences – 6 credits required</i>		
SOC100	Fundamentals of Sociology	3
PSY100	Fundamentals of Psychology	3
<i>Information Fluency – 3 credits required</i>		
PHL101	Critical Thinking	3
<i>Mathematics – 6 credits required</i>		
MTH100	Mathematics	3
or MTH101	Applied Mathematics	3
	Liberal Studies Elective	3
<i>Natural Sciences – 6 credits required</i>		
	Liberal Studies Elective	3
	Liberal Studies Elective	3
Total		42
TOTAL CREDITS		180

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 support to carve your own path as a designer. Gain skillful talents in multiple bead stringing and weaving techniques, and learn to design and 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 work;
- 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

- Metal Work I
- Beading I
- History and Trends
- Illustration I
- Art & Application

Semester 2

- Metal Work II
- Beading II
- Multimedia
- Illustration II
- Visual Language

Semester 3

- Metal Work III
- Beading III
- Computerized Illustration
- Marketing
- Jewellery 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 market place.

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 business people. 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. LaSalle College Vancouver's Professional Recording Arts program is designed to prepare graduates 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 - 108 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 LaSalle College Vancouver Vancouver.

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 Recording Arts (LIPA) program, interested students must fulfill the following 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 Advanced Music Production for Visual Media	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
ENG101 Rhetoric and Composition	3
ENG103 Academic Writing	3
Total	6

TOTAL CREDITS 108

VFX FOR FILM & TELEVISION

DIPLOMA - 105 CREDITS - 7 QUARTERS

CREATING NEW VISIONS

The VFX for Film & Television diploma program at LaSalle College Vancouver is designed to provide graduates with the relevant skills 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.

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 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 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 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, gameplay and tools development. Students have the opportunity to learn C++, Python, Javascript and OpenGL. Students integrate all of these skills during a final game project in which they create an original video game in a team setting.

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. 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	Preproduction 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	Introduction to Level Design	3
VGP101	Introduction to Computer Programming	6
VGP102	Object-Oriented Programming in C++	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
VGP130	Object-Oriented Programming in C++ II	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
VGP336	Gameplay Programming	3
VGP201	Portfolio I	3
VGP453	Portfolio II	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 colourful and creative world of pastry and desserts.

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 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.

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
CUL105	Fundamentals of Classical Techniques	6
CUL121	Introduction to Baking	3
CUL122	Introduction to Pastry	6
CUL132	Management by Menu	3
CUL135	Purchasing and Product Identification	3
CUL250	Management, Supervision & Career Development	3
Total		30

BAKING & PASTRY ARTS

DIPLOMA - 60 CREDITS - 4 QUARTERS

A PASSION FOR DESSERT

Whether it is an insatiable sweet tooth or a love of warm, home-baked bread, all students in the Baking & Pastry Arts program at The International Culinary School at LaSalle College Vancouver share a passion for the pastry and desserts field.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Practical training covers the basics of fine dessert and pastry making. Pastry curriculum introduces classic creams, custards, and other fillings, as well as methods for making mousses, tarts, and cakes. Students are also acquainted with creative decorating and plating techniques. Baking curriculum explores methods for the preparation of yeast and sweet dough products and students have the opportunity to learn the importance of weights and measures, temperatures, hand-skills, and creative finishing techniques. Students can also learn to create hearth and artisan breads and to produce and deliver assorted bread products to the schools various outlets on a daily basis – much like a true working bake shop.

To provide students with a broad background and create a more versatile employee, Baking & Pastry Arts students receive instruction in the concepts and theories of culinary techniques. This includes the fundamental concepts, skills, and techniques involved in basic cookery, as well as an exploration of a wide realm of topics in the culinary arts including the advantages and disadvantages of working in specific areas of the hospitality industry.

Building on the basics learned in the first two quarters of the program, students can begin to refine their skills and explore the techniques of plated desserts and the theory behind building edible art for a-la-carte service, competition, and banquet functions. Students also study – through hands-on training – the creation of wedding cakes, chocolates, confections, tortes, European cakes, and centrepieces.

Instruction in purchasing, product identification, and in the planning and control process of the restaurant service industry is designed to provide essential knowledge about the business side of a career in the culinary arts. In the externship portion of the program, students work in positions in commercial food service and hospitality establishments approved by The International Culinary School at LaSalle College Vancouver.

GRADUATES ARE PREPARED

Studies in nutrition, sanitation and safety, management, and careers in the restaurant business give students the opportunity to obtain a full spectrum of knowledge about the culinary industry as they develop their skills, as baking and pastry technicians. Graduates are prepared to seek entry-level employment in bakeries, restaurants, catering houses, and institutional settings in entry-level positions as assistant bakers and pastry cooks.

DIPLOMA IN BAKING & PASTRY ARTS

Course Number and Title	Credits
CUL102 Concepts and Theories of Culinary Techniques	3
CUL103 Sanitation and Safety	3
CUL105 Fundamentals of Classical Techniques	6
CUL121 Introduction to Baking	3
CUL122 Introduction to Pastry	6
CUL132 Management by Menu	3
CUL135 Purchasing and Product Identification	3
CUL202 European Cakes and Tortes	3
CUL204 Advanced Patisserie and Display Cakes	6
CUL207 Artisan Breads & Baking Production	6
CUL212 Practicum	3
CUL242 Planning and Controlling Costs	3
CUL250 Management, Supervision & Career Development	3
CUL252 Food and Beverage Management	3
CUL260 Chocolate, Confections, and Centrepieces	6
Total	60

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 The International Culinary School at LaSalle College Vancouver is ideal for anyone wishing to explore the career options available to them in the world of culinary 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.

CERTIFICATE IN CULINARY ARTS - LEVEL 1

Course Number and Title		Credits
CUL102	Concepts and Theories of Culinary Techniques	3
CUL103	Sanitation and Safety	3
CUL105	Fundamentals of Classical Techniques	6
CUL111	North American Regional Cuisine	6
CUL121	Introduction to Baking	3
CUL135	Purchasing and Product Identification	3
CUL247	World Cuisine	3
CUL250	Management, Supervision & Career Development	3
Total		30

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?

Throughout this four-quarter program, students will have the opportunity to learn the business aspects of culinary arts along with intensive practical hands-on training. Instruction begins with an introduction to culinary skills, which outlines the fundamental concepts, skills and techniques involved in basic cookery. Students have the opportunity to simultaneously learn the concepts and theories of culinary techniques, as well as food and environmental sanitation and safety. By the end of the first quarter students have the opportunity to possess a well-rounded knowledge of the hospitality industry and an increased awareness of the various opportunities available in the culinary world.

As the course progresses, students have the opportunity to continue to hone their skills in a production setting and build their confidence in the techniques explored in the first quarter. The development of knife skills is accented, and students can begin to learn the specifics of ingredient functions, weights and measures, mise en place, timelines, plate presentation, and team work. An introduction to both baking and pastry is incorporated in the curriculum and students prepare, taste, serve, and evaluate International, Asian and North American regional cuisine. Instruction in food and beverage operations management culminates in the production of a complete dining room and bar operation manual.

During the fourth and final quarter of the program, students combine all the critical skills they have acquired and apply them to the development of a complete business plan for a minimum 100-seat restaurant. Students then embark on an externship in the industry to gain real world experience.

DIPLOMA IN CULINARY ARTS

Course Number and Title		Credits
CUL102	Concepts and Theories of Culinary Techniques	3
CUL103	Sanitation and Safety	3
CUL105	Fundamentals of Classical Techniques	6
CUL111	North American Regional Cuisine	6
CUL121	Introduction to Baking	3
CUL122	Introduction to Pastry	6
CUL132	Management by Menu	3
CUL135	Purchasing and Product Identification	3
CUL212	Practicum	3
CUL242	Planning and Controlling Costs	3
CUL244	Asian Cuisine	3
CUL247	World Cuisine	3
CUL250	Management, Supervision & Career Development	3
CUL252	Food and Beverage Management	3
CUL261	A la Carte Kitchen	9
Total		60

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?

Throughout this four-quarter program, students will have the opportunity to learn the business aspects of culinary arts along with intensive practical hands-on training. Instruction begins with an introduction to culinary skills, which outlines the fundamental concepts, skills and techniques involved in basic cookery. Students have the opportunity to simultaneously learn the concepts and theories of culinary techniques, as well as food and environmental sanitation and safety. By the end of the first quarter students have the opportunity to possess a well-rounded knowledge of the hospitality industry and an increased awareness of the various opportunities available in the culinary world.

As the course progresses, students have the opportunity to continue to hone their skills in a production setting and build their confidence in the techniques explored in the first quarter. The development of knife skills is accented, and students can begin to learn the specifics of ingredient functions, weights and measures, mise en place, timelines, plate presentation, and team work. An introduction to both baking and pastry is incorporated in the curriculum and students prepare, taste, serve, and evaluate International, Asian and North American regional cuisine. Instruction in food and beverage operations management culminates in the production of a complete dining room and bar operation manual.

During the fourth and final quarter of the program, students combine all the critical skills they have acquired and apply them to the development of a complete business plan for a minimum 100-seat restaurant. Students then embark on an externship in the industry to gain real world experience.

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

Course Number and Title		Credits
CUL102	Concepts and Theories of Culinary Techniques	3
CUL103	Sanitation and Safety	3
CUL105	Fundamentals of Classical Techniques	6
CUL111	North American Regional Cuisine	6
CUL121	Introduction to Baking	3
CUL122	Introduction to Pastry	6
CUL132	Management by Menu	3
CUL135	Purchasing and Product Identification	3
CUL212	Practicum	3
CUL242	Planning and Controlling Costs	3
CUL244	Asian Cuisine	3
CUL247	World Cuisine	3
CUL250	Management, Supervision & Career Development	3
CUL252	Food and Beverage Management	3
CUL261	A la Carte Kitchen	9
CUL290	Co-op 1	1
CUL291	Co-op 2	1
CUL292	Co-op 3	1
Total		63

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, The International Culinary School at LaSalle College Vancouver 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 North American cuisine, and rotate working in the various positions (both front and back of house) found in any top-end restaurant.

GRADUATES ARE PREPARED

During the sixth and final quarter of the program, students combine all the critical skills they have acquired in the program to the development of a complete business plan for a minimum 100-seat restaurant. Graduates leave with a solid understanding of how to establish effective communication between all restaurant staff, and have the necessary building blocks to seek entry-level employment in the culinary arts.

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
CUL105	Fundamentals of Classical Techniques	6
CUL111	North American Regional Cuisine	6
CUL121	Introduction to Baking	3
CUL122	Introduction to Pastry	6
CUL132	Management by Menu	3
CUL135	Purchasing and Product Identification	3
CUL201	Garde Manger	6
CUL212	Practicum	3
CUL242	Planning and Controlling Costs	3
CUL244	Asian Cuisine	3
CUL246	Classical European Cuisine	3
CUL247	World Cuisine	3
CUL250	Management, Supervision & Career Development	3
CUL252	Food and Beverage Management	3
CUL261	A la Carte Kitchen	9
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

ENTREPRENEURSHIP & RESTAURANT OWNERSHIP

DIPLOMA - 30 CREDITS - 2 QUARTERS

THE BUSINESS OF DINING

Maybe you think you have what it takes to manage a dining room operation or run a bustling kitchen, but you want to get the right training before you make the leap. Or perhaps you have always wanted to own a top restaurant, but want to understand the foodservice industry from the inside out. Either way, in the Entrepreneurship & Restaurant Ownership diploma program at The International Culinary School at LaSalle College Vancouver, you have the opportunity to become competent in the identified priorities of the foodservice industry: communication, training, leadership, management, human resources, technology, accounting, marketing, and customer relations.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

From overseeing food quality and to dealing with customers, to making staffing decisions, a restaurant entrepreneur handles hundreds of varied yet critically important tasks every day. The ability to make decisions quickly often determines their ultimate success or failure. The curriculum focuses on financial management and understanding the various market segments and demands that affect a restaurant's profit margins. Students have the opportunity to learn to work with proven marketing strategies, how to maximize value for owners and investors, and how to use analytical techniques to make informed business decisions.

During the second quarter of the program, students combine all the critical skills they have acquired in the program to the development of a complete business plan for a minimum 100-seat restaurant. Graduates demonstrate practical, analytical, and technical abilities to potential employers.

EXPERIENCE REQUIRED

Graduates of the Culinary Arts diploma program at The International Culinary School at LaSalle College Vancouver, or those with equivalent training or industry experience, are ideal candidates for this program, which builds upon foundation culinary skills and techniques, and foodservice industry knowledge.

GRADUATES ARE PREPARED

Graduates leave with a solid understanding of how to effectively manage a restaurant and have the necessary building blocks to seek entry-level employment in the culinary arts.

DIPLOMA IN ENTREPRENEURSHIP & RESTAURANT OWNERSHIP

Course Number and Title		Credits
CUL201	Garde Manger	6
CUL246	Classical European 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		30

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 The International Culinary School at LaSalle College Vancouver, 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. They then embark on an externship in the industry, to gain real world experience.

GRADUATES ARE PREPARED

The Hospitality & Restaurant Business Management diploma program is a prudent choice for those who possess a passion for the culinary and hospitality industries. Whether your career goal is owning or managing a restaurant, or if you are looking to work with catering companies, hotels, and cafes, the program prepares you to seek a variety of entry-level employment opportunities upon graduation. The program also suits individuals currently employed in the service industry who are looking to challenge themselves and broaden their employment options. Upon successful completion of the program, graduates are prepared to seek entry-level positions in the work force with a well-rounded portfolio that can lay the foundation for entry-level employment in the culinary arts.

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
CUL132	Management by Menu	3
CUL135	Purchasing and Product Identification	3
CUL201	Garde Manger	6
CUL212	Practicum	3
CUL242	Planning and Controlling Costs	3
CUL247	World Cuisine	3
CUL250	Management, Supervision & Career Development	3
CUL252	Food and Beverage Management	3
CUL272	Capstone	3
CUL300	Nutrition	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

E-LEARNING

With technology developing daily, educational and career paths are no longer confined to a conventional classroom. Our E-learning school 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 LaSalle College 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
- Team Work

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

- Computer Operating Systems
- Electronic Messaging & Web-Based Research
- Word Processing I (Basic & Intermediate)
- Introduction to Media
- Image Design and Processing
- Creating Multimedia Presentations
- Word Processing II (Advanced)
- Data Processing & Graphical Representation I (Basic & Intermediate)
- Project Management & Event Planning
- Creating & Using Databases
- Principles of Accounting
- Data Processing & Graphical Representation II (Advanced)
- Creating Layouts
- Web Site Design and Screenwriting
- Internship

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, analyse 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
- Burner, blank CDs and DVDs
- Flatbed scanner

Students are responsible for ensuring compatibility with the software.

Curriculum

Semester 1

- The World of e-Business
- Production Process for Web Projects
- User Experience
- Website Development

Semester 2

- e-Business Innovations
- Interactive Communication and Social Media
- Web Marketing (Google Adwords)
- Web Business Intelligence (Google Analytics)

Semester 3

- Internet Marketing Plan
- Online Rights and Responsibilities
- e-Business Management Practices
- 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 LaSalle College 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 LaSalle College Vancouver, 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

- Introduction to Event Planning
- Cultures, Etiquette and Protocols
- Event Logistics
- Introduction to Event Production Software

Semester 2

- Resource Planning
- Client-Supplier Communications
- Service Contracts and Proposals
- Presenting Project Plans

Semester 3

- Observational Project
- Event Marketing
- Professional Portfolio
- Project Management

Semester 4

- Website Development
- Event Coordination
- Post-Event Activities
- 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
- Fibre 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);
- Flat scanner

Students are responsible for ensuring compatibility with the software.

Curriculum

Semester 1

- The History of Fashion
- The Marketing of Fashion
- Fashion Occupations
- Fiber & Textile Analysis

Semester 2

- Principles of Accounting
- Analysis of Styles & Trends
- Planning a Selection of Clothing and Accessories
- Developing an Exclusive Clothing Strategy

Semester 3

- Choosing a Selection of Clothing and Accessories
- Prospecting for Clients and Suppliers
- Introduction to Financial and Budgetary Planning
- Approaches to Planning

Semester 4

- Managing a Sales Force
- Managing Fashion Merchandise
- Import/Export Distribution
- 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 allow them to engage in different activities such as conceptualising, 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
- Burner, blank CDs and DVDs, Flatbed Scanner and Camera
- 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

- Introduction to Fashion Styling
- Evolution of Fashion Culture
- Psychology and Personal Image
- Elements of Fashion Design

Semester 2

- Fashion Marketing
- Body Types and Ensembles
- Compositions
- Personal Styling

Semester 3

- Fashion Marketing
- Body Types and Ensembles
- Compositions
- Personal Styling

Semester 4

- Fashion Marketing
- Body Types and Ensembles
- Compositions
- Personal Styling

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 LaSalle College Vancouver, 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

- Introduction to Graphic Design
- Branding
- Visual Language
- Typography

Semester 2

- Conceptualisation
- Photography
- Graphic Design
- Layout

Semester 3

- Management and Appraisal
- Advanced Techniques in Graphic Design
- Graphic Design Project
- 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 LaSalle College 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 LaSalle College Vancouver, 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);
- Flat scanner

Students are responsible for ensuring compatibility with the software.

Curriculum

- Three-Dimensional Design
- Drawing Techniques (AutoCAD)
- Colours & Effects
- Lighting
- Materials and Finishes
- Interior Design I
- Applied Colour I
- Interior Architecture I
- 3D Modelling for Interior Design
- Interior Layout Planning II
- History of Styles & Interior Design I
- Furniture Design and Production I
- 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-garde 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 from LaSalle College, 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 2010
- 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

- 3D Modeling
- Introduction to Game Design
- Production Process
- Visual Language

Semester 2

- Environment Design
- Video Game Industry
- Weapons and Props Design
- Level Design

Semester 3

- Professional portfolio
- Textures and Surface Properties
- Level Mapping
- Advanced Techniques of 3D Rendering

Semester 4

- Character Modeling and Rigging
- Integration project

CONTINUING EDUCATION

Applied Arts Essentials - Certificate

Applied Culinary Essentials - Certificate

Aspiring Chefs Home Series - Certificate

Cross Disciplinary Studies - Certificate

Digital Photography Levels 1 & 2 - Certificate

English for Academic Purposes - Certificate

Kitchen & Bath Design Levels 1 & 2 - Certificate

APPLIED ARTS ESSENTIALS

CERTIFICATES - 176 HOURS EACH - 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 essentials 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 LaSalle College Vancouver.

APPLIED ARTS ESSENTIALS - Program Sequence Choices

<i>3D Modeling</i>	<i>Credits</i>	<i>Visual Effects for Film & Television</i>	
FND133 Digital Imaging	3	FND133 Digital Imaging	3
CCM111 Design and Colour Theory	3	CCM111 Design and Colour Theory	3
CCM101 Drawing and Perspective	3	CCM131 Basic 3D Concepts	3
CCM131 Basic 3D Concepts	3	VFX191 Introduction to VFX	3
<i>Animation</i>			
ANI151 2D Animation I	3		
FND133 Digital Imaging	3		
CCM101 Drawing and Perspective	3		
CCM131 Basic 3D Concepts	3		
<i>Digital Film & Video</i>			
DFV110 Introduction to Digital Film Editing	3		
DFV120 Introduction to Video Production	3		
DFV130 Visual Storytelling and Aesthetics	3		
DFV180 Film Studies	3		
<i>Digital Photography</i>			
FND133 Digital Imaging	3		
PHOA101 Principles of Photography	3		
PHOA102 Introduction to Photography Applications	3		
PHOA103 Digital Image Management	3		
<i>Fashion Design</i>			
FND115 Colour Theory	3		
FD104 Survey of the Fashion Industry	3		
FD110 Fashion Illustration	3		
FD130 Textile Fundamentals	3		
<i>Fashion Marketing</i>			
FND115 Colour Theory	3		
FND133 Digital Imaging	3		
FD104 Survey of the Fashion Industry	3		
FM102 Introduction to Fashion Marketing	3		
<i>Game Art & Design</i>	<i>Credits</i>		
FND115 Colour Theory	3		
CCM131 Basic 3D Concepts	3		
GAD100 History of Games	3		
GAD110 Game Design I	3		
<i>Graphic Design</i>			
FND112 Fundamentals of Design	3		
FND115 Colour Theory	3		
FND133 Digital Imaging	3		
WS121 Fundamentals of the World Wide Web	3		
<i>Interior Design</i>			
FND110 Drawing	3		
FND115 Colour Theory	3		
ID113 Introduction to Interior Design	3		
ID127 Computer-Aided Design	3		
<i>Professional Recording Arts</i>			
PRA100 Fundamentals of Audio	3		
PRA110 Audio Technology I	3		
PRA120 Digital Music Technology I	3		
PRA130 Digital Audio I	3		

APPLIED CULINARY ESSENTIALS

CERTIFICATES - 176 HOURS EACH - 11 WEEKS EACH

INTRODUCTION TO CULINARY

LaSalle College Vancouver'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 16 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 LaSalle College Vancouver.

APPLIED CULINARY ESSENTIALS - Program Sequence Choices

<i>Culinary Arts</i>	<i>Credits</i>
CUL102 Concepts and Theories of Culinary Techniques	3
CUL103 Sanitation and Safety	3
CUL105 Fundamentals of Classical Techniques	3
<i>Baking & Pastry Arts</i>	
CUL102 Concepts and Theories of Culinary Techniques	3
CUL103 Sanitation and Safety	3
CUL105 Fundamentals of Classical Techniques	3
CUL121 Introduction to Baking	3
<i>Hospitality Management</i>	
CUL102 Concepts and Theories of Culinary Techniques	3
CUL103 Sanitation and Safety	3
CUL105 Fundamentals of Classical Techniques	3
RCM262 Catering and Banquet Operations	3
<i>Event Management</i>	
EVM100 Food & Beverage Services	3
EVM102 Project Management & Strategic Planning	3
EVM103 Business Communications	3
EVM104 Stakeholder Management & Measuring Return	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 International Culinary School at LaSalle College Vancouver.

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 LaSalle College Vancouver's programs. These individual courses are primarily aimed at providing continuing education for working professionals who wish to enhance their skills or students who wish to further their knowledge and/or skill-base. Students earn a Certificate of Completion for 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.

DIGITAL PHOTOGRAPHY – LEVELS 1 & 2

CERTIFICATES - 30 HOURS EACH - 10 WEEKS EACH

Digital Photography - Level 1 (Certificate)

This course introduces students to the fundamental concepts and techniques of digital photography. It combines basic photography principles of composition and lighting with digital concepts such as exposure evaluation, file formats and image manipulations. This is a perfect course for anyone who wants to improve their photographic skills to capture better photographs.

Digital Photography - Level 2 (Certificate)

This course builds on the fundamentals learned in Digital Photography - Level 1. Students will have the opportunity to gain and apply expanded knowledge of techniques and creative process to develop their visual expression in the art of digital photography. Image manipulation and layout is introduced as a fundamental aspect of a digital workflow. Students will also be exposed to various options for image transfer from camera to computer and importing them into various software programs. This course will also cover digital printing techniques, colour management, and introduce students to the various industries in photography.

Completion Requirements

To receive a Certificate of Completion in either Digital Photography Level 1 or Digital Photography Level 2, students must complete a minimum of 30 hours of classroom time per course. Students must also receive a passing grade or credits for all required course work and satisfy all financial obligations with LaSalle College Vancouver.

ENGLISH FOR ACADEMIC PURPOSES

LEVELS 1 & 2

CERTIFICATES - 12 CREDITS EACH - 11 WEEKS EACH

Program Description

The English for Academic Purposes (EAP) is for students interested in improving their English prior to pursuing post-secondary education in Canada. This 11-week program consists of 24 hours of weekly instruction and introduces students to the writing, reading and communication skills necessary for successful academic study in an English-speaking institution. As an additional benefit, the EAP program features a foundation-level academic course. Students who successfully complete the EAP program may be able to transfer up to three academic credits towards a diploma program after completing Level 1 or degree program after completing Level 2.

Completion Requirements

To receive a Certificate of Completion for the English for Academic Purposes program students must also receive a passing grade or credits for all required course work, and satisfy all financial obligations with LaSalle College Vancouver.

ENGLISH FOR ACADEMIC PURPOSES LEVEL 1 CERTIFICATE

Course Code	Course Name	Credits
EAP100	Academic Writing & Reading	3
EAP101	Grammar	1.5
EAP102	Academic Research Skills	1.5
EAP103	Oral Communications & Presentation	1.5
EAP104	Applied Arts Elective	3
EAP105	Language of the Applied Arts	1.5
Total		12

ENGLISH FOR ACADEMIC PURPOSES LEVEL 2 CERTIFICATE

Course Code	Course Name	Credits
EAP200	Intermediate Academic Writing & Reading	3
EAP201	Intermediate Grammar	1.5
EAP202	Intermediate Academic Research Skills	1.5
EAP203	Intermediate Oral Communications & Presentation	1.5
EAP204	Applied Arts Elective	3
EAP205	Intermediate Language of the Applied Arts	1.5
Total		12

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 LaSalle College Vancouver.

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

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 keyframing, in-betweening, and cycling will be addressed.

Prerequisite: None

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 and 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 and 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

ANI301**3D Animation II (3 credits)**

This course will introduce the student to the refinement of observation for the purpose of animating believable weight. Posing and timing will be studied and experimented with in depth. Previous notions from 2D and 3D classes will be reiterated and applied.

Prerequisite: CCM221

ANI322**Animation Studio (3 credits)**

This course is a studio 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 course is a studio where students will complete their multifaceted assignment which serves as a culminating capstone project.

Prerequisites: MAG322 or Permission of the Academic Chair

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: ANI301

ANI381**Vector Animation II (3 credits)**

Students will apply skills from Vector Animation I to create short films for their portfolio projects using vector based software. They will execute each stage of a production work-flow 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: ANI301

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 primary 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: None

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

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: ART101 or ART102, and ENG101

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

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

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

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 Academic Chair

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

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**Preproduction 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 Academic Chair

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 Academic Chair

CC450**Production Team I (3 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 Academic Chair

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: CC450

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 color 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 keyframing, in-betweening, and cycling 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 and 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 Academic Chair

CCM271**Rigging (3 credits)**

The purpose of this course is to demystify 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 pipeline for animation, game, and live action production. 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/animations 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/animations. Students will learn the various terminologies, cinematic techniques and artistic concepts necessary to render clear and concise digital storyboards and animations.

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**Preproduction Team (3 credits)**

In this course, students will focus on the preproduction 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 Academic Chair

CCM431**Mentor Studio (3 credits)**

Industry mentors guide students through the completion of team projects, personal portfolio pieces and assignments.

Prerequisite: Permission of the Academic Chair

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 or MTH101

COM100**Speech Communications (2 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

COM200**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

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.

Prerequisite: None

Corequisites: CUL102 and CUL105

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

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*, time-lines, plate presentation, and teamwork in a production setting are introduced and accentuated. Timing and organization skills are emphasized.

Prerequisites: CUL103 and CUL105

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 and 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: CUL103

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

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

CUL135**Purchasing and Product Identification (3 credits)**

This course is a collaborative exploration of basic principles of purchasing food, equipment, and supplies. Primary focus is on product identification, supplier selection, and the ordering, receiving, storing and issuing process.

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 or Permission of the Academic Chair.

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, and 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, and 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 increased their proficiency in meeting production deadlines with quality products.

Prerequisites: CUL103, CUL121, and CUL122

CUL212**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 (D), Culinary Arts - Level 2 (C), Culinary Arts & Restaurant Ownership (D), and Hospitality & Restaurant Business Management (D) or 90 hours for Baking & Pastry Arts and Baking (D) & Pastry Arts - Level 2 (C). Individual conferences and class attendance is required. Students are responsible for securing an 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 Academic Chair

CUL242**Planning and Controlling Costs (3 credits)**

This course helps the student appreciate the planning and control process in the restaurant service industry. This course will introduce the tools required to maintain sales and cost histories, develop systems for monitoring current activities, and teach the techniques required to anticipate what is to come. The student will learn about pricing support systems, including food-cost breakdown, the fundamentals of purchasing, receiving, storing, issuing and production are covered. The importance of budgeting and an accurate profit and loss statement are emphasized. Forms and suggestions for implementing effective cost control procedures are given, and the menu's effect on planning and control is covered.

Prerequisite: None

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

CUL246**Classical European Cuisine (3 credits)**

This course emphasizes both the influences and ingredients that create the unique character of selected Classical European Cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of the British Isles, Italy, France, and Germany, Austria, Switzerland, and Scandinavian countries. Importance will be placed on ingredients, flavour profiles, preparations, and techniques representative of these cuisines.

Prerequisites: CUL103 and CUL105 or Permission of the Academic Chair.

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, and 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, and CUL252

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, and CUL252 or Permission of the Academic Chair.

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 Academic Chair.

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 Academic Chair.

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 Academic Chair.

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 Academic Chair.

CUL300**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

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 to 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

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: None

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 lavalier 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 Academic Chair

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 Academic Chair

DFV260**Advanced Project Preproduction (3 credits)**

The student will master the process of planning one project through all the phases of preproduction 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: None

EAP100**Academic Writing & Reading (3 credits)**

This course introduces students to the power of language within an academic setting and develops their reading and writing skills. Students discuss purpose, audience, argument and style, focusing on producing clear and competent texts within a university setting. Students also develop critical reading skills through synthesis, analysis and summary writing.

Prerequisite: None

EAP101**Grammar (1.5 credits)**

This course provides students the grammatical knowledge they will need to construct clear and correct sentences and paragraphs. Course work concentrates on parts of speech, various sentence structures, subject/verb agreement, correct verb tenses, pronoun/antecedent agreement, spelling, capitalization and punctuation.

Prerequisite: None

EAP102**Academic Research Skills (1.5 credits)**

In this course, students discover and implement the steps needed to research and produce an extended piece of writing on a selected topic. Students develop strategies for accurate note taking, identify suitable source material, and practice critical thinking through discussion and analysis. Course content also includes the correct application of established reference and citation processes.

Prerequisite: None

EAP103**Oral Communication & Presentation (1.5 credits)**

Students develop oral fluency and English pronunciation in this course. They will participate in as well as lead group discussions on a range of topics. Students will also deliver presentations in various formats and practice synthesizing and communicating information orally to audiences within a post-secondary setting.

Prerequisite: None

EAP104**Applied Arts Elective (3 credits)**

This course introduces students to fundamental concepts in the media, design and culinary arts and prepares them for further study or employment in these fields. Through a variety of learning methodologies - including guest speakers, field trips and studio sessions - students will explore opportunities in the applied arts relating to current trends, career possibilities, professional expectations and potential directions for future research.

Prerequisite: None

EAP105**Language of the Applied Arts (1.5 credits)**

This course prepares students for diploma and degree programs in the applied arts. Course content focuses on basic terminology, vocabulary and principles within the media, design and culinary arts. Students will explore, discuss and analyze foundational concepts as preparation for oral, written and visual communication within these fields.

Prerequisite: None

EAP200**Intermediate Academic Writing & Reading (3 credits)**

This course explores intermediate level language within an academic setting and develops students' reading and writing skills. Students discuss purpose, audience, argument and style, focusing on producing clear and competent texts within a university setting. Students also develop critical reading skills through synthesis, analysis and summary writing.

Prerequisite: Completion of English for Academic Purposes - Level 1 or Permission of the Academic Chair

EAP201**Intermediate Grammar (1.5 credits)**

This course builds upon students' grammatical knowledge by focusing on the construction of complex sentences and paragraphs for the academic environment. Course work concentrates on parts of speech, various sentence structures, subject/verb agreement, correct verb tenses, pronoun/antecedent agreement, spelling, capitalization and punctuation.

Prerequisite: Completion of English for Academic Purposes - Level 1 or Permission of the Academic Chair

EAP202**Intermediate Academic Research Skills (1.5 credits)**

Students research and produce an extended piece of writing on a selected topic. Students develop advanced techniques for note taking, identification and use of primary and secondary sources, and extensive use of critical thinking through discussion, critique and analysis. Course content also includes the correct application of established reference and citation processes.

Prerequisite: Completion of English for Academic Purposes - Level 1 or Permission of the Academic Chair

EAP203**Intermediate Oral Communication & Presentation (1.5 credits)**

Students continue to develop oral fluency and English pronunciation in this course. They will participate in as well as lead group discussions on a range of topics. Students will also deliver presentations in various formats and practice synthesizing and communicating information orally to audiences within a post-secondary setting.

Prerequisite: Completion of English for Academic Purposes - Level 1 or Permission of the Academic Chair

EAP204**Applied Arts Elective (3 credits)**

This course exposes students to concepts in the media, design and culinary arts and prepares them for further study or employment in these fields. Through a variety of learning methodologies - including guest speakers, field trips and studio sessions - students will explore opportunities in the applied arts relating to current trends, career possibilities, professional expectations and potential directions for future research.

Prerequisite: Completion of English for Academic Purposes - Level 1 or Permission of the Academic Chair

EAP205**Intermediate Language of the Applied Arts (1.5 credits)**

This course continues the preparation of students for diploma and degree programs in the applied arts. Course content focuses on basic terminology, vocabulary and principles within the media, design and culinary arts. Students will explore, discuss and analyze foundational concepts as preparation for oral, written and visual communication within these fields.

Prerequisite: Completion of English for Academic Purposes - Level 1 or Permission of the Academic Chair

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

ENG102**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

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

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

EVM100**Food & Beverage Services (3 credits)**

Food & Beverage Services is an introductory course that helps students identify the food and beverage requirements for special events. While providing a basic understanding of the food service function and catering operations, students will learn about selecting and contracting caterers, choosing appropriate meals for specific clients or groups, and understanding costs and quality. Licensing, sanitation, legalities, scheduling, alcohol service and related risks, and health and safety regulations are also included in this course, which will prepare students to complete an exam for FoodSafe certification.

Prerequisite: None

EVM101**Essential Software (3 credits)**

Understanding how to use standard software is a requirement of most employers today. Essential Software will teach students the fundamentals of computer operating systems and software such as Microsoft Word, Excel, and PowerPoint, as well as Adobe Illustrator and Photoshop. Each software will be taught with examples from within the special events industry.

Prerequisite: None

EVM102**Project Management & Strategic Planning (3 credits)**

Project Management & Strategic Planning introduces students to the special events industry as well as the logistical planning involved in organizing an event. Beginning with developing missions, goals and objectives, students will also develop critical paths, project plans, procurement plans, as well as conduct a Strengths Weaknesses Opportunities Threats (SWOT) analysis. As a large focus of this course is on project management, many of the skills that are learned will be transferable to a variety of other projects and jobs.

Prerequisite: None

EVM103**Business Communications (3 credits)**

Business Communications is a foundation course that helps students develop writing strategies that can be confidently adapted to a wide range of professional situations. Because the course aims to raise the student's communication performance to a professionally acceptable level, this is a "learn by doing" course. The primary means of instruction and learning will be guided writing practice in realistic business contexts. Instruction and assessment of student writing will focus on both the writing process and students' ability to create professional, finished products.

Prerequisite: None

EVM104**Stakeholder Management & Measuring Return (3 credits)**

While an event may seem successful after completion, it is important to evaluate and recognize whether or not it has met the goals and objectives of the stakeholders involved. As an integral part of the event management process, Stakeholder Management & Measuring Return will teach students how to identify and manage event stakeholders as well as develop effective evaluation techniques to measure ROI (Return On Investment).

Prerequisite: None

EVM200**Financial Management & Administration (3 credits)**

Having an understanding of business and event finances is crucial to the ultimate success of the event management organization. Financial Management & Administration teaches students about basic business accounting principles and procedures such as profit and loss statements, break-even analysis, cash flow management, as well as event-specific budgeting and pricing strategies. This course will also focus on the coordination and management of both business and event administration including the filing and storage of information, writing reports, and developing policies and procedures.

Prerequisite: None

EVM201**Human Resources Management (3 credits)**

The largest and most important resource that an event coordinator will need to manage is “human”. Human Resource Management addresses how to effectively recruit, train and manage staff, volunteers, crew, entertainers, and vendors in order to develop an amazing and motivated event team. Topics for this course include: establishing workforce policies and procedures; developing a training plan for both staff and volunteers; interview techniques; candidate selection; and employee evaluations.

Prerequisite: None

EVM202**Site Management & On-Site Operations (3 credits)**

As a continuation from Project Management & Strategic Planning, Site Management & On-Site Operations investigates how to select the appropriate venue for your event by developing selection criteria, conducting a site inspection and designing a site layout. This course focuses heavily on the logistics involved in on-site coordination as well the management of an event site before, during and after the event, creating production schedules and event binders, and establishing communications.

Prerequisite: EVM102

EVM203**Event Marketing (3 credits)**

While an event manager can produce a spectacular event, if nobody attends, it will not be successful. Event Marketing is an introduction into marketing fundamentals, concepts and trends that help generate attendance at special events. Through the development of a marketing plan, students will learn about related subjects such as branding, creating marketing and other collateral materials, event merchandise, advertising, and promotions.

Prerequisite: None

EVM204**Customer Service, Sales & Relationship Building (3 credits)**

An event manager may have award-winning ideas, the best products and services, however, clients often choose a company based on its people rather than price and creativity. Clients want to trust the people they are doing business with, feeling comfortable that they have chosen the right company for the job. Customer Service, Sales & Relationship Building examines customer service, sales strategies and how to build relationships with both clients and suppliers that last well past the one contract.

Prerequisite: None

EVM300**Risk Management & Law (3 credits)**

Every time an event is organized, the event manager is charged with the responsibility to ensure the safety, comfort and well-being of all those that attend. Many times the risks are not as obvious as most people would imagine, and require a great deal of analysis in order to be identified and prepared for. Risk Management & Law exposes students to a variety of risks through case-studies and examples of real incidents. A portion of this course will cover contingency plans, crowd management, and security, as well as legal and regulatory obligations, agreements, insurance, copyright and gaming laws.

Prerequisite: EVM202

EVM301**Technical Production (3 credits)**

Most events require some sort of technical production, whether it is a simple microphone on a stand, or an extensive stage-show production with multimedia, live cameras, and special effects. Technical Production introduces students to the technical aspects of special events including lighting, sound, video, staging, tents, set-design, power, rigging and special effects. This course focuses on the technical terms, language, and technologies that are available so that an event manager can order the correct equipment and incorporate these items into the overall event design and theme. In addition, students will learn about floorplan design, scripts, and show direction.

Prerequisite: EVM202

EVM302

Event Design (3 credits)

Creating an exciting environment or atmosphere that guests will speak about for months following an event can be an extremely rewarding experience. Event Design will take students through the creative process of designing an event while focusing on developing concepts and themes using décor, audio-visual, staging, food, entertainment, and other related items. A portion of this course will also discuss other factors contributing to a guest's enjoyment and comfort such as, event signage, credentialing and registration processes, crowd management, hospitality services, accommodations, and protocol requirements.

Prerequisite: EVM202

EVM303

Sponsorship & Program Funding (3 credits)

Every event requires a source of funding, regardless if it is a corporate, private, or not-for-profit event. Sponsorship & Program Funding explores revenue generation for special events as well as sponsorship programs, fundraising activities, and the development of financial resources. Students will also learn about sponsorship sales while developing sponsorship packages and related materials.

Prerequisite: None

EVM304

Proposals & Presentations (3 credits)

As a client watches presentations from several companies, they are typically comparing creative ideas as well as price. Although the client may not realize this, they are also looking for a feeling of rapport with the people conducting the presentation. Proposals & Presentations focuses on delivering effective, professional presentations that not only build rapport, but also trust, credibility and confidence. Throughout the course, students work on improving presentation skills as well as producing a professional printed proposal with accompanying multimedia materials for a mock event, which will be presented to a real client in the final class.

Prerequisite: None

EVM400

Destination Management, Meetings, Conferences & Trade Shows (3 credits)

The special events industry is closely connected to the tourism and hospitality industry by bringing in many out-of-town and out-of-county visitors for meetings, conferences and trade shows. One industry sector is called Destination Management, where a related company handles everything from ground transportation, flights, and accommodations, to conferences, social events and tours. This course provides an overview of the destination management industry as well as meetings, conferences and trade show management. Topics include program planning for out of country groups, transportation, accommodation, tours, incentive travel and British Columbia as a destination.

Prerequisite: None

EVM401

Practical Application (3 credits)

As a one of the final courses in the Event Management Diploma Program, students will put into practice some of the skills that they have learnt in the previous three quarters. Students will design, organize and execute an internal event and/or an event for a charitable organization while being observed and supervised by an instructor who is also an industry professional. The Practical Application course is specifically designed to provide hands-on learning experiences as well as periodic performance evaluations on organizational, interpersonal and event coordination skills.

Prerequisites: EVM300, EVM302, EVM303, and EVM304

EVM402

Ethics & Professionalism (3 credits)

Business organizations and special event industry associations highly promote professionalism as well as ethical business practices, making this an important topic to understand and demonstrate. While many unethical and unprofessional behaviours are easy to identify, there are some not-so-obvious situations that may arise during the course of one's career. Ethics & Professionalism exposes students to a variety of situations using case-studies and examples which will be analyzed and discussed in class. A large portion of this course will also focus on developing leadership skills, exhibiting professional behaviour and projecting a professional image.

Prerequisite: None

EVM403**Public Relations (3 credits)**

As an extension of the Event Marketing course, Public Relations focuses specifically on the development of public relations plans and strategies as well as creating publicity utilizing media sources such as newspapers, television and radio. In addition to preparing press releases and media kits, students will also learn about managing public relations crises and controversies.

Prerequisite: EVM203

EVM404**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 upon graduation 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

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)**

Students study natural and manufactured fibers, their production, uses and characteristics.

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: FND133 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: FND133, FD104, and FD110

FD211**Digital Illustration for Fashion (3 credits)**

With a concentration on website and catalogue development, students will also explore other forms of non-store retailing such as direct mail and multi-level marketing.

Prerequisite: FND133

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.

Prerequisites: None; 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: FND133 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 to seek entry-level employment in 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 Academic Chair

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

FD321**Advanced Sewing Techniques (3 credits)**

This course is a further exploration of drafting and construction techniques, including tailoring and advanced sewing techniques. Students design and draft patterns and details to produce an outerwear garment that includes alternatives to fur or exotic skins, using sustainable materials.

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 develop basic computer pattern drafting techniques using Gerber software. Students will learn how to apply various combinations of the functions in the software to get the desired results on the patterns being manipulated. Students will also take an in-depth look at the manual pattern grading and learn how to grade basic blocks by hand on hard paper.

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 Academic Chair

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. Collections will be assessed by a panel to determine eligibility for the Fashion Show.

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 Academic Chair

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 Academic Chair

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 Academic Chair

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 Academic Chair

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: FND133

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 planning and analytical tools to implement a creative media campaign for multiple delivery channels targeting specific fashion and apparel consumers, including print, new media and broadcast. Each student will develop a complete media plan and creative storyboard, while examining typography, colour, layout, artwork, copywriting and production, cost-effectiveness, and multimedia within the fashion industry. The instructor, as a facilitator and guide, will help students to fully explore the creative aspects of the assigned projects so that upon completion, they will have generated numerous portfolio quality pieces.

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: FND133

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 doesn't 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. In-depth case study followed throughout the course.

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

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 timeline, technological shifts, and key genres in the brief history of electronic video games. The student will develop a written and verbal vocabulary for analyzing games and their cultural significance.

Prerequisite: None

GAD102**Documentation for Design (3 credits)**

This course focuses on the writing process. Emphasis is on research, brainstorming techniques, critical thinking, drafting and the revision of design documentation.

Prerequisite: GAD100

GAD110**Game Design I (3 credits)**

Students will be introduced to traditional game theory and design and how they relate to their modern electronic cousin. Students work in teams to apply models and strategies for creating traditional games that are based in solid play mechanics. Students will experience an entire game cycle: identifying the audience, pitching the game, prototyping, creating a final product and play testing.

Prerequisite: None

GAD120**Scripting I (3 credits)**

Fundamentals of programming using a modern programming language.

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: GAD110

GAD130**Level Design I (3 credits)**

This is an introductory course covering the level design process and the tools of level editing as they relate to building game environments using an existing commercial game engine. The focus is on generating levels with attention to efficiency and design aesthetics.

Prerequisite: GAD110 for students in the Game Art & Design, Game Programming, and Visual & Game Programming Programs or CCM131 for students in the 3D Modeling for Animation & Games program

GAD131**Game QA and Prototyping (3 credits)**

Students will learn the basics of quality assurance for games, the importance of developing a test plan, gameplay balancing, comparative game analysis and testing procedures that are necessary to polish and refine a game. They will also learn to tune games, to use comparative analysis with respect to games and to critique games in a professional manner.

Prerequisite: GAD121

GAD140**Scripting II (3 credits)**

This course builds on the previous scripting class and introduces students to advanced object-oriented programming and scripting concepts.

Prerequisite: GAD120

GAD141**Creative Writing and Research (3 credits)**

This course focuses on the research and writing process. Emphasis is on brainstorming techniques, problem solving, organization structure, research, critical thinking, drafting and the revision of a research based document of between 90 to 125 pages. The quality level in terms of form and content should be publishable.

Prerequisite: GAD100

GAD155**Industry and Culture (3 credits)**

Students will learn about the role of company culture in the game industry, and discuss key future industry trends that will influence employment opportunities. The course will stress professionalism, proper working habits and behaviour. Students will also practice their game design and writing skills in preparation for real world game industry jobs.

Prerequisite: GAD450 or Permission of the Academic Chair

GAD200**Interactive Storytelling I (3 credits)**

Interactive Storytelling I focuses on understanding storytelling, including multi-threaded storytelling with fully realized characters and well developed plots, while understanding the audience and thematic elements. Using a discussion and workshop format, students will learn the tools of the trade and hone their storytelling skills by creating a design document that can later be implemented using a commercially available toolset.

Prerequisite: GAD110

GAD210**Interactive Storytelling II (3 credits)**

This course continues the story development begun in Interactive Storytelling I. Students take the story, dialogue tree and script and implement it in a contemporary Role Playing Game game engine.

Prerequisite: GAD200

GAD230**Level Design II (3 credits)**

In this class, we explore a structured process of designing levels, from high-level idea to implementation of an industry standard level editor. We will cover advanced level construction techniques including effective lighting, created key-framed content, scripted sequences and special effects.

Prerequisite: GAD130

GAD235**Online Game Scripting I (3 credits)**

This course provides students with an introduction to the online authoring environment. Interface design, manipulating graphics and creating simple games are explored. The student is introduced to the basics of scripting an online game.

Prerequisite: GAD140

GAD240**Online Game Scripting II (3 credits)**

This students learn advanced object-oriented scripting techniques to create unique and compelling games.

Prerequisite: GAD235

GAD301**Mobile Game Design (3 credits)**

This course introduces students to the principles of designing for mobile devices. Students will learn how to create games for a variety of different screen sizes and touch controls. They will also learn about data driven design, connecting into social networks, advertising, and in app purchasing.

Prerequisite: GAD131

GAD450**Game Design Workshop (3 credits)**

This is a special topics workshop where an instructor and students explore a contemporary games design topic that has immediate relevance.

Prerequisite: CC401 or Permission of the Academic Chair

GAD453**Portfolio II (3 credits)**

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 portfolios pieces. Working individually with an instructor, students will select representative pieces, showcasing work that reflects a unique style.

Prerequisite: Permission of the Academic Chair

GAD454**Mentor Studio (3 credits)**

Industry mentors guide students through the completion of team projects, personal portfolio pieces and assignments.

Prerequisite: Permission of the Academic Chair

GD101**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

GD120**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

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: FND110 and FND112 or permission of the Academic Chair

GD130**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

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)**

Curriculum will encompass a study of the art movements that have structured the field of graphic design covering political, social and economic influences and the analysis of contemporary design and design trends.

Prerequisite: FND133 or permission of the Academic Chair

GD133**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

GD134**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

GD140**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

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: FND133 or permission of the Academic Chair

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: FND133 or permission of the Academic Chair

GD222**Production Procedures II (3 credits)**

Building upon the concepts learned in previous courses, students will have created multi-page digital pre-press documents that include scanned and edited images, object-defined graphics and text through the integration of file types in this advanced course. The place of digital page make-up in modern print production is studied.

Prerequisite: GD221

GD223**Photoshop for Prepress (3 credits)**

This course focuses on advanced computer techniques using digital input devices and imaging software to achieve design solutions appropriate to specific audiences. Students learn to create complex effects, superior images, and production ready files. Focus is on developing and utilizing advanced techniques in raster and vector-based applications.

Prerequisite: FND133 or permission of the Academic Chair

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 and GD130 (or GD230) and GD131

GD233**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: GD133

GD240**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.

Prerequisite: GD140

GD250**Advertising (3 credits)**

This course will explore the various aspects of advertising design communications with an emphasis on the development of creative, original concepts. The preparation of concepts will utilize the principles of design, typography, colour and problem-solving skills and stress attention to detail, deadlines, professional presentation and attention to cultural diversity. The course also explores the business of advertising, including contracts, billing along with business ethics. Students will 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 target audiences, budgets, strategy and understanding the client vision.

Prerequisite: None

GD301**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: GD202

GD310**Dimensional Design (3 credits)**

Students explore 3D designs and processes and how they relate to advertising design. They will be familiarized with the materials, processes and procedures of 3D design, and study the requirements necessary to scale and construct various dimensional pieces.

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: GD140 (or 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**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 prepares students for job interviews by helping them compile a portfolio. Students demonstrate their conceptual design skills and craftsmanship as they assemble and refine specific portfolio pieces. This course also focuses on the refinement of previous works into a comprehensive collection representative of Graphic Design skills. In a mentored environment, students will execute and refine final pieces according to their own action plan to showcase work that reflects a unique style.

Prerequisite: GD329

GD331**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: GD120 , GD121 and GD130

GD340**Foundations 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: GD240

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

GD360**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

GD390**Portfolio I (3 credits)**

This course prepares students for the transition to the professional world and for job interviews by helping them compile a portfolio. This is a major portfolio course that focuses on 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. Students will select an original major project in design or illustration and develop a "junior project" throughout the duration of the course. Students are also given the option to select various previous projects for major design revision. They will engage in individual research culminating in a statement of philosophy of conceptual development and problem solving as it relates to their work. 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: Completion of 90 credits and permission of the Academic Chair

GD401**Senior Research Thesis (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: GD390

GD402**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: GD390

GD410**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: GD140 and GD221

GD412**Advertising Design (3 credits)**

This course will explore the various aspects of advertising design communications with an emphasis on the development of creative, original concepts. The preparation of concepts will utilize the principles of design, typography, colour and problem-solving skills and stress attention to detail, deadlines, professional presentation and attention to cultural diversity. The course also explores the business of advertising, including contracts, billing along with business ethics. Students will 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 target audiences, budgets, strategy and understanding the client vision.

Prerequisite: None

GD414**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 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.

Prerequisites: MM221 and WS130

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 GD390

GD440**Publication Design (3 credits)**

Publication design is a mainstay in the study of graphic design. This class will focus on creating a publication, hierarchy, grid, page sequence and spreads. The publication will be typographically -oriented with a combination of images, colour and texture as well as a typographical relationship to the subject of the publication. A major course emphasis will be to focus on learning skills and processes which will ensure design continuity throughout a complex multi-page document.

Prerequisite: GD390

GD470**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: GD390

GD480**Public Relations and 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 experience in conducting surveys and designing integrated campaigns.

Prerequisite: None

GD490**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 Academic Chair

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, FND112, or permission of the Academic Chair

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

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: GDS131

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)

This course will explore the various aspects of advertising design communications with an emphasis on the development of creative, original concepts. The preparation of concepts will utilize the principles of design, typography, colour and problem-solving skills and stress attention to detail, deadlines, professional presentation and attention to cultural diversity. The course also explores the business of advertising, including contracts, billing along with business ethics. Students will 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 target audiences, budgets, strategy and understanding the client vision.

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

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, 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 Academic Chair

GE090**Transitional English (3 credits)**

This class will introduce students to the power of language by discussing purpose, audience, and creativity as they relate to the writing process. This course will also emphasize the skills needed to produce clear, competent English prose. Course work concentrates on basic paragraph writing with its attendant skills: parts of speech, various sentence structures, subject/verb agreement, correct verb tenses, pronoun/antecedent agreement, spelling, capitalization, and punctuation. Students must earn a "C" or higher to pass the course.

Prerequisite: None

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 and applying critical thinking to problem-solving configurations. Students must earn a "C" or higher to pass the course.

Prerequisite: None

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**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

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: ID113

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**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**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**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**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 Academic Chair

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 Academic Chair

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 Academic Chair

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**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**Commercial Design II (6 credits)**

This course further develops the study of the commercial environment by synthesizing information gained in Commercial Design with way-finding, 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 Academic Chair

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 aid students in design development and graphic communication.

Prerequisites: FND110 and FND112

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 color, 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)**

Students are introduced to computer-aided design. They 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. The importance of line weight, composition, and figurative clarity for the visual communication of interior design will be emphasized.

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 analysed 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 ID210 Residential One 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 IDS129; 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 work place 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 work space.

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 analyse 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 IDS 230 Residential Design II. Through digital modeling and rendering the student's understanding of the space being designed will aid 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 analysed 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 color, 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 restaurant types, and the cultural influences that define them. Students, through a variety of design projects, 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 (3 credits)**

Students will produce a set of preliminary construction documents based on their project for IDS 310 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 first 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 schools, 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: IDS300, IDS310 and IDS315; 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: IDS300 and IDS315; 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 color, 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 analyse and debate the City of Vancouver's greenest city action plan, learn about benefits in cost and green house 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)**

Students, aided by Career Services, will secure a work placement; an integral part of the program based on co-operation among the profession, the School, and the student. A student may not accept employment without the prior approval of the Academic Director or Coordinator. The school assumes no responsibility for a student's performance or behavior on the work assignment. A student whose placement ends early must inform the Coordinator and initiate a search for a new post. During the work term, the student is required to complete a workbook that describes and analyzes the work as it relates to the student's interior design studies. In addition, the student's employer is asked to complete an evaluation form provided by the Coordinator. The work term option has two class room meetings before and two after the work term. The length of the work term is for a minimum of twenty-eight and a maximum of thirty-eight weeks; students will work full time as an interior designer during this time.

Prerequisites: Approval of the Academic Chair

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; 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, IDS410 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 IDS338; 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 then 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**Design Senior Project (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

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: FND133 or permission of Academic Chair

MAA121**Life Drawing I (3 credits)**

Students gain a technical and artistic understanding of how to draw the human form. The course emphasizes drawing the skeleton, muscular system, and building the figure from the inside out. Beginning with basic gesture short pose drawings and anatomical studies, student's progress to sketching detailed long pose figure representations.

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 (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

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 Academic Chair

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

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

MAG360**Modeling for Production (3 credits)**

In this course, 3D modeling students will create assets for media arts production classes.

Prerequisite: CCM261

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

MAG401**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: MAG301 or permission of the Academic Chair

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: CCM171 and CCM181

MM221**Computer Animation for Multimedia (3 credits)**

This course provides students with an introduction to the Flash authoring environment. 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: None

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 school 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

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: MTH101

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

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: FND133

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 Academic Chair

PHOA203**Photographic Post-Production (3 credits)**

Students 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: FND133

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 Academic Chair

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

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

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

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 pre amps, 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)**

Digital Audio I 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 and 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

PRA222**Advanced Electronic Dance Music Production (3 credits)**

This hands-on course teaches students techniques and tricks used by professional electronic dance music producers. Students will learn how to produce music in a variety of genres and be encouraged to produce artists and performers. The course will cover the theoretical, entrepreneurial, creative and personal skills required to work as a professional music producer. Topics include traditional concepts relating to arranging for sections, chord extensions and substitutions, voicing, melodic development, harmonization, remix techniques and arrangement planning and execution. The course will use synthesizers, sampling, and sequencing software common in industry to create a variety of musical productions.

Prerequisites: PRA141 and 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: PRA131

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 and PRA201

Corequisite: PRA231

PRA240**Songwriting (3 credits)**

Songwriting 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 and 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 and PRA220

PRA242**Music Production for Visual Media (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 new found 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 and 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 and PRA141

PRA250**Live Sound Reinforcement (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 skills 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 and 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

PRA271**Programming and Prototyping Interactivity (3 credits)**

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 audio-visual presentation.

Prerequisite: PRA220

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**Advanced Music Production for Visual Media (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

PRA370**Game Production Workshop (3 credits)**

In this course, students work as a team on the production of an electronic games project in a studio environment.

Prerequisite: PRA270

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 Academic Chair

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 Academic Chair

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 school, 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

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 behaviour, 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 behaviour, investment analysis, borrowing funds, and financial forecasting.

Prerequisite: None

RCM273**Leadership and Organizational Development (3 credits)**

Students examine leadership, organizational management and culture, focuses on the role of the managers 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 Academic Chair

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)**

As a final step in the preparation to seek entry-level employment upon graduation, 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

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

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 design standards 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

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: 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 an 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: VFX191 or permission of the Academic Chair

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 course is a studio where students will complete their multifaceted assignment which serves as a culminating capstone project.

Prerequisite: VFX322

VFX401**VFX Techniques (3 credits)**

This studio course focuses on advanced visual effects techniques currently employed in the industry.

Prerequisite: VFX351

VGP100**Introduction to Computer Systems (3 credits)**

This course introduces students to the basic operation of a computer on multiple hardware platforms. File management and storage, basic word processing, spreadsheet, and database techniques are explored. The components of a computer and general network infrastructure will be examined. The use of peripherals and their interaction with the computer will be applied. The students will also be introduced to the Internet as a research and networking tool.

Prerequisite: None

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 is language agnostic and emphasis is on the core concepts of programming. Instructors may use a combination of C and Python to achieve the course goals.

Prerequisite: None

VGP102**Object-Oriented Programming in C++ I (3 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

VGP104**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 processes such as requirement gathering, planning, designing, implementing, maintaining, and testing. Additionally, there will be introductions to software implementation, maintenance, quality assurance, and application troubleshooting.

Prerequisite: VGP111

VGP110**Procedural Programming in C I (3 credits)**

This course introduces students to the fundamentals of programming using the C language, including variables, C types, branching, looping, logical and arithmetic operators, arrays, structures, algorithms, and user-defined functions.

Prerequisite: None

VGP113**UML and Object-Oriented Design (3 credits)**

This course is an introduction to software documentation and planning techniques used in modern software development. The course will focus on utilizing the practical software engineering use-case approach to drive software specifications, requirement gathering, object-oriented design analysis, user documentation, and software designs. Technical design documentation using unified modeling language and other technical writing techniques are emphasized.

Prerequisite: VGP102

VGP114**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, implementing, maintaining, and testing. Additionally, there will be introductions to software implementation, maintenance, quality assurance, and application troubleshooting.

Prerequisite: VGP102

VGP120**Procedural Programming in C II (3 credits)**

This course introduces students to advanced topics using the C language with a particular focus on pointers, dynamic memory access, data structures, abstract data types, coding styles and idioms, code modularity, and code robustness. The students will learn data patterns including various types of linked lists, stacks, queues, vectors, heaps, tree traversal, and other advanced standard data types. The student will also learn about the different types of memory including heaps and stacks.

Prerequisite: VGP110

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

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 school 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

VGP130**Object-Oriented Programming in C++ II (3 credits)**

This course focuses on advanced object-oriented programming techniques in C++. Topics include templates, multiple inheritance, deadly diamond, operator overloading, exception handling, memory management, smart pointers, reference counting, basic design patterns, and standard template libraries. The fundamentals of object-oriented programming in C++ through applied design, implementation, troubleshooting, maintenance and testing are reinforced.

Prerequisite: VGP111

VGP135**Introduction to Mobile Programming (3 credits)**

This course introduces the fundamental of programming for online and 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: VGP130

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 Academic Chair

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 O efficiencies, correctness, space efficiency, and optimality of a given algorithm.

Prerequisite: VGP130

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: VGP111

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 and reusable tools. Students will learn how to multiply team efficiency through building tools and pipelines to increase development productivity.

Prerequisite: VGP111

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

VGP240**3D Graphics and Applications (3 credits)**

Students are introduced 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: VGP130

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 software development kit (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, compression, 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: VGP220

VGP246**Calculus for Physics (3 credits)**

This course will explore Single variable Differential, Integral Calculus and Vector Calculus, with application to physics and animation.

Prerequisite: GE129

VGP248**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: GE129 or VGP128

VGP256**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: VGP248

VGP301**Professional Development (3 credits)**

This course will help students prepare to seek entry-level employment in the programming area. Students will be exposed to marketing strategies, 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: VGP430 or VGP452

VGP320**Database Programming (3 credits)**

In this course students learn to work with a back end database through a front end 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: VGP102

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 preexisting 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: VGP130

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 different techniques in creating more realistic artificial intelligence (AI) behaviours through different randomization concepts. Students will apply their learning by implementing and designing artificial intelligence algorithms through a 3D framework in C/C++.

Prerequisites: GE129 and VGP130

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: GE129 and VGP130

VGP335**Audio for Games (3 credits)**

Students will study elements of digital audio for video games beginning with the physics of sound, audio digitization, file formats and compression/decompression. Streaming and memory optimizations will be covered using 3rd party audio libraries. A production-intent audio engine will be developed in the context of a sample game project. Data and event-driven audio application program interface (APIs) will be used throughout all game audio exercises.

Prerequisite: VGP111

VGP336**Gameplay Programming (3 credits)**

This course is an introduction to game play programming that is focused around working with modern game programming architectures to produce, and prototype game mechanics. Game play 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 sub-systems including enemy behaviours, artificial intelligence, path finding, audio, animations, player interactions, physics and networking.

Prerequisite: VGP130

VGP420**Senior Research (3 credits)**

The student will select a specific subject that can be effectively designed and coded in eleven week period of time. 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, technical design documentation 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: VGP400

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: VGP420

VGP440**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 work load dispatching, and general performance optimizations.

Prerequisites: VGP130 and VGP244

VGP450**Programming Workshop (3 credits)**

This is a special topics workshop where an instructor and students explore a contemporary games programming topic that has immediate relevance.

Prerequisite: VGP130

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 Academic Chair

VGP453**Portfolio II (3 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 games interview screening process, technical interviews, whiteboard questions, programming tests, complex problem solving and verbal presentation of tough technical challenges.

Prerequisite: VGP400

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

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, as well as visual, audio, video and type elements.

Prerequisite: WIM210

WS121**Fundamentals of the World Wide Web (3 credits)**

This course will focus on the origins of the World Wide Web, an introduction to various web browsers and recent developments and applications concerning the Internet and World Wide Web. Students will also create World Wide Web pages utilizing HTML, the basic scripting language of all web documents, in addition to many of the other effects and extension scripts available for that medium.

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

WS221**Interactive Motion Scripting (3 credits)**

An advanced course that applies motion graphics as an integrated interactive solution; students will script interaction, sequencing, and motion for interactive projects. Optimization is a critical consideration in the creation of the user centered experience.

Prerequisite: MM221

WS230**Web Site Development II (3 credits)**

Students will expand on the principals developed in previous courses and apply their skills to the development of a personal website accessible on the Web.

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
COM200 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
ART110 History and Analysis of Design
ART220 Theories of Modernism and Postmodernism
BUS134 Business Communications
BUS299 Media Business Law and Communication
COM100 Speech Communications
COM200 Advanced Communications
CST100 Cultural Theory
CST200 Aesthetics
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
PHL101 Critical Thinking
PHL102 Ethics
PHL103 Logic

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

Information Fluency

ART220 Theories of Modernism and Postmodernism
CST100 Cultural Theory
CST200 Aesthetics
MTH102 Research Methodologies
PHL101 Critical Thinking
PHL102 Ethics
PHL103 Logic

Mathematics

MTH100 Mathematics
MTH101 Applied Mathematics
MTH110 Statistics
MTH120 Calculus
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

Sustainability

SUS100 Fundamentals of Sustainable Design
SUS200 Principles of Sustainable Design
SUS201 Sustainable Design Standards
SUS301 Sustainable Design Leadership

POLICIES AND PROCEDURES

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. LaSalle College Vancouver 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 LaSalle College Vancouver. Personal tours are given as part of the admissions interview process. To schedule an interview, call the Admissions Office at 800.661.1885.

Admissions Requirements for Academic Programs

All LaSalle College Vancouver applicants are evaluated for admission on the basis of their previous education, background, and stated or demonstrated interest in one of our education programs. An applicant must be a secondary school graduate, possess a recognized secondary school equivalency, or qualify as a mature student of not less than 19 years of age as of the start date of the program.

In lieu of documenting secondary school graduation, applicants who have graduated with a postsecondary diploma, associate's degree or higher earned degree at a recognized institution of postsecondary education can provide official academic transcripts for the credential granted. An applicant who is home-schooled must be able to present a secondary 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 secondary 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 not yet graduated should submit a partial transcript which indicates their expected graduation date. Portfolios are welcomed, but not required, except where noted below.

Applicants who have taken the Scholastic Aptitude Test (SAT), American College Test (ACT), and/or Advanced Placement (AP) Exams are encouraged to submit scores to Admissions for evaluation.

How to Apply

Applications may be submitted at any time of the year and should be directed to: Admissions, LaSalle College Vancouver, 2665 Renfrew Street, Vancouver, British Columbia V5M 0A7. Requests for application information should be made by calling 800.661.1885 or 604.683.9200.

Application Requirements

Individuals seeking admission to a full-time program at LaSalle College Vancouver are required to complete and submit the following:

1. Admissions Interview (in person or over the phone) 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 LaSalle College Vancouver;
 - 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 LaSalle College Vancouver.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 LaSalle College Vancouver, 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 secondary 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 secondary school graduation or equivalent (please see the section "Proof of Secondary School Graduation" for descriptions of acceptable forms of documentation for proof of graduation.) The applicant must accurately represent their education, age, and other required information to determine that they meet the admissions criteria for LaSalle College Vancouver programs.
3. Forms: A separate Application Form and Enrollment Agreement must be completed and signed by the applicant, as well as their parent or guardian if the applicant is a minor.
4. Fees: A \$50 Application Fee and a \$100 Assessment Fee. LaSalle College Vancouver may elect to waive these fees under special circumstances. The \$50 Application Fee will be refunded to the applicant if they are not accepted.
5. Test Scores. All degree-seeking applicants are required to submit official academic grades and/or test scores or take the Accuplacer test to determine placement in LaSalle College Vancouver's college-level general education courses. Applicants who earn less than an acceptable score on the test are required to enroll in the appropriate developmental and/or transitional studies course(s) offered at LaSalle College Vancouver. Please see the section "Academic Placement" for a complete description. Transfer credit may be accepted in place of test scores.
6. English Proficiency: The language of instruction at LaSalle College Vancouver is English. All applicants to academic programs must demonstrate competency in the English language as described in the English Language Proficiency Policy.
7. Foundation for Design: If the applicant wishes to receive advanced standing in a program that has a foundation quarter, the applicant must submit a portfolio and have it deemed acceptable by the Admissions Committee before advanced standing can be granted.
8. LaSalle College Vancouver reserves the right to request any additional information necessary to evaluate an applicant's potential for academic success.
9. The minimum admissions requirements cannot be waived by either LaSalle College Vancouver or the applicant.

Each applicant's academic transcript and any other submitted documents will be evaluated by the Admissions Committee. The Committee determines the compatibility of the applicant with the programs at LaSalle College Vancouver and ultimately makes the final decision regarding acceptance to LaSalle College Vancouver.

Applicants who are unable to submit all 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. The Director of Admissions has the discretion to extend this deadline, not to exceed one quarter. Under these circumstances, applicants who are unable to submit required documentation and/or meet the requirements for the program for which they have applied, but who otherwise meet all the entrance requirements (including all required documents) for another LaSalle College Vancouver program, may request to have their application changed to that program. Courses completed under the original program may or may not transfer into the new program. Changes in program may also impact eligibility for student financial aid.

Although a visit to LaSalle College Vancouver 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 employment goals and how LaSalle College Vancouver can help the applicant achieve those goals.

Mature Students

Applicants who have not graduated from secondary school or equivalent, and do not hold a 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 Policy.
3. The applicant must meet any program-specific requirements for the programs to which the applicant seeks admission.
4. For degree programs, applicants must pass a placement test to demonstrate the ability to benefit from the course of study. Minimum passing scores are as follows:

Test	Passing Score
ACCUPLACER Reading Comprehension	55
ACCUPLACER Sentence Skills	60
ACCUPLACER Arithmetic	34

Applicants must achieve minimum scores on all three sections of the Accuplacer test in order to pass. If an applicant is unable to pass the test, they can make one re-attempt after 24 hours or more have elapsed. Applicants can petition for additional attempts if the candidate can provide evidence of some instructional intervention that would suggest that score improvement would be possible.

Proof of Secondary School Graduation

Prospective students who wish to attend LaSalle College Vancouver and do not qualify as a mature student must have successfully completed the requirements for secondary school graduation or equivalent, such as the General Education Development (GED) certificate, as set by the recognized legal authority in the jurisdiction where secondary school was completed. In the absence of such legal authority, LaSalle College Vancouver reserves the right to examine academic credentials on a case by case basis. For students in British Columbia, a high school completion certificate is not considered to be equivalent to graduation. Applicants must provide documentation in the form of official school transcripts sent directly from the institution to LaSalle College Vancouver 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 LaSalle College Vancouver 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 postsecondary diploma, associate's degree or higher may submit proof of that credential as evidence of satisfying the secondary 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 are unable to provide official documentation of having completed secondary school or equivalent may, with the discretion of the Director of Admissions and President, submit an attestation of secondary school completion.

Submission of Official Documents

All students must provide official transcripts of high school and 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 30 days after class start and will be verified by the Registrar and placed in the student file. The Director of Admissions has the discretion to extend this deadline, not to exceed one quarter.

Acceptance Notification

LaSalle College Vancouver will notify the applicant, in writing, of his or her acceptance. In the event the student is not accepted, the Application Fee, if submitted, will be refunded.

Acceptance does not guarantee enrollment in a chosen program or course, which may require an additional application process.

- Accepted: A seat is reserved for the applicant pending completion of the registration procedure for the start date the applicant selected.
- Conditionally Accepted: A seat is reserved for the applicant pending receipt of specified requirements for the start date the applicant selected.
- Not Accepted: The applicant has not met the admission requirements or information requested has not been received.

International Students

Admissions requirements for persons who are neither a Canadian Citizen nor an Official Permanent Resident of Canada nor a Convention Refugee, defined as "international students."

In addition to meeting admissions requirements defined in the preceding sections, international students seeking to enroll at LaSalle College Vancouver must submit each of the following items:

1. Transcripts and diplomas, prepared in English or an official English translation. Please see the section "Proof of Secondary School Graduation" for more detailed information.
2. A photocopy of the student's passport to provide proof of birth date and citizenship (applicants who have yet 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 LaSalle College Vancouver, 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 Permits 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, LaSalle College Vancouver may be required to provide notification to Immigration, Refugees and Citizenship Canada.

Important International Student Disclosure - LaSalle College Vancouver is a Designated Learning Institution. International students attending LaSalle College Vancouver under a Citizenship and Immigration Canada (CIC) 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 International Student Advisor to ensure all requirements of their Study Permits are met.

English Language Proficiency Policy

The language of instruction at LaSalle College Vancouver is English. All applicants to academic programs must demonstrate competency in the English language. English language competency can be demonstrated in the following ways:

- 1) Achieve minimum scores on tests of English proficiency as described in the English Language Proficiency table below.
- 2) For degree students, 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 secondary school system. For diploma students, achieve a grade of 50 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 secondary 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 an English-speaking postsecondary institution.
- 6) College credits in 100-level and above English courses (grades of 68 percent or higher at an recognized post-secondary institution).
- 7) 450 score or higher in the verbal portion of the SAT; or composite score of 17 or higher on the ACT.
- 8) Attend four or more years at a secondary school where English is the language of instruction.
- 9) Successful completion of a minimum of two consecutive full-time semesters or quarters of post-secondary course work at an 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.
- 10) Achieve a PASS on GED administered in English.
- 11) Completion of the English for Academic Purposes (EAP) course at LaSalle College Vancouver with a minimum grade of "C" or higher. For degree candidates, students must have the equivalent of an IELTS score of 5.5 before entering the EAP program to qualify for degree entry.

If you are proficient in the English language but do not meet any of the options listed above, you may request a Determination of English Proficiency from the Chief Academic Officer.

English Language Proficiency Benchmarks		
<i>Evaluation</i>	<i>Certificate and Diploma</i>	<i>Degree</i>
Accuplacer ESL*	320 composite	400 composite
American College Testing (ACT) English	17	19
Cambridge	FCE	CAE

Eiken Test	2	2A
IELTS (Academic)	5.5	6.5
iTEP	4	4.5
LPI Essay	Level 4	Level 5
Michigan Test or MELAB	73	80
Pearson	42	44
PTE (Academic)	48	58
Scholastic Aptitude Test (SAT) Verbal	420	526
TOEFL cBT	197	213
TOEFL iBT	75	80
TOEFL pBT	530	550
TOEIC (Academic)	650	700
*The Accuplacer ESL test can be written at LaSalle College Vancouver or online.		
ESL Pathway Institutions and Requirements		
<i>Pathway Partner</i>	<i>Certificate and Diploma</i>	<i>Degree</i>
Columbia College	English 097 or higher	English 097 or higher
CSLI	Level 9	Level 10
EC Canada	Upper Intermediate B2	Pre Advanced B2
EF International Language Schools	All three B2 Certificates	All three C1 Certificates
ELS Canada	Level 108	Level 109
Embassy English	Upper Intermediate	Upper Intermediate
Eurocentres	B2-Upper Intermediate	C1-Advanced Level
GEOS Languages Plus	Level 5 Certificate	Level 5 Certificate
Global Village	Level 5 Certificate	Level 7 Certificate
ILAC	Pathway 2.1 Certificate / Level 12	Pathway 3.1 Certificate / Level 14
ILSC	University Pathway - Level I4	University Pathway - Level A1
inlingua - Vancouver	Level 3B	UPC
ESL Pathway Institutions and Requirements, Continued		
<i>Pathway Partner</i>	<i>Certificate and Diploma</i>	<i>Degree</i>
International House (Vancouver/Whistler)	EAP 1	EAP 2
iTTTi	General English - Upper Intermediate	General English - Upper Intermediate
Kaplan Vancouver	Higher Intermediate	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)
Van West College	Level 6 Certificate	Level 7 Certificate
VGC	Level 7	Level 8
Zoni Canada	Higher Intermediate - Level 3	Higher Intermediate - Level 4

LaSalle College Vancouver may amend the table from time to time.

Applicants should contact the Admissions Office to determine other examinations for which official scores are acceptable as an alternative.

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 at least 15 years of age at the time of enrollment, unless otherwise stated in the course description.
 - a. Some programs, such as the Sommelier & Wine Studies programs, 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 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 Proficiency Policy. Domestic applicants who have not yet completed high school may submit high school transcripts as proof of English proficiency.

Academic Placement

LaSalle College Vancouver is committed to academic success. We recognize that students come with various strengths and skill sets, and to help us determine academic preparation, we have selected the Accuplacer test. To ensure proper placement for college-level general education courses, entering students in degree programs and some diploma programs are required to take this test. Based on the results of the academic placement test, students may be required to take Transitional Studies courses. Students must successfully complete such courses with a minimum passing mark of "C" in order to progress in their program of study.

Degree students who do not take the Accuplacer assessment before the start of their first quarter at LaSalle College Vancouver and who are not granted exceptions per the following criteria, will be automatically enrolled in Transitional Studies courses.

Exceptions will be granted to students who have the following academic grades and/or test scores:

English

- 68 percent in English 12, English Literature 12, English 12 First Peoples, Communications 12 or Technical and Professional Communications 12 or equivalent. Equivalencies can only be determined by the Chief Academic Officer.
- Computer-based TOEFL score of 213 with Essay 4.5
- Paper-based TOEFL score of 550 with a TWE of 4.5
- Internet-based TOEFL score of 80
- LPI Essay score of 26, level 4
- IELTS (Academic module only), minimum overall band score of 6.5
- Advanced Placement (AP) English Language or English Literature, minimum grade of 3 or 68 percent
- International Baccalaureate (IB) English Language A (Higher level), minimum grade of 6 or 68 percent
- Proof of undergraduate (bachelor) degree conferral from an English-speaking postsecondary institution
- College credits in 100-level and above English courses (grades of 68 percent or higher at an recognized post-secondary institution)
- 450 score or higher in the verbal portion of the SAT
- Score of 50 on the CLEP exam in English
- Composite score of 17 or higher on the ACT

Math

- 68 percent in Math 11 (or equivalent)
- 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 a Transitional English or Mathematics course.

FINANCIAL INFORMATION

The Financial Services Department is committed to providing students with excellent customer service. Financial Services bills 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 meet the expenses involved in the education process (tuition, fees, supplies, cost of living, etc.) for the length of the program.

The school is very sensitive to the unforeseen circumstances that can affect a student's ability to meet financial commitments. Consequently, this staff offers 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.

LaSalle College Vancouver is eligible to offer its students the opportunity to apply for a variety of financial assistance programs. These programs include loan and grant assistance for qualified applicants. Details regarding these programs are available in Financial Services.

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. As noted, the student who receives financial assistance must maintain satisfactory academic progress to remain eligible for such assistance on a continuing basis. The satisfactory academic progress policies and related financial assistance eligibility policies are outlined 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.

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.

LaSalle College Vancouver 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 U.S. Department of Education, can make the final determination as to a student's eligibility and the amount of student loan for which a student may qualify. LaSalle College Vancouver 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 assistance under the British Columbia Student Assistance Program (SABC). 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. Student eligibility requirements (subject to change) for B.C. Student Aid include:

- Graduated Grade 12 or GED 12;
- Be a Canadian citizen, or permanent resident of Canada with a valid IMM1000;
- 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 60 percent of a full course load, for each study period a student receives student financial assistance and/or interest-free status;
- Attend a provincially designated school 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.

LaSalle College Vancouver may extend your credit during periods when financial aid application materials are in process and/or provide 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. LaSalle College Vancouver reserves the right to withdraw extension of credit for any reason of non-payment or default of such payments. Non-payment of account to LaSalle College Vancouver may result in additional collection costs to the fullest extent permitted by applicable law.

LaSalle College Vancouver 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 LaSalle College Vancouver) are paid in full.

REFUND POLICY

As allowed under Federal, state, provincial, and accreditation agency rules, the refund policy may be changed. Students will be notified approximately sixty (60) calendar days in advance of any changes.

Refunds will be made within thirty (30) calendar days after the applicant's/student's written request or within thirty (30) calendar days after his/her first scheduled class day. All students will be subject to the 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 school 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.

The school's tuition refund policy is as follows:

1. Refunds Before the Quarter or Mid-Quarter Starts:
 - a. If the applicant is not approved for admission by the school, the applicant will receive a refund of all tuition and other fees paid.
 - b. If the applicant is approved and cancels the Enrollment Agreement in writing before the program/course start date, the applicant will receive a refund of all tuition and other fees paid less the \$50 application fee and the \$100 assessment fee, both of which are non-refundable.
2. Refunds After the Quarter or Mid-Quarter Starts:
 - a. If written notice of withdrawal is received by the school or a student is dismissed by the school within ten percent (10%) of the quarter or session of study's duration, the school will retain thirty percent (30%) of the total tuition due under the contract for that quarter or session of study.
 - b. Subject to subsection (2)(a), if written notice of withdrawal is received by the school or a student is dismissed by the school after ten percent (10%) and up to and including 30% of the quarter or session of study's duration, the school will retain fifty percent (50%) of the total tuition due under the contract for that quarter or session of study.
 - c. If a student withdraws or is dismissed after thirty percent (30%) of the quarter or session of study's duration, the school will retain one hundred percent (100%) of the tuition due under the contract for the quarter or session of study.
 - d. The Student Quarterly Fee is non-refundable as of the first day of the quarter start; that is, if the student fails to cancel/withdraw their Enrollment Agreement by providing notice in writing to the school before the first day of class of the quarter, the Student Quarterly Fee is non-refundable.
 - e. In addition to the tuition fee refund prescribed within this section, the applicant/student will receive a refund of the starting kit fees paid provided the kit has not been received by the student or the kit is returned to the school unopened and within twenty (20) days of the student's last day of class attendance.
3. Other Refund Policy Requirements:
 - a. Where the school provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, the school 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. Tuition refunds owing to students shall be paid within thirty (30) days of the school receiving written notification of withdrawal, or within thirty (30) days of the school's written notice of dismissal.
 - c. Where the delivery of the program of study is through home study or distance education, refunds must be based on the percent of the program of study completed at the rates specified by the Private Training Act Policy Manual.

- d. Where a student's tuition has been paid in part or in whole by a recognized student aid program, the school may be required to refund the funding party before any refund is payable to the student.
- e. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, the school may modify the tuition refund policy as deemed appropriate to the circumstances.
- f. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by the school. The school reserves the right to apply any student payment, or any refund due a student, to any student financial liability.
- g. Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter.
- h. Session II academic terms are approximately five and one-half (5 ½) weeks in duration. The calculation of refunds is based upon the last day of attendance within the term. Information in the catalogue or student handbook will apply except for the following changes specific to Session II courses: The add/drop period is two (2) days from the start of Session II courses and financial aid eligibility may change if the student drops or adds one or more courses. Please see your Financial Aid Officer before dropping or adding a course.

Official and Unofficial Withdrawal

To officially withdraw, the student will need to notify the Office of the Registrar in person or in writing. The registrar 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 school'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 school.

A student who withdraws from a program before the end of week nine (9) of an eleven (11) week term (before the end of week four (4) of a five and one-half (5 ½) week term) will be assigned a "W" code for each course within that quarter. Every course for which a student receives an "F", a "UF", or a "W" grade/code must be repeated and completed with a passing grade in order to graduate. The original grade/code 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.

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by the Program Director or Chair and the Chief Academic Officer. Withdrawals and failed courses can affect the student's Incremental Completion Rate and ability to succeed.

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 Academic Chair 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 school of the withdrawal.

Student Tuition Protection Fund

The following programs of instruction do 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 Science in Game Programming, Bachelor of Design in Graphic Design, Bachelor of Applied Design in Interior Design, 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 T2202A

Student T2202A 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
LaSalle College Vancouver Indigenous Scholarship	New Indigenous Students (must have Status Card)	Varies	Individual awards range from up to 50% 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
LaSalle College Vancouver General Scholarship	New 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
LaSalle College Vancouver New Domestic Student Scholarship	New Domestic Students	Varies	Individual awards range from up to \$5400 annually	Students must be accepted into their program prior to applying for a scholarship	Contact your Assistant Director of Admissions
LaSalle College Vancouver Travel Bursary	New Domestic Students	Varies	Individual awards range from 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 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.

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 LaSalle College Vancouver 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. LaSalle College Vancouver 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.

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.

Level of Transfer Credits

Only college-level credits (100 level course or equivalent and above) taken at an 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.

Proficiency Credit from External Sources

Official documents related to CLEP or AP scores or similar means to demonstrate proficiency for credit must be received prior to the class start. 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 school 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 schools.
- *Military Experience Credits.* Complete training, employment, or other educational experience in the military as measured through DANTES, DSST examinations, or as shown on an American Council on Education (ACE) transcript. LaSalle College Vancouver recognizes and uses the ACE Guide to the Evaluation of Educational Experience in the Armed Services to determine the value of learning acquired in military service. We award credit for appropriate learning acquired in military service at levels consistent with ACE Guide recommendations when applicable to a Service member's program. In addition, we utilize Joint Services Transcript in our processing of prior learning experiences for possible transfer credit.
- *Internal Proficiency Testing for Credit.* Requests for testing out of specific courses approved by the College must be made through the Academic Department Chair 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 Department Chair 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.)
- No more than 25 percent credits will be considered for any type of proficiency credit.

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".

Total Allowable Transfer of Credit

Students must earn a minimum of 25 percent for diploma programs and 50 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 75 percent for diploma programs and 50 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.

TRANSFER OF CREDIT AFTER MATRICULATION

NOTE: Transfer credit after matriculation must be completed prior to the student's final term of study.

Concurrent Enrollment: Requests for transfer of credit from recognized institutions of higher education, for a course taken concurrently 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 LaSalle College Vancouver will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

Completion Deadline

Credit will be awarded for the course when official documentation is provided by the secondary institution that the course was successfully completed, as defined above. Official Transcripts must be sent to the Chief Academic Officer upon successful completion of the concurrent enrollment course.

Total Allowable Transfer of Credit

Students must earn a minimum of 25 percent for diploma programs and 50 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 75 percent for diploma programs and 50 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 school, may be made to the Chief Academic Officer. Transfer Credit may be awarded if all other criteria for transfer of credit are met.

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 LaSalle College Vancouver will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

BC Transfer System

LaSalle College Vancouver participates in the BC Transfer System. Please see <http://www.bctransferguide.ca/> for details.

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 LaSalle College Vancouver 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 LaSalle College Vancouver 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 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 the Chief Academic Officer 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 Honors 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) and are considered to be punitive grades. 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 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 Honors Designations

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations on a quarter basis and upon graduation.

Quarter Honors 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	Honors Designation
4.00	President's Honor List
3.70-3.99	Dean's Honor List
3.50-3.69	Honor Roll

Honors Designation at Graduation

Students who achieve a CGPA of 3.50 or better are designated as Honor Graduates.

Transitional studies courses are not considered when evaluating honors designations.

Milestones and Evaluation Points for Satisfactory Academic Progress

Academic programs that are greater than 60 credits are evaluated after a student has attempted three, six and nine quarters (including portions of a quarter) during the first nine quarters. 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 milestones 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 Chief Academic Officer, who will determine if the student should be allowed to continue on probation or will be dismissed from their program of study.
4. Placement into Transitional Studies courses are based on the result of the academic assessment tool. Like any course, 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. Please note that the student 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.
5. Transitional Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While Transitional Studies courses are not included in the CGPA, a student who attempts but does not pass the same Transitional Studies course three times may be dismissed by the Chief Academic Officer.
6. 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 postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic Probation.

7. 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. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.
8. Reentries: To ensure an evaluation is completed for all students in the last 12 months, an evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Programs Evaluation Point Milestones requirements) noted in this policy. For example, if a student enrolled in October 2015 and completed the fall quarter, dropped in the Winter 2016 quarter and returned in the spring 2017 quarter of the following year, the student would have an evaluation prior to the start of the spring 2017 quarter against the next applicable evaluation point for the student. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they will need to accomplish in order to be in compliance with SAP requirements at the next official evaluation point (See Programs Evaluation Point Milestones and requirements).

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

Please note that if a student fails the same Transitional Studies course three times, the student will be evaluated by the Chief Academic Officer and may be dismissed from the College.

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 Chief Academic Officer or an 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 both verbally and in writing. The Appeals Committee decisions will be final.

Students should understand that submitting an appeal does not automatically mean the appeal will be approved. The Appeal Committee will review that the student sufficiently providing documentation of the mitigating circumstance (as outlined above) and that the student has resolved the mitigating circumstance.

A student who is successful in his or her appeal is able to apply for re-entry and if otherwise eligible, receive financial aid for one quarter; however, the student will be placed on Academic/Financial Aid Probation at the start of the academic quarter. A student on Academic/Financial Aid Probation may receive financial aid (if otherwise eligible) for one quarter. If the appeal is denied, aid cannot be paid and the student is dismissed.

Students who have an appeal denied can reapply however the passage of time by itself does not impact the Appeal Committee's decision.

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 Academic Department Chairs/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 designated Academic Plan is being met and the student is on track to achieve the success measures within the approved timeframe.

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.

If the appeal is granted, the re-entering student will be placed on Academic Probation at the start of his or her quarter of return. The student must meet the standards of Satisfactory Academic Progress by the next measurement point to continue in the program. The student may be asked to retake courses previously failed in order to raise both the CPGA. 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.

Explanation of Related Issues

Calculation of CGPA

A student's cumulative grade point average 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, and 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 Institution 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. All attempts are included in the credit hours attempted for the purposes of calculating the incremental completion rate (ICR). Withdrawn and failing grades are included in the maximum allowable timeframe and incremental completion rate as credit hours attempted but not earned. The grade Incomplete

(I) is calculated as if it is an 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 Postsecondary Institution

Grades for credits transferred from any other postsecondary 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's 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 Institution 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 also 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:

<u>Letter Grade</u>	<u>Quality Points</u>
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 *

*F does compute in GPA and CGPA and does count as credit attempted.

Other Grade Codes worth Zero Quality Points:

CR = Credit through examination	Credits Earned/TR grade. This does not affect CGPA.
I = Incomplete	Affects CGPA (Computes as an F)
IPA = Incomplete Pass	This grade is assigned only when some portion of a course has not been completed for good and sufficient reason. Courses in which "IPA" grades are assigned must be completed no later than the end of the next regular term in which the student is enrolled or the grade will be recorded as "F" on the permanent record. This does not affect CGPA.
S = Suspension	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.
NP = Not passing/Fail	Does not affect CGPA This grade designation is utilized to indicate that a student did not acceptably complete a non-credited course
P or PR = Proficiency Credit by Exam or Portfolio	This does not affect CGPA.
PA = Pass	This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect CGPA.
SP or SA = Satisfactory/Pass	This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect CGPA.
T = Termination from course	Affects CGPA (Computes as an F)
TR = External Transfer Credit	Grade designation utilize for transfer credits. This does not affect CGPA.
U = Unsatisfactory	Indicates that a student unsuccessfully completed a non-credited course. 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's instructor will award this grade when appropriate. Does compute in GPA and CGPA and does count as credit attempted.
EF=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's instructor will award this grade when appropriate. Does compute in GPA and CGPA and does count 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. Does compute in GPA and CGPA and does count 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.
WV = Waiver	Commonly used when waiving a Transitional courses and does not affect CGPA
WX = Course was registered for but never attended	Self-explanatory and does not affect CGPA

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. The final grade is the one that counts in the calculation.

Calculations

LaSalle College Vancouver 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 LaSalle College Vancouver. 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 4 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/semester at LaSalle College Vancouver by the student's total credit hours earned from all quarters at LaSalle College Vancouver.

STUDENT STATUS CHANGES AND SAP

Transfer Students

Grades for credits transferred in from any post-secondary institution will be recorded as "TR" in the Student Information System and 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

LaSalle College Vancouver 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 reading. In addition, students are responsible for submitting on time all assignments and examinations as required in class. Although some absences are unavoidable because of illness or emergency, due to the nature of the program, there are no excused absences.

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 school, 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 school is not in session (e.g., school closings and holidays) do not count in the fourteen (14) calendar days as well during the active term. 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 school 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 school. Similarly, appropriate documentation for students residing in an area declared as a disaster area must be submitted to the school. The school'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 school will not provide this military attendance exception. For these reasons, it is required that the school 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 school 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 Academic Chair, 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 Academic Chair. 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 determination and decision based on his/her review and judgment as to 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 he/she deems appropriate to the circumstances and will provide the student a summary of the process before the appeal is heard. The Panel is responsible for reviewing all documentation presented by the student and available from LaSalle College Vancouver 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 LaSalle College Vancouver.

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 Academic Chair of their program. The Academic Chair, after consultation with the instructor and student, will make a determination. 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

LaSalle College Vancouver 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 LaSalle College Vancouver 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 LaSalle College Vancouver;
- Earn at least 25 percent for diploma programs and 50 percent for degree programs of the required credits at LaSalle College Vancouver.

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: LaSalle College Vancouver 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., #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 LaSalle College Vancouver must notify the Registrar's Office. This will enable the school to keep students better informed of events, notices, and changes occurring at LaSalle College Vancouver.

Class Scheduling

LaSalle College Vancouver 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. Forms for section changes may be obtained from the Registrar's office or at a location designated by the Registrar's office. 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 where enrollment and class distribution allows.

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 when made. Some courses within a program are necessarily taught in sequential order and others may be taught in a varied sequence.

For greater clarity, LaSalle College Vancouver reserves the right to alter things like 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 Academic Chair regarding any course change.

Program Cancellation or Delay

In the event LaSalle College Vancouver determines a program or course does not achieve or maintain sufficient enrollment for the program or course to be or 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, LaSalle College Vancouver 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 LaSalle College Vancouver so the program completion date can be amended. The actual program completion may be impacted by interruptions or 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 LaSalle College Vancouver Career Services as part of their program. Due to the nature and design of CPD programs, unless otherwise stated, CPD programs do not participate in 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 LaSalle College Vancouver 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 LaSalle College Vancouver Career Services as part of their program.

Degree programs are career-focused, applied academic programs with a significant portion of the curriculum devoted to general education courses. Students in degree programs have access to LaSalle College Vancouver Career Services as part of their program.

ARTICULATION AGREEMENTS

LaSalle College Vancouver participates in the British Columbia Council on Admissions and Transfer (BCCAT) system. A list of courses from other postsecondary institutions for which LaSalle College Vancouver 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 LaSalle College Vancouver have entered into a block transfer agreement. Students who successfully complete LaSalle College Vancouver'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 them to proceed directly into the final year of that program. In addition to the block transfer of credits, LaSalle College Vancouver students may be required to complete two additional courses to complete the LIPA, BA (Honours) Sound Technology degree.

Additional Articulation Agreements

LaSalle College Vancouver maintains specific programmatic articulation agreements with the following institutions. Please see your admissions representative for specific information about each agreement:

Instituto Tecnológico de Monterrey
Melies Escola de Cinema, 3D e Animação
Rangsit University
School 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 LaSalle College Vancouver will follow when a person is alleged to have breached these standards, as well as, identifies possible penalties.

ACADEMIC HONESTY POLICY

The mission of LaSalle College Vancouver 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 students will carry into their chosen workplace. It is LaSalle College Vancouver'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 LaSalle College Vancouver'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. LaSalle College Vancouver will investigate all allegations of academic misconduct, and will issue penalties where necessary and appropriate.

DEFINITION OF ACADEMIC DISHONESTY

LaSalle College Vancouver 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, and 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 Director of Student Services.

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 for future reference. 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 Services 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 Services will review these items and keep these on file. If the

recommended penalty is deemed appropriate to the offense, the Director of Student Services 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 a reasonable 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 Services 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 Services will issue an appropriate disciplinary letter, and will document the offense 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 Services, if not continue to step d.
- d. The Coordinator or Academic Chair 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 respondent a reasonable opportunity to make a written submission in response to the finding of fact.

- 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 Services.
- 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 Services 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 Services 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 an Program Director that a student be suspended or expelled must be reviewed and endorsed by the Chief Academic Officer and the Director of Student Services before being forwarded to the President.

The review and endorsement by the Chief Academic Officer and the Director of Student Services 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 finding of fact, and the penalty that is being recommended.
- d. The respondent has had a reasonable opportunity to submit a written response to the penalty recommendation.

APPEAL OF PENALTY

A student may appeal a penalty imposed under this policy. Findings of fact are not subject to appeal. The student must submit a written 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 Services 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 respondent 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 upon discretion, conduct oral meetings if it is deemed necessary and appropriate to do so. The Chief 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 Services, 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, LaSalle College Vancouver 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 LaSalle College Vancouver itself, which supports this creative and scholarly work.

I. Purpose and Scope

This document expresses LaSalle College Vancouver's policy regarding ownership and usage rights with respect to Intellectual Property (as hereinafter defined). It covers all those who are a part of LaSalle College Vancouver – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with LaSalle College Vancouver, and this Policy governs in all circumstances, unless LaSalle College Vancouver has modified it through a written agreement connected to a 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 LaSalle College Vancouver 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 any translation 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, LaSalle College Vancouver does not claim ownership of Intellectual Property developed through Independent Academic Effort or Creative Activity and that is intended 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. (b) The Intellectual Property is developed as a Commissioned Work.
- c. (c) The Intellectual Property is developed using Substantial Institutional Resources.
- d. (d) The Intellectual Property is developed by the creator within the scope of his or her employment with LaSalle College Vancouver and constitutes a Work Made for Hire.
- e. (e) The Intellectual Property is developed by a creator who is assigned, directed or funded by LaSalle College Vancouver to create the Intellectual Property.

- f. (f) The Intellectual Property is developed under a grant, program or agreement which provides LaSalle College Vancouver 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 LaSalle College Vancouver (or by LaSalle College Vancouver 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 LaSalle College Vancouver under this Policy is required to make reasonable prompt written disclosure of the Work to an officer designated by LaSalle College Vancouver's President, and to execute any document deemed necessary by LaSalle College Vancouver to perfect legal rights in LaSalle College Vancouver and enable LaSalle College Vancouver 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 LaSalle College Vancouver. Likewise, student rosters, attendance forms, interim grade reports, and assessments of student projects, including all Intellectual Property associated therewith, belong solely to LaSalle College Vancouver.
- 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 LaSalle College Vancouver as Works Made for Hire or otherwise.
- c. If any Intellectual Property to be owned by LaSalle College Vancouver 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 LaSalle College Vancouver, unless the parties agree otherwise in a written agreement.
- d. Where Intellectual Property is to be developed using Substantial Institutional Resources, authorized representatives of LaSalle College Vancouver will develop a written agreement with the user of those resources, 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 LaSalle College Vancouver.
- 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 LaSalle College Vancouver will 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 LaSalle College Vancouver 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 LaSalle College Vancouver 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 LaSalle College Vancouver outlining their rights before commencing work on such projects. Either party has the right to initiate such agreement.
- j. The rights of LaSalle College Vancouver to a perpetual, worldwide license (exclusive or non-exclusive, as LaSalle College Vancouver 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, LaSalle College Vancouver will own Intellectual Property created by an independent contractor if a written agreement signed by the parties so provides, or LaSalle College Vancouver 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 LaSalle College Vancouver 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 in the course of performance of the contract, in accordance with the parties' agreement. The independent contractor shall 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, LaSalle College Vancouver 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 existing in connection with its curriculum, courses of instruction and educational programs, and any related accreditation or promotion of LaSalle College Vancouver. Where practicable, LaSalle College Vancouver will use best efforts to cite the creator of the Work if LaSalle College Vancouver exercises such usage rights.

V. Institution's Marks

Intellectual Property comprised of or associated with LaSalle College Vancouver'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 LaSalle College Vancouver and/or its affiliates. This Policy is designed to protect the reputation of LaSalle College Vancouver and its affiliates, and to prevent the illegal or unapproved use of LaSalle College Vancouver's Marks.

No Institution Mark may be used without the prior, written authorization of the appropriate authorities of LaSalle College Vancouver. However, faculty, staff, and Students may identify their status or professional affiliation with LaSalle College Vancouver as appropriate, but any use of LaSalle College Vancouver's Marks in this regard must avoid any confusing, misleading or false impression of affiliation with, or sponsorship or endorsement by, LaSalle College Vancouver. No products or

services may be marked, offered, sold, promoted or distributed with or under LaSalle College Vancouver's Marks without LaSalle College Vancouver's prior written permission and compliance with the licensing policies of LaSalle College Vancouver. 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 LaSalle College Vancouver'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 LaSalle College Vancouver, modes of employment, 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 LaSalle College Vancouver 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

LaSalle College Vancouver reserves the right at any time in its sole discretion to modify and/or make changes to the Policy as advisable or appropriate. LaSalle College Vancouver 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 preexisting Intellectual Property policy of LaSalle College Vancouver and will remain in effect until modified or revoked by LaSalle College Vancouver. 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 LaSalle College Vancouver 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 school. 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 LaSalle College Vancouver.

Orientation is designed to help new students with the transition to college. It is designed to introduce students to the broad educational opportunities of the college and integrates new students into life at LaSalle College Vancouver.

Student Volunteers and Clubs

LaSalle College Vancouver encourages students to get involved by contributing to the development of the school culture. There are a number of clubs to join and opportunities to suggest ideas for new clubs or become a club leader. For more details visit the student web portal.

LaSalle College Vancouver Student Association

LaSalle College Vancouver encourages and supports student leadership through the Student Association (SA). The purpose of the SA is:

- To provide a forum to discuss student issues
- To facilitate the exchange of ideas and information among students
- To act as a liaison between students, faculty and administration
- To support school clubs and work collaboratively with these organizations
- To provide leadership opportunities for students within the school
- To promote school spirit among the student body and create a sense of connectedness with the school that will result in student success

If you are interested in joining the Student Association, please visit the Student Services office. New members are welcome.

Wellness Services

The Student Services Department provides assistance for the student population through:

- Workshops and events around campus on a variety of topics such as, but not limited to, stress management, alcohol and drug awareness, depression, and anxiety and addiction
- Resources for services in the local area
- Crisis management
- Referrals to short-term counseling by the Student Assistance Program for students in need of emotional support or guidance

Community Resources

Resources and/or referrals for stress management, anxiety and depression, finding a doctor, fitness facilities, food banks, mental health, health clinics, disability resources, and much more.

All One Health Student Assistance Program

This service is available at no charge to students and provides benefits such as:

- 4 sessions of short-term counseling per issue
- Confidential Services
- 24/7 access to telephone consultations
- Budget and debt consultations
- New Parents' Partner telephone consultations
- Support during difficult times

Contact the Student Assistance Program, and "Talk One2One" at: 888.617.3362, 24 hours a day, 7 days a week.

Non-Discrimination Policy

LaSalle College Vancouver 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. LaSalle College Vancouver provides reasonable accommodations to qualified individuals with disabilities. LaSalle College Vancouver will not retaliate against persons bringing forward allegations of harassment or discrimination. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the Non-Discrimination Policy: Director of Student Services, 2665 Renfrew Street, Vancouver, BC V5M 0A7; (866)717-8080.

Accessibility Services

LaSalle College Vancouver provides accommodations to qualified students with disabilities. The Director of Student Services assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at LaSalle College Vancouver.

Students who seek reasonable accommodations should notify the Director of Student Services 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 Services to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Director of Student Services. Complaints will be handled in accordance with the school's Grievance Procedure for Complaints of Discrimination and Harassment.

School-Sponsored Housing

School-Sponsored Housing is often a perfect compromise between students and parents as it provides an environment that is a step between living at home and living on your own. Many of the lasting connections and memories you'll make at school will happen outside of the classroom. School-Sponsored Housing gives you the opportunity to connect with your classmates on a daily basis.

LaSalle College Vancouver contracts with a local apartment complex located in Vancouver to provide housing to students who wish to live in an environment with fellow LaSalle College Vancouver students. Some of the benefits include:

- Opportunities to meet and network with other LaSalle College Vancouver students
- Located approximately 25 minutes by public transportation from campus
- Costs can be included in the student financial plan
- Staff supervised environment with social and educational programs and events

- Whether you are a student moving away from home for the first time or you're just trying to find a new apartment outside of School-Sponsored Housing, the Assistant Director of Residential Life and housing staff at LaSalle College Vancouver want to make sure that you have comfortable and convenient housing options.

We're here to help you assess your needs and provide resources to get you started on the process of finding an appropriate place to live, whether in School-Sponsored Housing or a place independent of LaSalle College Vancouver. For more information, please contact the Resident Life Coordinator.

Homestay Services

International students or other students interested in living with a Canadian family may contact Student Services for homestay referral. Living with a Canadian family provides a great opportunity to further experience Canadian culture. Where practicable, LaSalle College Vancouver may work with homestay providers in the Greater Vancouver area for placement. Students will work directly with the homestay provider on securing an accommodation. Students complete an application and pay a fee to be matched with a family that has been carefully interviewed by the homestay provider. Students are responsible for coordinating all payments and fees for services with the homestay provider. LaSalle College Vancouver does not endorse or screen any family or placement secured through a homestay provider.

International Student Advisor

LaSalle College Vancouver 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 LaSalle College Vancouver by assisting with immigration procedures, housing, 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.

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. There is a dedicated career services advisor for each program area. The 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. Career Services advisors regularly attend Continuing Student Review committee, and arrange for leading industry experts to meet with and talk to our students about industry.

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 is also helps students with their career-related needs during school. 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 school, 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 resume and 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 students' success at LaSalle College Vancouver, providing resources and services to support research, inspire creativity, and develop skills for life-long learning.

Services

The librarian is able to assist students in many aspects of the research process; from refining research topics and finding information sources to proofreading citations. In addition to research help, the librarian provides one-on-one and in-class instruction on research and citation skills, as well as, how to use library resources. For library assistance, come to the library, call 778-373-8919 or send an email to rkyle@lasallecollegevancouver.com

Resources

The library collection consists of print and electronic books, print and electronic magazines, videos, videogames, training tutorials, stock footage and images, music and sound effects. To access the library's ever-expanding online resource offerings, search the library catalogue, or access subject guides, go to the library website at <http://lcvlibrary.com/main>.

Facilities

The library provides students study areas to work quietly on their own and group study rooms to work less quietly together. Group study rooms can be used as needed depending on availability or reserved in advance. Macintosh and Windows computer workstations, as well as, wireless internet are available to those who want to access online library resources or work on assignments. With the addition of a colour printer/copier and two flatbed scanners, the library is well equipped to help students get creative work done.

General Policy & Library Information

A student ID with an up-to-date security sticker is all that is required to borrow from the library. The loan periods are as follows:

Item Type	Loan Period	Item Limit
Books	2 weeks	5 items
CDs, DVDs, Games & Magazines	1 week	2 items
Course Reserves	5 hours	2 items

The hours of operations are as follows:

Monday - Thursday	8:00 AM to 9:00 PM
Friday	8:00 AM to 7:00 PM
Saturday	11:00 AM to 5:00 PM
Sunday and Holidays	Closed

To contact the library, phone 778-373-8919 or send an email to rkyle@lasallecollegevancouver.com.

STUDENT INFORMATION

Student Input

LaSalle College Vancouver welcomes suggestions from our student body on ideas that might assist in carrying out the educational mission of the school. There are a number of ways for students to share their ideas:

- Schedule an appointment with your Academic Chair and share your idea in person;
- Email your suggestion to the Student Services Department 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).

While not every suggestion may be feasible, LaSalle College Vancouver regularly evaluates student suggestions and implements those that are in the best interest of all constituencies of LaSalle College Vancouver.

Privacy Legislations

LaSalle College Vancouver respects the confidentiality of all student records and complies with the British Columbia Protection of Privacy Act and relevant Ministry of Advanced Education, Skills and Training Directives on Record Keeping and Privacy.

Procedure to Inspect Educational Records

LaSalle College Vancouver 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 accreditation, Student Assistance or authorized government 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 school may require the presence of a school 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 LaSalle College Vancouver 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

LaSalle College Vancouver abides by the B.C. "Personal Information Protection Act" and regulations with respect to student information, 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 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.

LaSalle College Vancouver 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's continued enrollment, withdrawal, attendance and/or graduation from the program for which he/she was granted student assistance. LaSalle College Vancouver 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 LaSalle College Vancouver.

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 LaSalle College Vancouver 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 LaSalle College Vancouver and the school's Refund Policy;
- Know the criteria used by LaSalle College Vancouver to select financial aid recipients;
- Know how LaSalle College Vancouver determines a student's financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget;
- Know what resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need.
- Know how much of your financial need, as determined by LaSalle College Vancouver, has been met and may request from the Financial Services Department an explanation of the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award which was made to you;
- 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 school 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 LaSalle College Vancouver 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 school status;
- Know and comply with the deadlines for application or reapplication for aid;
- Know and comply with LaSalle College Vancouver's refund procedures;
- Know the policies and procedures as outlined in your Student Handbook.

Student Conduct and Intellectual Property

LaSalle College Vancouver is a professional learning environment and expects students to act accordingly. Students are bound by LaSalle College Vancouver 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 LaSalle College Vancouver. 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 LaSalle College Vancouver for any suit brought against LaSalle College Vancouver 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 LaSalle College Vancouver business, which the student may acquire during his/her program of study, and in particular, but not so as to limit generality of the foregoing, with respect to the use of courseware, learning methodologies and intellectual property.
- 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, LaSalle College Vancouver shall be permitted to use the student's projects and related work for the purpose of advertising, exhibition and promotion of LaSalle College Vancouver, with the student's permission, and do so without cost or obligation to the student.

Student Conduct Policies and Procedures

Nothing in this Calendar or LaSalle College Vancouver policies prevents LaSalle College Vancouver from immediately dismissing or suspending a student where, in the judgment of LaSalle College Vancouver, there is valid safety or academic reason for doing so or where a student is disrupting the educational environment of others.

LaSalle College Vancouver community is composed of individuals with varied interests and diverse opinions. A student, by voluntarily joining LaSalle College Vancouver 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 LaSalle College Vancouver.

STUDENT CONDUCT POLICY

SECTION I. GUIDING PRINCIPLES.

LaSalle College Vancouver recognizes its students as responsible and dedicated men and women who are preparing for career employment. 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, LaSalle College Vancouver 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 conduct that infringe upon the fulfillment of the College's mission.

SECTION II. SCOPE.

This Student Conduct Policy applies to all students and student organizations at LaSalle College Vancouver.

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 Services, Director of Student Services, Chief Academic Officer or a delegate as appointed by the President of LaSalle College Vancouver), the Policy also shall 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 citizens of the state. As citizens, students are responsible to the community 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. LaSalle College Vancouver may sanction other conduct not specifically included 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, school sponsored housing or at college sponsored functions, except where possession is required by law.
3. Sexual Assault or Nonconsensual 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

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-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests LaSalle College Vancouver and/or its reputation

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 college property 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 or supervised by the college.
- Being under the influence of alcohol on college property or at any college function is also prohibited

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.

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.

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.

Abuse of LaSalle College Vancouver 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

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.

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 Services within 5 days of the conviction.

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

Violations of College Rules

- Violations by guest of a student on college property. Students are responsible for the actions of their guests
- Violation of school 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 student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook
- 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 school official
 - Use of computing facilities to send obscene or abusive messages
 - Use of computing facilities to interfere with normal operation of the school's computing system
- Failure to satisfy school financial obligations

The above list is illustrative only, and LaSalle College Vancouver may sanction other conduct not specifically included on this list.

SECTION VI. SANCTIONS.

LaSalle College Vancouver 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). LaSalle College Vancouver 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 school'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. Removal from Sponsored Housing: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
5. Suspension: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
6. Expulsion: The student will be expelled from LaSalle College Vancouver immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.
7. Restitution: Compensation for loss or damage to property leased, owned or controlled by the school. 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 LaSalle College Vancouver community may file a complaint against any student for misconduct or for otherwise being in violation of LaSalle College Vancouver 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 LaSalle College Vancouver 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. LaSalle College Vancouver 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 school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, 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. After the meeting,
2. The Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred, may a render and 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.
 - o If a STUDENT fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of LaSalle College Vancouver policies on the basis of the information available, and 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 college-sponsored housing and/or to the school (including classes, labs, library) and/or all other school 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, and the Chief Conduct Officer or delegate may make reasonable provisions to provide for accommodations of a student in school sponsored housing.

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 to have been treated in an arbitrary or biased fashion or without adherence to LaSalle College Vancouver 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 school may not be on school property, a student dismissed from school-sponsored housing must leave in accordance with the directions indicated in the decision
- The student must write a letter of appeal in the student's own words, addressed to the President of LaSalle College Vancouver 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 LaSalle College Vancouver's policies and procedures, and provide 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

LaSalle College Vancouver 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, gender identity 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.)

LaSalle College Vancouver Sexual Misconduct & Relationship Violence Policy; Procedures for Handling Sexual Misconduct and Relationship Violence Complaints

LaSalle College Vancouver values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaining a 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 LaSalle College Vancouver 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 LaSalle College Vancouver will proceed once it 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 School-sponsored program or activity or in student housing; 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"?

LaSalle College Vancouver 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, Canadian, and U.S. law, matters involving sexual misconduct and relationship violence will be addressed by Director of Student Services, 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 School 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 School 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 School. A victim can seek assistance and support from these individuals without triggering a School 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 School and generally obligates the School 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 Services, other Student Services staff, Housing staff, Academic Advisors, the Security Team (including contract security personnel), all full-time and adjunct Faculty, Human Resources, and Employee Relations.

The School 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 School's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

The School 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 School 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 School's review and investigation of any complaint covered by this Policy. The School will honor 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 School 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 School does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the School's ability to take certain actions.

Other Code of Conduct Violations: The School 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, such as use of alcohol in School housing. Therefore, the School 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 Services, or the Campus President. If a report is made verbally, the School 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 Services will be well prepared to handle all types of sensitive student matters.

Upon receipt of a report, the School will generally proceed as described below.

A. Investigation Commencement

The School 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 School 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 School facilities or activities pending resolution of the matter. The School may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the School 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 School will proceed as described below in Section III (E).

If the Complainant requests a confidential investigation, the School will seek to protect the privacy and confidentiality of the Complainant to the extent possible and allowed by law. The School, in consultation with the Coordinator, will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

If a confidential investigation is requested and agreed to, the School 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 School will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests under the circumstances. The School, 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 Services 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, Employee Relations 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 an attorney present during their own interview, but said attorney 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 School 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 favor 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 endeavor to make a determination of the appeal within 15 business days of receipt. The 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 Services if related to non-academic issues or to the Chief Academic Officer for academic issues. If the Director of Student Services 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 Services and/or the Chief Academic Officer will be held within ten school 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 45 days after the date on which your complaint was made. This 45-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 an attorney 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 school'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 LaSalle College Vancouver 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 Services, 2665 Renfrew Street, Vancouver, BC, V5M 0A7, 778-373-8968 or with the Chief Academic Officer, 2665 Renfrew Street, Vancouver, BC, V5M 0A7, 778-373-8930. 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. LaSalle College Vancouver 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 LaSalle College Vancouver'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 an attorney 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 45 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 LaSalle College Vancouver. The written appeal must be made within 20 calendar days of receipt of the determination letter. The President, or his or her 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. LaSalle College Vancouver will not retaliate against persons bringing forward allegations of harassment or discrimination.
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 and LaSalle College Vancouver (hereafter, "the College") agree that any dispute or claim between you 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 this Enrollment Agreement or, absent 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 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. LaSalle College Vancouver 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 program in The International Culinary Schools at LaSalle College Vancouver, each student, with or without reasonable accommodations, must be able to safely and effectively:

- Attend and participate in both day and night shift (including first and fourth shifts) 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 6 hours in length
- Regularly lift and transport food and other culinary product, equipment, small wares and utensils weighing up to 40 pounds.
- Regularly lift and transport trays with hot and cold plated foods, small wares and other items, and serve and clear tables 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 programs of instructions in The International Culinary Schools at LaSalle College Vancouver and also reflect industry requirements and standards.

IDENTIFICATION (ID) CARDS

Security and Access to the College

It is the policy of LaSalle College Vancouver 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 school 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. ID card stickers are issued free each quarter to continuing students and new students will be issued an ID card and sticker. If you forget your ID, you are entitled to three free Day Passes 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 LaSalle College Vancouver's intention to dictate how to dress, there are a few basic rules that all of the students are 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 school 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 LaSalle College Vancouver premises or at a sponsored function of LaSalle College Vancouver, 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 portable telecommunications devices (cellular telephones, pagers, mp3 players, radios, etc.) in classrooms during class meetings. Such devices should be disabled prior to class periods to prevent their 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 LaSalle College Vancouver is to provide an uninterrupted atmosphere for class and studies. Consequently, LaSalle College Vancouver cannot operate a telephone message service for students. Only in medical emergencies will a message be taken to a student.

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 Services. In addition, approved emotional support animals may be permitted in campus housing. To receive approval to have an emotional service animal in campus housing, please contact the Director of Student Services.

Solicitation

Solicitation is forbidden (unless prior approval is granted) on the grounds of LaSalle College Vancouver. Individuals found soliciting should be reported to the Student Services Office. If a recognized LCV organization wishes to raise funds as part of a service project, permission must be obtained from the Student Services Office prior to any such activity.

Use of Facilities

LaSalle College Vancouver expends considerable effort to maintain a clean and professional facility conducive to an educational environment. 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 the College. Students may call the campus at 778-373-8904 or check the Omnivox site 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 |

School Closing Procedure

LaSalle College Vancouver may determine in the interests of staff, faculty and students to close the school for the following reasons, 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

School closures are rare; however in the event that the school 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 school closure is posted, you may assume that all campuses will be open for regularly scheduled hours.

Emergency Evacuation Procedures

Situations requiring evacuation include fire, hazardous material release, bomb threats and earthquakes. Fire alarms must be treated as real emergencies and building evacuation must occur. The need for evacuation in other situations will be determined by emergency personnel and you will be advised if evacuation is necessary.

If evacuation is necessary:

1. Calmly proceed to nearest exit -- in case of fire check doors for heat before opening.
2. Follow instructions from emergency personnel.
3. Do not use elevators.
4. Walk -- don't rush or crowd. Use handrails in stairways. Assist people with disabilities.
5. Move away from the building quickly -- watch for falling glass and other hazards.
6. Move to your emergency meeting location and stay there so that all personnel may be accounted for.
7. Never re-enter the building until notified by emergency personnel that it is safe to do so.

Evacuating Disabled Persons:

Individuals who are non-ambulatory, hearing impaired, or visually impaired require special assistance during any evacuation. These persons should inform their supervisors, co-worker and the Building Emergency Director of the help that they will require in the event of an emergency.

Fire Safety

If you see a fire:

1. Activate the fire alarm, alert others, and move everyone away from the area of the fire, closing doors behind you.
2. Call 911 and report location of fire (see 911 Procedures).
3. Use a fire extinguisher on small fires (waste basket sized) only if it is safe to do so. Use the correct fire extinguisher

Fire extinguishers are specific to certain types of fires.

<u>Class</u>	<u>Type of Fire</u>
A	Ordinary combustibles
B	Flammable liquids
C	Electrically charged equipment
D	Combustible metals

When a fire alarm is activated:

1. It must be treated as a real emergency.
2. Evacuate the building and proceed to your emergency meeting location.
3. Never open a closed door without checking it first for heat - if the door is hot, do not open it. If not hot, open it slowly, standing behind it to one side, and be prepared to shut it quickly if fire is present.
4. Use the stairway, proceeding down to the ground floor, never up. Never use elevators if fire is suspected.

5. Once outside, proceed to the predetermined area so that a head count can be taken. Find out the location of your predetermined area before a fire occurs.

If clothing catches on fire:

Yours:

STOP where you are.

DROP to the floor.

ROLL around on the floor.

Someone else's:

Grab a blanket, rug or coat and wrap them in it to smother the flames.

If trapped in a room by fire:

1. Block smoke from entering by placing damp cloth material around / under door.
2. Retreat, closing as many doors as possible between yourself and the fire.
3. Signal your location -- phone 911 and give the fire department your exact location; if this is not possible be prepared to signal from a window. Do not open the window or break glass unless absolutely necessary -- outside smoke may be drawn in.

If caught in smoke:

1. Drop to your knees and crawl.
2. Breathe shallowly through your nose, holding your breath as long as possible. Use a damp cloth over your mouth and nose to filter out smoke.
3. Stay calm.

Note: Know in advance exactly how many doors you will have to pass along your evacuation route before you reach the nearest exit. In heavy smoke you can crawl or crouch low with head 30"-36" from the floor (watching the base of the wall) and count out the number of doors you pass -- you will then know when you have reached the exit door (even if you can't see that it is the exit).

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).

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.

If you witness a crime:

- Call 911 and then Campus Security (numbers above)
- 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.

LaSalle College Vancouver Board of Directors

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Dr. Jason Dewling

President, LaSalle College Vancouver

Piero Greco

Chief Financial Officer, LCI Education Network

Claude Marchand

Chief Executive Officer, LCI Education Network

FACULTY AND ADMINISTRATIVE STAFF LISTING

Fulltime Faculty

Anne Ahmad

Instructor, Graphic Design
M.Pub., Simon Fraser University
B.A in Psychology, City University of New York

Timothy Budd

Instructor, Culinary
Culinary and Baking & Pastry Red Seal Certification
Certificate in Commercial Baking, British Columbia College of
Technology/Vancouver Community College
Certificate of Apprenticeship - Culinary, Vancouver Community College
BC Provincial Instructor Diploma, Vancouver Community College

Andrew Czink

Lead Instructor, Recording Arts
M.A. in Liberal Studies, Simon Fraser University
B.F.A. in Music, Art & Culture Studies, Simon Fraser University

June Fong

Instructor, Interior Design
National Council for Interior Design Qualification (NCIDQ)
Associate Dipl. in Interior Design, Kwantlen University College
Mgt Dipl. in Interior Design, British Columbia College of Technology

George Gardiner

Instructor, Culinary
Cookery for the Hotel and Catering Industry, City and Guilds of
London College
Basic Cookery for the Catering Industry, City and Guilds of
London College

Shainin Hudda

Lead Instructor, Fashion
MCAD, Art and Design, University of New South Wales
B.B.A. in Marketing, Simon Fraser University
Associate Dipl. in Fashion Design and Clothing Technology,
Kwantlen University
Certificate in Fashion Draping, Paris American Academy

Nargas Khabazha

Instructor, Fashion
Dipl. in Fashion Design, Kwantlen Polytechnic University

Jarett Metcalfe

Lead Instructor, Game Art & Design
Bachelor of Environmental Design, University of Manitoba
Dipl. in Game Art & Design, The Art Institute Vancouver

Azriel Paz

Instructor, Culinary
M.A. in Hospitality and Tourism, Bournemouth University
B.Sc. in Hospitality and Tourism, Nova Southeastern University
Dipl. in Hotel Administration, TADMOR School of Hotel
Professional Studies

Valerie Romain

Instructor, Foundation Arts
M.F.A. in Fine Arts, Washington State University
B.F.A. in Fine Arts, Queen's University

Ran Sieradzki

Instructor, Animation
Bachelor of Arts, Illustration and Design, Middlesex University
Postgraduate Certificate, Computer Animation, Sheridan College

Angel Torrella

Instructor, Foundation Arts
B.A., Graphic Design, University of Fine Arts, Cuba
B.F.A., Painting, Drawing, Engraving, Academy of Fine Arts,
Cuba

Kevin Wall

Instructor, Fashion
B.B.A. in Marketing/Management, Mount Saint Vincent University

Janet Wang

Instructor, Foundation Arts
M.F.A. in Studio Practice, University of Leeds
B.F.A. in Visual Arts, University of British Columbia

Rob Wenzek

Instructor, Digital Film & Video
M.A., in Film, University of Staffordshire
B.A. in English, University of Calgary

Paul Winskell

Instructor, Digital Film & Video
M.A. in Liberal Studies, Simon Fraser University
B.A. in Computer Science, Simon Fraser University

John Wong

Instructor, Media Arts & Animation
Certificate in Maya Game, Alias|Wavefront
Dipl. in Maya, Vancouver Film School
Dipl. in Life Drawing, Vancouver Film School

Program Directors

Marcel Casarini

Program Director, Game Programs
M.A. in Architecture and Games, Pontifice Universidade Catolica
Pg.Dipl. in Production and Programming for Games, Senac
University Center
B.A., in Architecture and Urbanism, Universidade Presbiteriana
Mackenzie

Benjamin Faber

Program Director, Culinary
Culinary Arts Red Seal Certification

Fernanda Hannah-Suarez

Program Director, Interior Design
M.Arch., Dalhousie University
Bachelor of Environmental Design, TUNS

Corrie Heringa

Program Director, Graphic Design, Digital Photography and
Liberal Studies
M.Des., University of Alberta
B.F.A. in Visual Communication Design, University of Alberta

William Maher

Program Director, Animation, 3D Modeling, VFX and Digital Film
& Video
M.A. in Computer Animation, Teesside University
B.A. in Computer Animation, Teesside University
Dipl. in Digital Animation, The Art Institute of Vancouver

Katherine Soucie

Program Director, Fashion
M.A.A., Textiles, Emily Carr University of Art and Design
B.F.A., Textiles, Emily Carr University of Art and Design
Dipl., Textile Design, Capilano University
Dipl., Fashion Design, George Brown College

Academic Administration

Karen Kiely

Registrar
B/TEC, Shrewsbury College of Arts and Technology

Ryan Kyle

Librarian
MLIS, University of Western Ontario
B.A., University of Victoria

Vernie Tan

Assistant to the Registrar
B.A., University of the Philippines

Liza Tongos

Assistant to the Registrar

College Leadership Team

Hiten Amin

Director of Admissions
B.B.A., Simon Fraser University

Dr. Jason Dewling

President
Ph.D., University of Alberta
M.Div., Acadia Divinity College
B.Th., Eastern Pentecostal Bible College

Julien Gilbert

Director of Finance
M.S., Argosy University
B.B.A., HEC Montreal

Lynn Kitchen

Director of Student Services
B.A., Education, York University

Dr. Michelle Meadows

Principal LaSalle College Vancouver High School
Pedagogy Specialist
Ed.D., Leadership and Management, William Howard Taft
University
M.A., Educational Leadership, San Diego State University
PDP, Certified BC Teacher, Simon Fraser University
B.A., Simon Fraser University

ACADEMIC DATES

Term	Start Date	End Date
Winter 2018	January 1, 2018	March 18, 2018
Spring 2018	April 2, 2018	June 17, 2018
Summer 2018	July 2, 2018	September 16, 2018
Fall 2018	October 1, 2018	December 23, 2018
Winter 2019	January 7, 2019	March 24, 2019
Spring 2019	April 8, 2019	June 23, 2019
Summer 2019	July 8, 2019	September 22, 2019
Fall 2019	October 7, 2019	December 22, 2019

School Holidays

2018

New Year's Day	January 1, 2018
B.C. Family Day	February 12, 2018
Good Friday	March 30, 2018
Victoria Day	May 21, 2018
Canada Day	July 2, 2018
B.C. Day	August 6, 2018
Labour Day	September 3, 2018
Thanksgiving Day	October 8, 2018
Remembrance Day	November 12, 2018 (observed)
Christmas Day	December 25, 2018

2019

New Year's Day	January 1, 2019
B.C. Family Day	February 18, 2019
Good Friday	April 19, 2019
Victoria Day	May 20, 2019
Canada Day	July 1, 2019
B.C. Day	August 5, 2019
Labour Day	September 2, 2019
Thanksgiving Day	October 14, 2019
Remembrance Day	November 11, 2019
Christmas Day	December 25, 2019