

2008 - 2009 Calendar

CFDC



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Coco Fashion Design Centre

Hours of Operation:

Monday to Friday from 9:00 a.m. to 5:00 p.m.

Saturday 9:30 am – 1:30 pm

Maximum number of students for each session is 15

Contact us:

Coco Fashion Design Centre - CFDC
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Toronto, Ontario
M3K 2E1

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Tuition Fees for 2008/09 Academic Year

Registration Fee

There is a \$100.00 administrative fee, which must accompany the application. The \$100.00 is part of the tuition. It is refundable if the student is denied acceptance to the college. Foreign/Visa student must pay the registration fee as well as \$550 tuition deposit before an acceptance letter will be issued.

Fees are subjected to change, call for updated fee conformation.

Tuition Fee for Canadian Student:

¹*Patternmaking and Garment Construction Basic program:.....\$4,014.10
Patternmaking and Garment Construction Advance program\$3,158.00

Tuition Fee for a Foreign /Visa Student:

Patternmaking and Garment Construction Basic program:.....\$4,935.50
Patternmaking and Garment Construction Advance program\$4,080.00

The programs are approximately 24 weeks long.

The Centre

Class Schedule and class size

The average length of instruction per week for a full time Coco Fashion Design Centre student is 18 hours. Coco Fashion Design Centre reserves the right to modify the school calendar, curricula and schedules as it deems necessary to ensure that the student and the centre goals are met. When class size and curricula permit, classes may be combined to contribute to the level of interaction among students. Therefore, class schedule and class size may vary.

Facility access

Monday to Saturday

9:00 am to 4:00 pm

¹ Note: if student has fashion design experience from another recognized institution or working experience they can qualify for a price reduction
CFDC 2008-2009 Course Calendar

Program Outline

Patternmaking and Garment Construction Basic Program

Basic Pattern Making and Garment Construction:

Includes – Sewing Techniques for Beginners
Introduction to Apparel Design
Applied Apparel Design

Unit 1-STB001

Sewing Techniques for Beginners

Learning Outcomes

Upon successful completion of this course the student will be able to:

1. Apply the basic principle of and execute hand stitching.
 - Basting
 - Blind stitch
 - Embroidery stitches
2. Master machine familiarity and sewing techniques, knowledge of all machines parts, threading and oiling the necessary parts of the machine as well as properly maintaining and using these sewing machine.
 - Industrial machines
 - Open or plain seam
 - French seam
 - Flat-felled seam
3. Introductory pattern drafting and design.
 - Learn to take correct measurements
4. Students learn the different types of Fabric Embellishment.
5. Design Techniques.
 - Pleats
 - Neckline finishes
 - Collars
 - Cuffs
 - Outside and inside pockets
 - Use of stretch fabrics and finishing techniques

Unit 2-IAD002

Introduction to Apparel Design

Students learn basic design techniques by understanding pattern making, cutting and sewing techniques as well as learning the commercial method of garment construction.

Learning Outcomes

Upon successful completion of this course the student will be able to:

Fabric Studies

Pattern Making

- Create Pattern using the flat method
- Pattern Development and adaptation
- Design into different styles

Lay Planning

- Calculate the correct amount of material/fabric required for the garment

Assembly

- Garment construction
- Fitting
- Applying seam finishes

Unit 3-APD003

Applied Apparel Design

A more advanced approach to pattern making and design with the use of working sketches for the intended garment. Continuation of the techniques developed in Introduction to Apparel and Design with emphasis on industry production.

Learning Outcomes

Upon successful completion of this course the student will be able to:

Textile – fabric study

- Use and application of different types of fabric
- Knowledge of yarn and fibers

Draping I

- Learn the fundamentals of professional draping
- Accomplish basic draping techniques
- Make basic draped blocks use of a dress form as a tool

Flat Pattern Making II

- Drafting bodice and dress blocks
- Manipulate darts and line of symmetry
- Effects of collars and sleeves

Alteration Techniques

- Samples
- Finished Garments

Approximate Course length – 24 Weeks

	Course	Time (hours)	Percent
Sewing Techniques for Beginners - STB001 – The forgotten Rules			
1	Basic Principle of Hand Stitching	15	10
2	Sewing Techniques	30	15
3	Introductory to pattern drafting	20	20
4	Fabric finishes	39.5	20
5	Design Techniques	39.5	35
Introduction to Apparel Design - IAD002			
6	Draping I	20	20
7	Creating Blocks	20	50
8	Pattern Making	14	10
9	Lay planning	10.8	20
10	Assembly project	80	10
Applied Apparel Design – APD003			
12	Textile – Fabric Study	20	20
13	Flat Patten making and effects	30	30
14	Alteration	6	5
15	Projects	88	45

Patternmaking and Garment Construction Advance Program

Advance Pattern Making and Garment Construction:

Includes: Fashion Design and Construction
Applied Fashion Design and Construction
Projects:
TBA

Fashion Design and Construction – AFDC004

Fashion Design and construction involves accuracy, fit and correct interpretation of sketches and styling for design purposes as well as preparation of the dart less block.

Learning Outcomes

Upon successful completion of this course the student will be able to:

Pattern Making III

- Create block from working sketch

Draping II

- The successful student will further develop their draping skills
- Produce pattern

Fitting Techniques

- Clothing analysis
- Evaluation of garment
- Textile choices

Alterations

- Zipper application
- Alterations

Applied Fashion Design and Construction – AFDC005

Builds on skills learned in Apparel Design and Fashion Design and Construction. Students are introduced to more advance pattern design and tailoring skills and techniques as well as construction of their fashion line.

Learning Outcomes

Upon successful completion of this subject the student will be able to:

Portfolio Development:

Fashion Line:

Create 10 outfits using techniques learnt in Fashion Design Construction.

Approximate Course length - 24 weeks

	Course	Time (hours)	Percent
Fashion Design and Construction – AFDC004			
1	Draping II	20	10
2	Pattern Making III	12	30
3	Fitting Techniques	15	10
4	Alterations	7	5
5	Projects	62.5	45
Applied Fashion Design and Construction – AFDC005			
6	Portfolio	14	10
7	Sketching	32	15
8	Continuation of Fashion Design and Construction	70	10
9	Projects	200	65



Continuing Education and Part-Time Courses

2008-2009 Calendar



Design Draft Create

Part-time Studies – Certificate / Diploma

Hours of Operation

Saturday: 9:30 am – 1:30 pm

Maximum number of students for each session is 15

***Students must complete Sewing Techniques for Beginners, Introduction to Apparel Design and Applied Apparel Design courses to receive a certificate in Patternmaking and Garment Construction Basic.**

The fee and schedule are as follows:

Tuition Fee for Canadian Student:

***Patternmaking and Garment Construction Basic program:..... \$4,014.10**
Patternmaking and Garment Construction Advance program\$3,158.00

Based on one 4-hour day per week, it will take approximately 72 weeks to complete the Certificate Program (this does not include the additional 2 hrs per week of practicals.)

Continuing Education

Course Outline and prices:

Continuing Education: **Beginners** – Skirts

Course code – CEBS101

- Sewing Machine Basic – 6hrs
- About the machine- threading, winding the bobbin, sew a varieties of seams, zippers Application
- Create a skirt block pattern -6hrs
- Cut and sew the muslin block for fitting
- Create a skirt – either an A-line or pencil skirt -15hrs

Material required for course

Fabric, scissors, thread, zippers/buttons, paper pencil and eraser

Duration – 9 weeks 3hrs/week Total 27 hrs

Cost - -\$390.00

Add an additional \$90.00 per style – 15hrs

Add and additional \$110.00 for basic sketching- 18hrs

Continuing Education - **Beginners** – Pants

Course code – CEBP101

- Machine basics – 6hrs
- Creating front fly sample, top stitching
- Create a pant block pattern – 6hrs
- Cut and sew the muslin block for fitting
- Create a pair of slacks – 15 hrs

Material required for course

Fabric, scissors, thread, zippers/buttons, paper pencil and eraser

Duration – 9 weeks 3hrs/week Total 27 hrs

Cost - -\$390.00

Add an additional \$140.00 per style – 15 hrs

Add and additional \$110.00 for basic sketching – 18 hrs

Continuing Education - Intermediate – Blouse w/ sleeve block
Course Code- CEIB101

- Create patterns – 8hrs
- Cut and sew the muslin block for fitting – 3hrs
- Design a top with sleeves – 3hrs
- Create and sew garment – 16 hrs

Material required for course:

Fabric, scissors, thread, zippers/buttons, paper pencil and eraser

Duration – 9 weeks 3hrs/week Total 30 hrs

Cost - -\$560.00

Add an additional \$140.00 per style – 15 hrs

Add and additional \$110.00 for basic sketching – 18 hrs

Continuing Education -Advance – Dresses
Course code – CEAD101

Prerequisite - Intermediate – Blouse w/ sleeve block

- Design Dress block – 6hrs
- Cut and sew the muslin block for fitting – 6hrs
- Create shift dress and sew garment – 18 hrs

Material required for course;

Fabric, scissors, thread, zippers/buttons, paper pencil and eraser

Duration – 9 weeks 3hrs/week Total 30 hrs

Cost - -\$480.00

Add an additional \$140.00 per style – 15 hrs

Add and additional \$110.00 for basic sketching – 18 hrs

Portfolio Development Courses

Introduction to the Business of Fashion - IBF101

The objective of this course is to prepare students for a career in fashion. This is a foundation course that will impart basic skills and knowledge required for entry into post secondary fashion courses.

This course along with practical courses in illustration and sewing will allow prospective students to focus their career objectives and further enhance their performance throughout their study and career in the fashion industry.

1. Fashion Industry basics
 - Introduction to Fashion and apparel – Concept to consumer
 - Factors affecting fashion
 - Terms in fashion, apparel and textiles
 - Fashion markets and how they operate
2. Know your fabrics and trims
 - Types and designs of fabrics and trims
 - Identification and end uses
 - Sourcing and quality
 - Resources for fabrics and trims
3. Know your Garments
 - Types of garments
 - Measurements and styling Basics
 - Apparel development and production basics
 - Evaluate your wardrobe
4. Fashion Design:
 - The Concept of Fashion Forecasting
 - Information Gathering and Sourcing for Colors, Fabrics and Trends
 - Fashion posters / Boards-Inspiration, theme, color, Line etc.
 - Resources for fashion designer
5. Fashion Business
 - Definition of Merchandise and Merchandising
 - Basics in Retailing and Buying and their significance in Product Planning
 - Merchandiser's role in Product Development
 - Market and Customer profiling
 - Product development and Analysis
 - Resources for Buyers/Merchandiser
6. Preparing for fashion career
 - Tips for portfolio and discussions
 - Evaluating key skills and knowledge-Critique

Introduction to Fashion Illustration Drawing - IFID101

Students will learn techniques to create their own unique style of drawing. These sessions are designed to assist students to transfer ideas into fashion illustration sketches that can be used as a springboard to developing a career in Fashion Illustration or to start their own design collection.

1. Introduction to history of fashion illustration
2. Foundation to basic croquis and body types
3. Tools & materials used in illustration
4. Creating a clothing line – class project
5. Evaluation project
6. Portfolio & presentation

Sewing for Portfolio Development - SPD101

Students will learn basic sewing techniques fundamental to garment creation.

1. Industrial sewing machine familiarity
2. Basic sewing techniques – Seams, hemming, serging, zippers
3. Creating garments for portfolio presentation - Use of commercial patterns

Introduction to Technique Drawing - ITD201

Students will learn to transfer their fashion illustration sketches into technical drawings used in the fashion industry. Students will learn to transfer from a free hand drawing into computer generated images for use by sales agents, vendors, or manufacturers in other countries. Students will have a strong foundation in building their portfolio or use the techniques to learn to work in the fashion industry.

1. Introduction to Adobe Illustration CS3 software
2. Approaches to technical drawing
3. Building basic body blocks
4. Learn how to construct a garment
5. Transferring technical drawings into different formats
6. Portfolio & presentation

Cost for Individual courses

IBF101

Introduction to the Business of Fashion - \$499.00

IFID101

Introduction to Fashion Illustration Drawing - \$499.00

SPD101

Sewing for portfolio development - \$449.00

ITD201

Introduction to Technique Drawing – Flat Sketches - \$499.00

Materials List

Student Kit needed for Patternmaking and Garment Construction Basic and Advance:

These items are not included in the fees

Items:

- Scissors for fabric
- Tape Measure
- Scissor for paper
- Seam or stitch ripper
- Thimble
- Dot paper for drafting the pattern
- Pattern tracing paper
- Meter stick/Ruler
- Curve Square or French curve
- L square and 1/10 L Square
- Awl
- Notcher
- Pins
- Needles
- Tailor chalk
- Material and thread for projects

Coco Fashion Design Centre



Student Handbook

Disclaimers

The purpose of the student handbook is to provide all students enrolled at Coco Fashion Design Centre with information related to their student life and program study while at Coco Fashion Design Centre. While every effort has been undertaken to ensure content accuracy at the time of printing, it may be necessary to make changes to the student handbook as deemed appropriate by the centre without prior notification to the student and any such changes or corrections are effective when made.

Admissions

Admission Requirements for Canadian Students

High school graduation or equivalent, or mature student (18 years or older, or have been out of school for a minimum of 12 months).

The Interview

The purpose of the interview is to:

Explore the applicant's background and interest as they relate to fashion

Provide information regarding curriculum offerings at Coco Fashion Design Centre

Each applicant will be reviewed based on the criteria:

1. The applicant high school transcript.
2. In some cases, additional information such as college transcripts, letters of recommendation, portfolio work, etc.
3. An enrollment contract must be completed and signed by the applicant and parent or guardian, (if applicable) and presented to Coco Fashion Design Centre with an application fee of \$100.

Admissions Requirements for International Students

An international student seeking to enroll at Coco Fashion Design Centre under a Student Authorization Study Permit must first submit the following to the Admissions Department:

1. A complete and signed Application for Admission Form including the 150-word essay, describing what the prospective student's career goals are and how Coco Fashion Design Centre can help the student achieve those goals.
2. Original official copies of all educational transcripts (high school and, if applicable, university level academic records), and diplomas. These educational transcripts and diplomas must be prepared in English or include a complete and official English translation.
3. Proof of English language proficiency (See above for acceptable proof).
4. CDN \$100 Application Fee.

Admissions Requirements for International Studentscont'd

5. A photocopy of the student's passport to provide proof of birth date and citizenship (if the student is outside Canada and has not yet acquired a passport, they will need to submit a copy of their birth certificate).
6. All applicants residing in Canada at the time of application must include evidence of legal entry into Canada.

Please note that these are the requirements for admissions at Coco Fashion Design Centre. You will be required to provide further information for your Student Authorization Application, including official bank statements to verify sufficient funds to cover the cost of the educational program and all living expenses. Contact your local Canadian High Commission for full details.

Visit <http://www.cic.gc.ca/english/offices/index.html>.

If you are accepted, you will be sent an acceptance letter from Coco Fashion Design Centre, which you must bring to your interview with the Canadian High Commission to apply for your Student Authorization. It is recommended that you start your application for the Student Authorization at least six months prior to the start of the program to allow for ample processing time.

Visit www.studyincanada.com for full details on the Student Authorization application process.

Student Finance

Banking options

When deciding which bank to approach for a student loan, it is always best to start with your current financial institution as you have an established relationship with them.

Payment plans

We can develop a specific payment schedule to match your financial situation should you request it. While at school, you can find your payments through part-time work or through funds that your family has set aside for your education.

Student Awards

There are scholarships, and other benefits that do not have to be repaid. Most scholarships are based on criteria such as grades or affiliations and may not include a financial need component. Most benefits based on a combination of criteria. The following list of scholarship programs you may apply to:

- www.studentawards.com
- www.scholarshipscanada.com
- www.monstertrak.com

Human Resources Development Canada

Applicants currently receiving Employment Insurance benefits may be eligible for retraining funds. Contact your HRDC representative for full details.

Second Career Program Strategy

Conditions for applying:

Must be “laid – off” from as far back as 1 Jan 05 (laid off in this case is defined as being let go due to a shortage of work)

Laid-off workers who have taken an interim job may be approved, provided the interim job pays LESS than the original job individual was laid off from.

Eligible clients include EI *_and_* Non EI eligible persons

Training must be for Skill Levels B or C jobs

3 Years Maximum Allowed Training Period – 1 year for academic upgrading (i.e. high school equivalency, ESL, etc) 2 years for actual training program (college diploma program, certification course, etc). Funding is to a maximum of 28000 dollars (_per individual _not per year)

Training portion must be a minimum of 6 months, a maximum of 2 years.

Short term training options (Skill Level C Jobs) (< 6 mos.) for laid-off workers not covered by EI may be eligible

Outstanding Accounts

Students with an outstanding balance, including debts or damage /loss related to Coco Fashion Design Centre facility or equipment will not be entitled to receive their diploma or certificate. In addition marks and transcripts will be withheld and job assistance will be denied.

Student Affairs

Coco Fashion Design Centre currently does not provide any support for housing services, disability services. This is subject to change.

Academic Policies

Coco Fashion Design Centre awards a 6-month certificate to graduate in the following program.

- Patternmaking and Garment Construction Basic

Coco Fashion Design Centre awards a 6-month Diploma to graduate in the following program.

- Patternmaking and Garment Construction Advance

To be eligible for enrollment into the diploma program, a student must have completed the certificate program.

Program Updates

The programs are constantly being updated to meet the needs of the market.

Midway evaluation

Each program is subjected to a midway evaluation to gage how each student is progressing.

Program Updates

The programs are constantly being updated to meet the needs of the market.

Graduation Requirements

To be qualified to graduate from a diploma or certificate program, student must:

- Complete 432 hours
- Receive a passing grade for all course work
- Achieve a minimum passing grade of C at the completion of the academic program
- Satisfy all financial obligation to the Centre (All tuition fees must be paid or outstanding Tuition fees be paid)

The Centre assures each student that his or her work in class will be measured in a manner consistent with accepted educational practices, with an eye towards achieving entry-level competence in the industries, and represented by curricular offered by Coco Fashion Design Centre Inc. Measurement of the student's progress will be the responsibility of the instructor.

Graduation Requirements..... Cont'd A

report on grades is prepared and distributed to the enrolled students at the end of each course. Grades are based on the quality of the students' work as shown by project completeness and attendance.

- "A" Donates work of unusual excellence – (85-100%)
- "B" Donates work of distinctly above average–(70-84%)
- "C" Donates work of average quality- (60-69%)

- "D" Donates work of below average quality–(50-59%)
- "F" Donates work of failing quality- (49% –and below)
- "I" Donates incomplete
- "W" Donates withdrawal before the second class
- "CE" Donates credit for experience within the field of study.

Students who achieve an "F" require that the subject be re-taken and passed before the credit is given.

Students who achieve an "I" indicated that the student has not fully completed his or her required course or projects. This course must be changed to a passing grade by the fulfillment of the prescribed work.

Students must maintain a "C" average, if not the student will be placed on probation. This probation will continue until a "C" average is achieved. Students who do not achieve a pass must retake the failed course.

Course and Program Cancellations

Coco Fashion Design Centre reserves the rights to withdraw, suspend, combine or cancel programs or courses that are under-enrolled. Every reasonable effort will be made to notify the student by phone of any cancellations or changes no later than one business day prior to the start date of the course or program at issue.

Start Date of Courses

Coco Fashion Design Centre reserves the right to change the start date of courses where such changes are made, a reasonable effort will be made to contact or notify all effected registered students prior to any of these changes in writing.

Fees and Other Changes

Coco Fashion Design Centre reserves the right to alter or impose additional fees and other charges describe in this calendar as such changes become necessary to Coco Fashion Design Centre's objectives, this will not affect students who are currently enrolled in programs.

Liability for Damage

In addition to the foregoing clauses, Coco Fashion Design Centre shall incur no liability for loss or damage suffered or incurred by any student or third party as a result of delays in or termination of services, courses or classes by reason of: Act of God, fire, floods, riots, war, strikes, lock-outs, damage to the property, financial exigency, or other happenings or occurrences beyond the reasonable control of Coco Fashion Design Centre.

Attendance policy

It is the responsibility of the student to catch-up on any missed class work. Coco Fashion Design Centre reserves the right to reschedule classes at any time necessary to accommodate faculty needs.

Absenteeism and Performance

The attendance recording, monitoring and follow-up procedures are in effect for Full and Part time students.

Attendance Reminder:

Students who miss ONE class of instruction per course will receive a verbal warning to improve their attendance by the instructor of the course.

Attendance Warning

Students who miss TWO or more classes of instruction per course will receive a warning letter to improve their attendance by the instructor. A copy of the letter will be given to the Admissions and Academic Affairs Coordinator immediately following the missed classes.

Attendance Dismissal

Students who miss TEN consecutive school days will be dismissed from the school by the Director/Administrator. The only valid reason will be considered for appeal includes:

- illness
- death in the family
- court duty

Personal Travel Plans

Students should plan for personal travel well in advance. Due dates for assignments set by the instructor or Coco Fashion Design Centre will not be changed to allow for early departures.

Make-up work policies

The instructor will inform the students of deadlines and make-up policies pertaining to the course. Students who fail to meet established deadlines must document the situation and present it to the instructor for final disposition.

Policy Changes

From time to time Coco Fashion Design Centre may provide updates or addition to the student handbook or related policies. In the event changes or additions impact students, notices will be provided in some form of an official communication. These changes will be effective when made.

Student Records

Information of privacy

Federal and provincial laws limit what information Coco Fashion Design Centre can disclose without receiving the prior consent from the student.

Disclosure of Academic Records

Coco Fashion Design Centre will disclose information from the student's academic records only on a need to know basis. Disclosure to third parties will only be made with the written consent of the student or as authorized by law. Exceptions will be made for the following persons or circumstances.

1. To school officials who have legitimate educational interests in the records. A school official is:
 - A person employed by the school in an administrative, supervisory, academic research, or support staff position.
 - A person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney.
2. To certain officials of the Canada Student Loans Program or Ministry of Training, Colleges and Universities in connection with federally or provincially supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid if necessary to determine the eligibility, amounts, or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. If required by provincial or federal laws requiring disclosure.
5. To organizations conducting certain studies for or on behalf of the school.

6. To accrediting commissions or provincial licensing regulatory bodies to carry out their functions.
7. To comply with a judicial order or lawfully ordered subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another school, upon request, in which a student seeks to enroll (unless the student notifies the school in writing prior to the school requesting such information).
10. In connection with a crime of violence or non-forcible sex offence committed by the student.
11. To parents or guardians regarding a student's violation of school rules governing the use or possession of alcohol or a controlled substance.
12. As otherwise authorized by law.

Diplomas, Certificates and Transcript Reprints

Upon successful completion of the programs, the student is entitled to receive a Transcript and Certificate or Diploma within 30 days of graduating.

Duplicate transcripts, certificates and diplomas may be obtained from the Centre when requested in writing and accompanied by the appropriate fee. The administrative fees are as follows:

- \$15.00 for Transcript
- \$25.00 for diploma