



Vancouver Community College Education Council
 Meeting Agenda
 November 14, 2023
 3:30–5:30 p.m. Videoconference
<https://vcc.zoom.us/j/69983717582>

Topic	Action	Speaker	Time	Attachment	Page
1. CALL TO ORDER		N. Mandryk			
2. ACKNOWLEDGEMENT		B. Kaplan			
3. ADOPT AGENDA	Approval	N. Mandryk	1 min	✓	1-2
4. APPROVE PAST MINUTES	Approval	N. Mandryk	1 min	✓	3-7
5. ENQUIRIES & CORRESPONDENCE	Info	N. Mandryk	1 min		
6. BUSINESS ARISING					
a. EdCo Elections & Welcome to New Members	Info	N. Mandryk	5 min		
b. Enrolment Plan Update	Info	J. Latter	10 min		
c. English Language Proficiency Requirements - Report	Info	D. McMullen	15 min	✓	8-12
d. Updates to English Language Proficiency Page	Approval	D. McMullen	5 min	✓	13
e. Affiliation Agreements Update	Info	D. Wells	10 min		
f. Election: Interim EdCo Executive Member	Decision	D. McMullen	5 min		
g. EdCo Planning Day	Info	N. Mandryk	2 min		
7. COMMITTEE REPORTS					
a. Curriculum Committee					
i. Course Updates: CCED 0605 & 0606 & New Course: CCED 0607	Approval	B. Beeching, N. Rochfort	5 min	✓	14-28
ii. Program Updates: Renal Dialysis Technician Short Certificate & Medical Device Reprocessing Technician Certificate	Approval	R. Bennett	5 min	✓	29-43
iii. Program Update: Accounting Diploma	Approval	J. White, W. Aroca Aguirre	5 min	✓	44-80

Topic	Action	Speaker	Time	Attachment	Page
iv. Program Update: Medical Office Assistant Certificate	Approval	J. Slade	5 min	✓	81-130
v. Program Update: Legal Administrative Assistant Certificate	Approval	J. Slade	5 min	✓	131-183
vi. New Program: UI/UX Design Diploma	Approval	S. Albert	5 min	✓	184-233
b. Policy Committee					
i. D.3.11 Transfer Credit	Approval	S. Kay	5 min	✓	234-240
c. Education Quality Committee					
i. Annual Program Review 2023	Info	T. Rowlatt	5 min		
8. CHAIR REPORT	Info	N. Mandryk	5 min		
9. STUDENT REPORT	Info	M. Ng	5 min		
10. NEXT MEETING & ADJOURNMENT	Info	N. Mandryk	1 min		

EdCo Planning Day:
December 1, 9:00 a.m.–12:00 p.m.
Lunch: 12:00–1:00 p.m.

Education Policy Committee &
Curriculum Committee Planning
Session: 1:00–3:00 p.m.

Next regular meeting:
December 10, 2023,
3:30–5:30 p.m.



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	David Wells	Marcus Ng
Sarah Kay (Vice-Chair)	Derek Sproston	Shirley Lew
Andy Sellwood	Heidi Parisotto	Todd Rowlett
Belinda Kaplan	Janita Schappert	Vivian Munroe
Dave McMullen	Louise Dannhauer	

Regrets

Ali Oliver	Emmy Cheung
Dennis Innes	Sonal Singh

Guests

Adrian Lipsett	Feras Ghesen	Marnie Findlater
Alicia Copp	Herbie Atwal	Michael Yue
Andrew Dunn	Jennifer Kelly	Rachel Warick
Claire Sauv�	Jo-Ellen Zakoor	Stefan Nielsen
Clay Little	John Demeulemeester	Tannis Morgan
David Kirk	Ling Lo Yan	Taryn Thomson
Dawn Cunningham Hall	Lucy Griffith	Venecia Williams

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:30 pm.

2. ACKNOWLEDGEMENT

- S. Kay acknowledged the College’s location on the traditional unceded territories of the xʷm  kʷ    m (Musqueam), Skw  w 7mesh (Squamish), and s il   ta?  (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the October 10, 2023 agenda as presented.
Moved by D. McMullen, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the September 12, 2023 minutes as presented.
Moved by L. Dannhauer, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Academic Planning Engagement

- Following the discussion at the last EdCo meeting about the restructuring of the Academic Plan, D. Wells presented a timeline for the engagement process with the College community and external guides/knowledge holders over the next year. The first step will be establishment of a working group.
- The importance of multiple perspectives was emphasized. It was suggested to review results from the recent survey conducted as part of the brand refresh project.

b) Program Suspension: VR/AR Design and Development Diploma

MOTION: THAT Education Council recommend the Board of Governors suspend the VR/AR Design and Development Diploma program.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

- S. Lew and J. Kelly presented the proposal to suspend the VR/AR Design and Development program, a joint offering with Vancouver Film School (VFS). Students complete foundational courses at VCC, VR/AR courses at VFS, and an extended practicum at VCC. Due to ongoing low enrolment, the dean and department agreed to pursue program suspension in accordance with policy C.3.3 Suspension and/or Discontinuance of Programs. Once approved by the Board, the suspension would be reviewed in two years for a final decision on program cancellation.
- The program will be taught out to current students. VFS was notified of the intent to terminate the Memorandum of Understanding (MOU) before the next intake. The associated affiliation agreement is being reviewed.

c) Approval of New Programs Committee & Process

MOTION: THAT Education Council approve the provisional approval of new programs process on a permanent basis and approve the revised Provisional Approval of New Programs Committee Terms of Reference.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented the proposal to approve the provisional approval of new programs process on a permanent basis. The process launched in 2019 as a pilot, to be reviewed after two years. A dedicated ad hoc committees is established for each new or significantly revised program that have opted into this process (frequently in cases where a new department is established). The committee provides guidance and support during the first run of the program and has the authority to approve minor curriculum adjustments. The experiences with the first five programs going through the process have been positive, and the proposal is to end the pilot and make the process permanent. The committee terms of reference were also slightly revised.

d) Work-Integrated Learning (WIL) Definitions

- T. Rowlatt, R. Warick and M. Yue presented on Work-Integrated Learning (WIL) at VCC. Following a presentation to Curriculum Committee earlier in the year, a working group was struck to develop definitions for different types of WIL at VCC, based on definitions from Co-operative Education and Work-Integrated Learning Canada ([CEWIL Canada](#)). Standardizing definitions provides benefits for data collection, reporting, and funding opportunities, both provincially and nationally.
- Definitions were presented to Education Council for feedback and informal agreement as part of a guiding framework for WIL at VCC, but not for formal approval. T. Rowlatt will work with the Registrar's Office (RO) to align terminology for courses with these definitions.
- Currently, WIL is supported by the Partnership Development Office (PDO), whose work has included surveys, reports, creation of a WIL database, and introduction of the [VCC Works](#) platform. Questions were raised around the responsibility for supporting WIL and its growth going forward, and where at

the College this support should be situated in the long term, particularly since VCC does not have a ⁵co-op office like other institutions. There was also a discussion about standardizing contract templates, as well as paid versus unpaid WIL.

e) IELTS One Skill Retake Test for English Language Proficiency

- D. McMullen presented a new option for students taking the IELTS test (International English Language Testing System) to demonstrate English language proficiency (ELP) for the purpose of admission to VCC. Students will now have the option to retake one of the four sub-components of the IELTS test to improve their results. This change has been adopted widely by institutions in BC and across Canada.
- N. Mandryk noted that changes around ELP admission requirements have come to EdCo for approval in the past. To simplify the process, EdCo could consider formally delegating authority to the RO to make minor ELP changes, as was recently done for adjustments to mathematics equivalencies. EdCo would receive regular updates from the RO.
- D. McMullen will provide a summary report on ELP for the next EdCo meeting, and EdCo will consider a motion to delegate authority at that time.

f) EdCo Elections & New Member Orientation

- EdCo elections are in progress; voting is open from October 11–17, with results announced by October 20. Departing EdCo members Ali Oliver, Andy Sellwood and Janita Schappert, Emmy Cheung and Sonal Singh were thanked for their contributions. A session will be set up to welcome and orient new members; current EdCo members are invited to join.

g) EdCo Planning Day

- EdCo Planning Day will be held on December 1, 9 a.m. – 12 noon, followed by lunch for EdCo and standing committee members. Education Policy Committee and Curriculum Committee will hold their planning session from 1–3 p.m.

h) EdCo Planning Calendar

- The 2024 EdCo Planning Calendar was presented for information. It was agreed to move the January 2024 EdCo meeting from January 9 to 16.

i) Benefits of Program-Level Standardization in Moodle

- A. Dunn, V. Williams and H. Parisotto presented on standardization of courses in Moodle (VCC's learning management system), following a previous presentation to Education Quality Committee. Standardization is part of a larger discussion around online course quality. Benefits of a consistent approach include accessibility/Universal Design for Learning (UDL), reduced cognitive load for students, and efficiency.
- A standard template was developed and is now the default for any new Moodle shell. The template can be customized according to program needs. However, importing previous course information overrides the template, and departments are not required to use the standard Moodle shell. The CTLR offers additional resources to support online course quality, such as checklists and 1:1 consultations.
- There was a discussion about delivery modes and the role of Moodle depending on the type of delivery.

j) Concept Paper: Clean Energy Technology Diploma

- L. Griffith and F. Ghesen presented the concept paper for the new Clean Energy Technology Diploma. This field is growing, and the goal is to provide students with a foundation to move into various career paths that are expected to emerge over the next years, including in the automotive and renewable energy sectors. VCC's planned Centre for Clean Energy and Automotive Innovation (CCEAI) will eventually house this program. The program launch is planned for 2025; the program can be delivered in existing campus facilities while the CCEAI is under construction.

- This proposed two-year program is geared towards international students but will be open to domestic enrolment. The department will work with SkilledTradesBC to determine if students can receive credit for the first year of an electrician apprenticeship.
- There was a discussion about Indigenization; it was recommended to review renewable energy curriculum from Nicola Valley Institute of Technology (NVIT), particularly around Indigenous people and the land.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Update: Certified Dental Assisting Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Certified Dental Assisting Certificate program and 15 new course outlines; and recommend the Board of Governors approve the implementation of this significantly revised program.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- L. Lo Yan presented the proposal for the significantly revised program. Curriculum was purchased from Camosun College and adapted for VCC. The proposed program is more in line with other programs in BC in terms of the number of credits (45 instead of 52) and standard term structure.
- Curriculum Committee requested edits for clearer alignment of topics and course learning outcomes, which were completed. The department will work on diversifying course evaluation plans over time.
- The proposal is for the on-site version of the program, which is suitable for those new to the field. The distance program for students with prior work experience is not changing at this time.

b) Policy Committee

i) D.3.11 Transfer Credit

- S. Kay presented revisions to policy D.3.11 Transfer Credit, which underwent a full scheduled review. Revisions focused on clarifying language and definitions, and alignment with related recently revised policies.
- Education Policy Committee reviewed the policy at its October 4 meeting. There was a longer discussion about the governance aspect. The College & Institute Act Section 25(1) stipulates the joint role of Education Council and the Board of Governors in determining equivalencies. In practice, the authority to direct the evaluation of transfer credit requests is delegated to the Registrar's Office (except for those that fall under policy C.3.10 Educational Affiliations). An explicit policy principle to this effect was included (principle #3).
- Several other edits were suggested to clarify different scenarios for transfer credit, timing of transfer requests, time limits on the currency of courses, and requirements for documentation. The committee approved sending the policy and procedures for College feedback (open until October 27).
- S. Kay is working with T. Rowlatt on a joint planning session for Education Policy and Curriculum Committee on EdCo Planning Day.

c) Education Quality Committee (EQC)

- T. Rowlatt reported on the previous presentation to EQC on Moodle standardization. At the next meeting, C. Munro will present on mental health and well-being, and T. Morgan will share the Prior Learning Assessment and Recognition (PLAR) Environmental Scan.
- The 2023 Annual Program Review process is being finalized, and department heads will be notified in early to mid-November. This year, data from Institutional Research will be accessible in Power BI.

8. RESEARCH UPDATE

- Alicia Copp reported on VCC's [Research Data Management Strategy](#), a requirement for institutions receiving Tri-Council funding.
- The Teaching, Learning & Research symposium is planned for February 29 & March 1, 2024, and will again include a student showcase.
- The Research Ethics Board (REB) annual report will be published online next week. A new REB Chair will be elected in November to replace interim Chair A. Copp.
- The Library has several licenses for envivo.io, software that can be used to analyze qualitative research data.
- VCC's Research Fund is still accepting proposals; there is \$2,500 in remaining funds.
- VCC's online [Institutional Repository \(IR\)](#) is accepting submissions.

9. CHAIR REPORT

- N. Mandryk reported on an update on the Enrolment Plan process proposed by Institutional Research and the Registrar's Office. The proposal is to remove projected full-time equivalent (FTE) numbers and solely report projected registrations. Actual FTE numbers from the previous fiscal year would continue to be reported. The rationale is to simplify and streamline the reporting process. Registrations are the authoritative measure used in enrolment planning, and FTE calculations are not standardized between programs or registrations. Reporting projected FTEs is not a standard practice among other post-secondary institutions. There were some questions about the impact of this change on comparisons with previous years, and identification of discrepancies. More information will be provided at the next meeting, and the plan is to set up an educational session on enrolment planning for EdCo members in the new year.
- At the Board of Governors meeting, N. Mandryk reported on the Academic Governance Council session in June. At both meetings, Indigenous representation on Education Councils was discussed. N. Mandryk proposed resuming this conversation for VCC's EdCo.
- The Board of Governors approved a domestic tuition increase of 2%. International tuition will be increased by 3%; one-third of this increase will be used specifically to fund support for international students.

10. STUDENT REPORT

- No report.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will take place on November 14, 2023, 3:30–5:30 p.m.
- Education Council Planning Day will take place on December 1 (9:00 a.m. –12 noon), followed by lunch and Education Policy Committee and Curriculum Committee Planning Sessions (1:00–3:00 p.m.)
- The meeting was adjourned at 5:36 p.m.

Natasha Mandryk,
Chair, VCC Education Council



INFORMATION NOTE

PREPARED FOR:	Education Council
DATE:	November 14, 2023
ISSUE:	Student GPAs associated with English assessment tool

BACKGROUND:

Applicants to VCC must meet the English language proficiency requirements for their program of interest. The [English Language Proficiency Requirements](#) page outlines the various course-based and assessment-based options available to applicants for demonstrating they meet English proficiency. The options most commonly used by applicants¹ (in order of frequency) are:

- Grade 12 Academic English (English 12)
- International English Language Testing System, Academic (IELTS)
- Duolingo English Test
- Test of English as a Foreign Language (TOEFL)

English language proficiency requirements are determined at the program level, with the intent of providing reasonable assurances that students will have the necessary communicative competencies to be successful in the program. While the research to date is inconclusive on the correlation of English courses (Waluyo & Panmei, 2021; Yung & Cai, 2020) and English proficiency testing (Ihlenfeldt & Rios, 2023; Pearson, 2020) with student outcomes, English proficiency is undoubtedly one of the many factors contributing to student success.

Please note that although VCC recently deployed Accuplacer in English language assessments, the number of assessments completed is small and there has not been enough time to draw any longitudinal data related to course outcomes. With the passage of time, Accuplacer data will be included in future updates.

PURPOSE, DATA COLLECTION, AND ANALYSIS:

The purpose of this investigation was to compare the commonly used English assessment tools with student GPAs. Institutional Research generated a report showing the English assessment option used for admission to VCC (from 2019 – 2023) alongside the students' CGPAs. The data

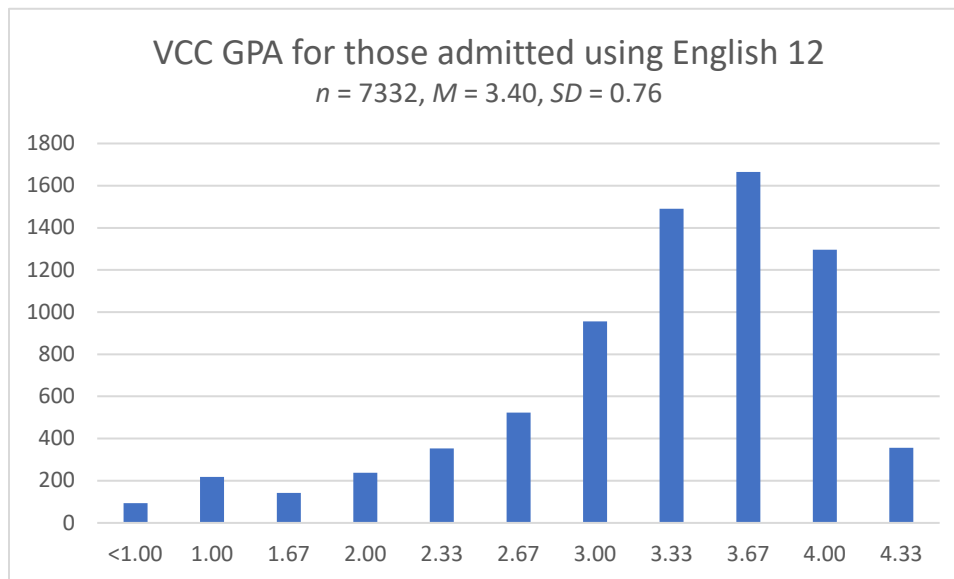
¹ VCC accepts other course-based and assessment-based options, including EAL Accuplacer, NG Accuplacer, CAEL, Cambridge Assessment, and PTE, but these were excluded due to limited frequency of use.

were cleaned to remove duplicate entries and entries with a GPA of 0.00 (these records typically represent students who withdrew).

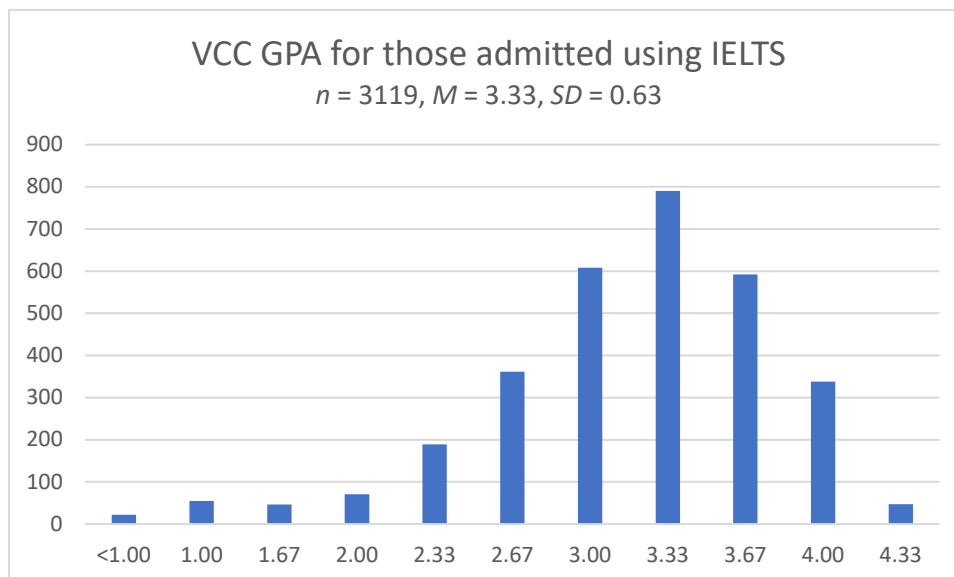
It is important to note that scores on IELTS, Duolingo, and TOEFL results are accepted by VCC within 2 years from the date of the assessment. English 12 results, however, may have been obtained several years prior. Comparison between course-based and assessment-based options should consider this factor.

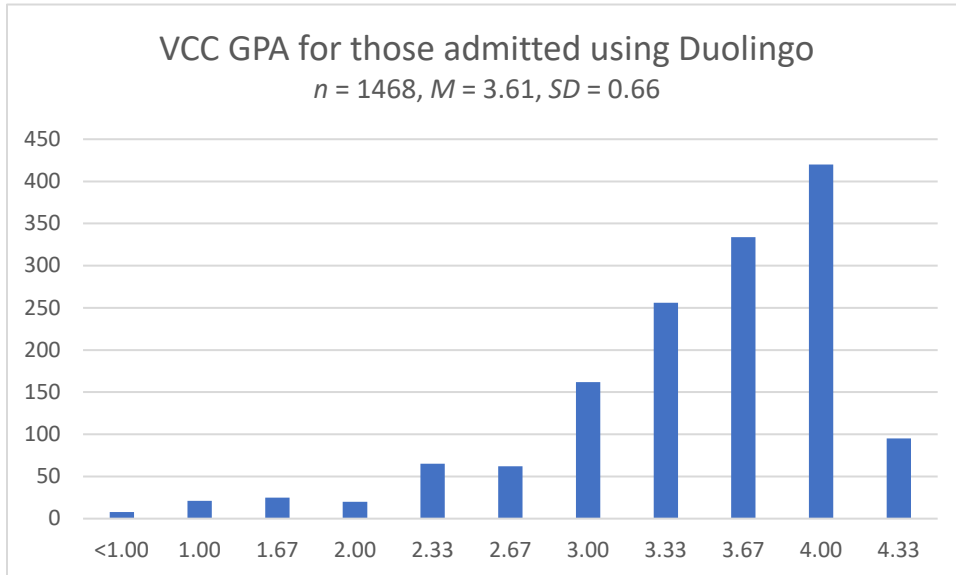
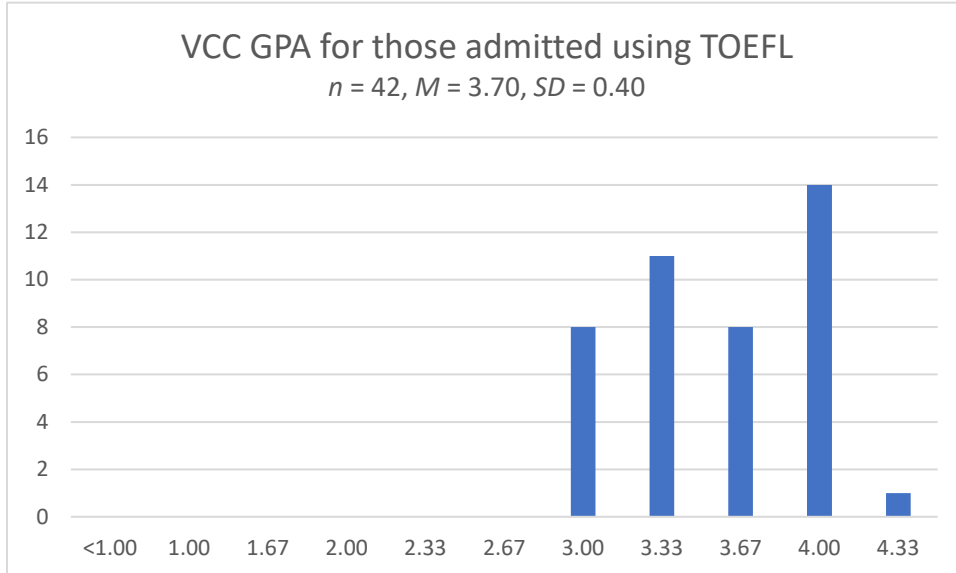
RESULTS:

VCC GPA for those admitted using English 12



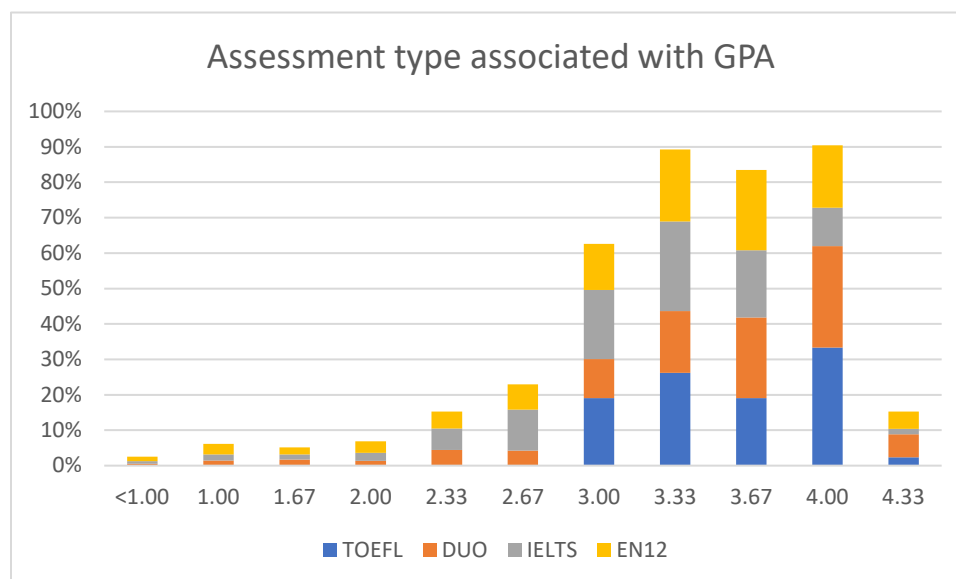
VCC GPA for those admitted using IELTS



VCC GPA for those admitted using Duolingo**VCC GPA for those admitted using TOEFL**

Assessment type associated with GPA

(Percentage of each assessment type correlated to GPAs)



CONCLUSION:

This investigation reveals an overall pattern of student success at VCC, regardless of the English language proficiency option used at the time of admission. All assessment options are associated with a majority of students attaining GPAs that meet or exceed the common program graduation requirement of 2.00 (English 12 = 94%; IELTS = 96%; Duolingo = 96%; TOEFL = 100%). These results provide support for the continued use of these assessment options in admissions requirements at VCC. Future investigations could include additional assessment options and program-specific outcomes.

PREPARED BY: Dave McMullen, Registrar

DATE: October 20, 2023

REFERENCES:

Ihlenfeldt, S. D., & Rios, J. A. (2023). A meta-analysis on the predictive validity of English language proficiency assessments for college admissions. *Language Testing*, 40(2), 276-299. <https://doi.org/10.1177/02655322221112364>

Pearson, W. S. (2020). The predictive validity of the Academic IELTS Test. *ITL - International Journal of Applied Linguistics*, 172(1), 85–120. <https://doi.org/10.1075/itl.19021.pea>

Waluyo, B., & Panmei, B. (2021). English Proficiency and Academic Achievement: Can Students' Grades in English Courses Predict Their Academic Achievement? *MEXTESOL Journal*, 45(4), 1-10. https://www.mextesol.net/journal/index.php?page=journal&id_article=26510

Yung, K. W. H., & Cai, Y. (2020). Do secondary school-leaving English examination results predict university students' academic writing performance? A latent profile analysis. *Assessment & Evaluation in Higher Education*, 45(4), 629-642. <https://doi.org/10.1080/02602938.2019.1680951>



DECISION NOTE

PREPARED FOR: Education Council
DATE: November 14, 2023
ISSUE: English Language Proficiency Admissions Requirements

BACKGROUND:

Applicants to VCC must meet the English language proficiency requirements for their program of interest. The [English Language Proficiency Requirements](#) page outlines the various course-based and assessment-based options available to applicants for demonstrating they meet English proficiency.

The Registrar's Office regularly reviews the options available to prospective students and seeks to establish a wide range of course-based and assessment-based options for applicants to choose from. New options and revisions to existing scores are determined in consultation with representatives from the College and Career Access department, the College Foundations department, the Assessment Centre, department heads, and other subject matter experts at VCC. Environmental scans of post-secondary practices, literature reviews, and student outcomes analyses further support data-driven decisions for achieving best practices at VCC.

CONCLUSION:

The Registrar's Office is committed to the ongoing work of reviewing and refining English language proficiency options at VCC, with the aim of providing applicants with accessible options and realistic scores that provide opportunities for success. The Registrar's Office recommends that maintenance and updates to English language proficiency requirements be permitted at the discretion of the Registrar (or delegate), in consultation with subject matter experts. Any major amendments would be reviewed by Education Council, as necessary.

MOTION:

THAT Education Council delegate approval of minor changes and updates to the English language proficiency page to the Registrar.

PREPARED BY:

Dave McMullen, Registrar



DECISION NOTE

PREPARED FOR: Education Council

DATE: November 14, 2023

ISSUE: 3 courses in Accessible Education and Training Computer Skills

BACKGROUND:

The CACE department is proposing revisions to their Accessible Education and Training Computer Skills courses. To fit into the standard term structure, hours are being adjusted in CCED 0605 and CCED 0606, and a significant number of hours from 0606 is being used to create a new course: CCED 0607 Basic Computer Skills Capstone.

In addition, clear prior learning assessment language is being added so students can be assessed into either Level 1 or Level 2.

DISCUSSION:

Nuala Rochfort, instructor of these courses, presented this proposal. The new capstone course will have students using the skills learned in the previous courses in a more integrated fashion, using multiple software applications to create a series of documents and presentations.

The committee requested that the course learning outcomes better reflect the importance of skill integration for 0607, and that some additional course outcomes be removed or moved from 0606 to 0607. Around 90 hours were removed from 0606, and the committee felt that the outcomes should reflect the reduction in learning time. Those adjustments have been made.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, revisions to CCED 0605 and CCED 0606, and new course CCED 0607.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: October 18, 2023

Course Change Request

Date Submitted: 09/29/23 3:25 pm

Viewing: **CCED 0605 : Basic Computer Skills Level 1**

Last approved: 06/02/23 8:29 am

Last edit: 11/06/23 11:31 am

Changes proposed by: bbeeching

Course Name:

Basic Computer Skills Level 1

Effective Date: September 2024

School/Centre: Arts & Sciences

Is this a non-credit course?

Department: Community & Career Ed P/T (1909)

Contact(s)

In Workflow

1. 1909 Leader
2. SAS Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

Approval Path

1. 09/29/23 3:02 pm
Todd Rowlatt (trowlatt): Rollback to Initiator
2. 10/03/23 9:06 am
Darija Rabadzija (drabadzija): Approved for 1909 Leader
3. 10/03/23 1:57 pm
Mark Chiarello (mchiarello): Approved for SAS Dean
4. 11/06/23 11:33 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Jun 2, 2023 by Nuala Rochfort (nrochfort)

Name	E-mail	Phone/Ext.
Nuala Rochfort	nrochfort@vcc.ca	8438

Banner Course Name: Basic Computer Skills Level 1

Name:

Subject Code: CCED - Community & Career Education

Course Number: 0605

Year of Study: Below Grade 10 Equivalency

Credits: 0

Bridge College Code: SE

Bridge Billing Hours: 0-5

Bridge Course Level: 11

Course Description:

Basic Computer Skills Level 1 is the first of the two levels of Accessible Adult Special Education and Training Computer Skills. Computers are an important part of education, work and personal life. This course is designed to give students a strong foundation in basic computer skills through guided activities about basic computer knowledge, keyboarding, word processing, electronic communication and internet safety. ~~This course is part of Adult Special Education- Part-time Courses.~~

Course Pre-Requisites (if applicable):

Department approval required.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Students may request formal recognition of prior learning attained through informal education, work, or other life experience, including Indigenous ways of knowing. Credits may be granted ~~Students who are able to~~ students who are able to sufficiently demonstrate the learning outcomes of for CCED 0605. ~~0605 will be granted department approval for entry into CCED 0606.~~ Methods for assessing prior ~~Prior~~ learning may include ~~will be assessed by~~ demonstration or portfolio assignment. ~~assessment.~~ If PLAR is successful,

transcripts will reflect and 'S' grade (satisfactorily completed), which is not included in grade point average (GPA) calculations. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Demonstrate classroom behaviour to support learning.
CLO #2	List the basic parts of <u>a</u> computer system (system unit, monitor, keyboard, mouse, USB, hard disk drive, headphones and monitor).
CLO #3	Demonstrate the ability to properly start and shut down a computer system, including logging off a public computer.
CLO #4	Demonstrate the ability to print documents.
CLO #5	Access myVCC.ca account by logging on and off (including sending and receiving email with attachments).
CLO #6	Create subject folders and demonstrate basic file management skills.
CLO #7	Use Microsoft Word to create, name, save, retrieve and edit documents in subject folders.
CLO #8	Identify and use editing tools (Spell check, Editor, copy, cut, paste, margins, font, font size and borders).
CLO #9	Apply keyboarding techniques using QWERTY finger positions.
CLO #10	Explain how computers are an important part of education, work and life.
CLO #11	Identify basic internet safety practices, security risks and potential consequences of sharing personal information.

Instructional

Strategies:

Instructional strategies include lecture, demonstration, individualized instruction, discussion, and group work delivered in a blended format.

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:

70% ~~70~~

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	70	Completion of module activities Interview + word article, social media, email activity, internet search, internet safety, file management checklist
Project	20	Flyer, Calendar
Participation	5	Rubric
Other	5	Demonstration of keyboarding techniques and ergonomics rubric

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 140 ~~150~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online

Hours in Category 1: 140 ~~150~~

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Basic computer skills

Internet safety and browsers

Accessing VCC account and email

Basic Word documents

Touch typing

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

No

Is this the primary proposal?

Primary Proposal

Provide a rationale
for this proposal:

No changes to the CLO's. A reduction in class hours to align with college semester schedule.

Are there any
expected costs as a
result of this
proposal?

Consultations

Additional Information

Provide any additional information if necessary.

Course Change Request

Date Submitted: 09/29/23 3:27 pm

Viewing: **CCED 0606 : Basic Computer Skills Level**

2

Last approved: 06/14/23 7:48 am

Last edit: 11/06/23 11:26 am

Changes proposed by: bbeeching

Course Name:

Basic Computer Skills Level 2

Effective Date: September 2024

School/Centre: Arts & Sciences

Is this a non-credit course?

Department: Community & Career Ed P/T (1909)

Contact(s)

In Workflow

1. 1909 Leader
2. SAS Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

Approval Path

1. 09/29/23 3:02 pm
Todd Rowlatt
(trowlatt): Rollback to Initiator
2. 10/03/23 9:06 am
Darija Rabadzija
(drabadzija): Approved for 1909 Leader
3. 10/03/23 1:57 pm
Mark Chiarello
(mchiarello): Approved for SAS Dean
4. 11/06/23 11:33 am
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee

History

1. Jun 14, 2023 by
Nuala Rochfort
(nrochfort)

Name	E-mail	21 Phone/Ext.
Nuala Rochfort	nrochfort@vcc.ca	8438

Banner Course Name: Basic Computer Skills Level 2

Subject Code: CCED - Community & Career Education

Course Number: 0606

Year of Study: Below Grade 10 Equivalency

Credits: 0

Bridge College Code: SE

Bridge Billing Hours: 8

Bridge Course Level: 11

Course Description:

Basic Computer Skills Level 2 is the second of two levels of Accessible Adult Special Education and Training Computer Skills. This course is designed to build on the skills acquired in Basic Computer Skills 1, as well as expand and develop new skills through guided activities in Word, PowerPoint, use of social media, internet safety and a short introduction to Excel. ~~This course is part of Adult Special Education – Part-time Courses.~~

Course Pre-Requisites (if applicable):

CCED 0605 ~~Basic Computer Skills Level 1~~; or Department approval. ~~approval required.~~

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes ~~No~~

Details of PLAR:

Students may request formal recognition of prior learning attained through informal education, work, or other life experience, including Indigenous ways of knowing. Credits may be granted to students who are able to sufficiently demonstrate the learning outcomes of CCED 0605. Methods for assessing prior learning may include demonstration or portfolio assignment. If PLAR is successful, transcripts will reflect and 'S'

grade (satisfactorily completed), which is not included in grade point average (GPA) calculations. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Demonstrate classroom behaviour to support learning.
CLO #2	Search and identify Word templates for various <u>tasks</u> . tasks
CLO #3	<u>Use editing tools to prepare various documents from Word templates.</u> Create, name, save, retrieve and edit Word documents in subject folders.
CLO #4	Design and create documents using a Word templates.
CLO #5	Design a presentation using PowerPoint with basic tools.
CLO <u>#5</u> #6	Deliver a PowerPoint presentation.
CLO <u>#6</u> #7	Create a basic data table and use simple arithmetic formulas in Excel.
CLO <u>#7</u> #8	Explore current social media applications and identify the uses and associated risks.
CLO #9	Identify internet safety practices, security risks, and potential consequences of sharing personal information (spyware, viruses, spam and firewalls).
CLO <u>#8</u> #10	Evaluate the accuracy and bias of electronic sources using a checklist.
CLO #11	Explain the impact of computers and social media on students' lives and employment opportunities.

Instructional

Strategies:

Instructional strategies include lecture, demonstration, individualized instruction, discussion, and delivered in a blended format. ~~format~~

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:

70% ~~70~~

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	<u>65</u> 55	Completion of module activities
Participation	5	Rubric
Portfolio	<u>30</u> 20	Templates, PPT presentations, <u>resume</u> , <u>excel step count record</u> resume
Project	20	class newsletter, Step-Count Challenge

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 140 230

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online

Hours in Category 1: 140 230

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics:

Word templates- flyers, event tickets, letters, resumes and memos ~~Advanced Word~~

Internet safety ~~Social media~~

Basic Excel tables

PowerPoint presentations

~~Resume and cover letter~~

Uses and risks of social media applications ~~Google searches~~

Internet research skills

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Course Change Request

New Course Proposal

Date Submitted: 09/29/23 3:28 pm

Viewing: **CCED 0607 : Basic Computer Skills**

Capstone

Last edit: 11/06/23 11:28 am

Changes proposed by: bbeeching

Course Name:

Basic Computer Skills Capstone

Effective Date:

September 2024

School/Centre:

Arts & Sciences

Department:

Community & Career Ed P/T (1909)

Contact(s)

In Workflow

1. **1909 Leader**
2. **SAS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 09/29/23 3:02 pm
Todd Rowlatt
(trowlatt): Rollback to Initiator
2. 10/03/23 9:06 am
Darija Rabadzija
(drabadzija):
Approved for 1909 Leader
3. 10/03/23 1:57 pm
Mark Chiarello
(mchiarello):
Approved for SAS Dean
4. 11/06/23 11:33 am
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Nuala Rochfort	nrochfort@vcc.ca	8438

Banner Course

Basic Computer Skills Capstone

Name:

Subject Code: CCED - Community & Career Education

Course Number 0607

Year of Study Below Grade 10 Equivalency

Credits: 0

Bridge College Code SE

Bridge Billing Hours 8

Bridge Course Level 11

Course Description:

The Basic Computer Skills Capstone is the final course after the successful completion of levels 1 and 2 of Accessible Education and Training Computer Skills. This course is designed to build on the skills acquired in Basic Computer Skills 1 and Basic Computer Skills 2, through self-directed, integrated projects in WORD and PowerPoint.

Course Pre-Requisites (if applicable):

CCED 0606.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Demonstrate classroom behaviour to support learning.
CLO #2	Plan, design and publish a Word project with minimal guidance.
CLO #3	Plan, design and deliver a PowerPoint presentation with minimal guidance.
CLO #4	Conduct basic research on topic(s) of choice to support Word and PowerPoint projects.

Instructional

Strategies:

Instructional strategies include lecture, demonstration, individualized instruction, discussion, and delivered in a blended format.

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
70%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25	Completion of planning modules
Project	50	Newsletter, brochure, written communication
Other	20	PowerPoint presentation
Participation	5	Rubric

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 50

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Word templates- flyers, event tickets, letters, resumes and memos

Planning and selecting projects- newsletter, brochures, flyers

PowerPoint presentations

Researching Information

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

CCED 0605, CCED 0606

Provide a rationale
for this proposal:



DECISION NOTE

PREPARED FOR: Education Council

DATE: November 14, 2023

ISSUE: Adding COVID-19 immunization to Renal Dialysis and Medical Device Reprocessing Technician programs

BACKGROUND:

Continuing Studies proposes to add COVID-19 to the list of recommended immunizations to both the Renal Dialysis and Medical Device Reprocessing Technician admission requirements. This is already a requirement for their clinical placement sites and should therefore be reflected in the curriculum documents. While VCC does not require immunizations, we must inform potential students that they may not be able to complete the program if required clinical placement sites do require specific immunizations.

DISCUSSION:

Rebecca Bennett, Program Coordinator in Continuing Studies, presented this proposal. There were no concerns. The committee took the opportunity to update the English language proficiency section to the standard language linking to the ELP Proficiency webpage. In addition, a more explicit statement notifying students about clinical site requirements was included.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Medical Device Reprocessing Technician Certificate and the Renal Dialysis Technician Short Certificate programs.

PREPARED BY: Todd Rowlett, Chair, Curriculum Committee

DATE: October 18, 2023

Program Change Request

Date Submitted: 10/05/23 5:30 pm

Viewing: **Renal Dialysis Technician Short Certificate**

Last approved: 03/23/23 9:18 am

Last edit: 10/24/23 9:26 am

Changes proposed by: rbennett

Catalog Pages Using
this Program

[Renal Dialysis Technician Short Certificate](#)

Program Name:

Renal Dialysis Technician Short Certificate

Credential Level: Short Certificate

Effective Date: May 2024 ~~August 2019~~

Effective Catalog Edition: 2023-2024 Academic Calendar

Edition:

School/Centre: Continuing Studies

Department: Renal Technician (6088)

Contact(s)

In Workflow

1. 6088 Leader
2. Senior PC
3. CCS Dean
4. Curriculum Committee
5. Education Council

Approval Path

1. 10/05/23 6:08 pm
Rebecca Bennett (rbennett): Approved for 6088 Leader
2. 10/06/23 12:49 pm
Claire Sauve (csauve): Approved for Senior PC
3. 10/06/23 1:12 pm
Adrian Lipsett (alipsett): Approved for CCS Dean
4. 10/24/23 9:27 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Dec 20, 2017 by clmig-jwehrheim
2. Dec 11, 2018 by Nicole Degagne (ndegagne)
3. Jan 3, 2019 by Todd Rowlatt (trowlatt)

4. Aug 21, 2019 by
Nicole Degagne
(ndegagne)
5. Dec 9, 2021 by
Nicole Degagne
(ndegagne)
6. Dec 15, 2022 by
Nicole Degagne
(ndegagne)
7. Mar 23, 2023 by
Darija Rabadzija
(drabadzija)

Name	E-mail	Phone/Ext.
Rebecca Bennett =	rbennett@vcc.ca =	8674 =

Program Content Guide

Purpose

The Renal Dialysis Technician **Citation** Program will prepare students to perform the required duties of Renal Dialysis Technicians by training them in the knowledge, skills, and competencies necessary to work safely and effectively as part of a team in dialysis facilities.

Grade 12 graduation or equivalent

Knowledge of English demonstrated by one of the following: **Proof of**

English **proficiency and English** 12 with a minimum 'C+' grade or 'C+' or equivalent

or

English Language Proficiency at a minimum English 12 'C+' level

Biology 12 with a C+, or VCC BIOL 0983/BIOL 0993 with a C+, or equivalent

OACP 1108 Medical Terminology 1: or equivalent, taken within 5 years

MSKL 1104 Interpersonal Communication Skills - Health: or equivalent

Upon acceptance, students will also be required to complete the following:

Criminal Record Check (CRC). Students in this program are required to complete a CRC. The CRC must be completed according to VCC's Criminal Record Check instructions. Students whose CRC results indicate they pose a risk to vulnerable populations will not be able to complete the requirements of the program (e.g. practicums) or graduate.

Current CPR - Level C

Submission of a negative TB skin test. If the skin test is positive, proof of a negative TB chest x-ray is required.

A VCC Immunization Record must be completed. Immunizations in the following are *strongly* recommended and in some case may be required for practicum placements: **recommended:**

Pertussis

Diphtheria/Tetanus

Polio

Measles, Mumps, and Rubella

Hepatitis B

Influenza (on an annual basis)

Chicken Pox

COVID-19

***NOTE:** Clinical facilities may decline individual students for their placement if a student is unable to provide proof of immunizations or satisfactory serum titers and TB screening.

Prior Learning Assessment & Recognition (PLAR)

Prior learning assessment and recognition is not available for this program.

Program Duration & Maximum Time for Completion

Eight weeks of full-time study. Both courses must be completed simultaneously in order to graduate.

Program Learning

Outcomes

Upon successful completion of this program, graduates will be able to:

PLO #1	Prepare, maintain, and troubleshoot dialysis equipment and courses for treatment
PLO #2	Work effectively, ethically, and professionally both individually and as part of an inter-professional healthcare team
PLO #3	Maintain a safe environment by following infection control protocols, occupational health and safety guidelines, and established standards of care
PLO #4	Perform patient care duties within assigned roles and responsibilities
PLO #5	Document observations and care provided according to clinical and agency standards

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

This is a full-time face-to-face program. Days and hours may vary. The clinical placement may include some early mornings and evenings.

The program consists of two courses: theory and clinical. The theory course is delivered through classroom instruction, group discussions, case-studies, and simulations. Students apply theoretical knowledge in the clinical practicum, which takes place in hospital or community dialysis clinics. The clinical course is delivered through clinical instruction and supervision, observation and assessment, daily post-clinical conferences and reflective journaling.

Evaluation of Student Learning

Evaluations will be done throughout the program. In the theory course, evaluations will be based on case-studies, assignments, quizzes, and a final exam. The clinical practicum is evaluated by instructor observation, assessment of practical skills, and reflective journaling.

Students must achieve at least B- in the theory course (RENL 1001) and an S in the clinical course (RENL 1002) in order to complete the program. All assignments in the clinical course must be successfully completed and students must achieve at least three out of four on every competency on the final competency evaluation in order to pass the clinical course. If students do not successfully complete the theory or the clinical course they will not be readmitted into the program without approval of the department leader.

The Renal Dialysis Technician Program is an applied program where students learn the hands-on skills of dialysis on a daily basis. Students are recommended to attend all classes in order to complete the program successfully.

Good command of oral and written English.

Ability to adjust to work in a hospital setting. Previous health care experience is an asset.

Ability to operate related equipment.

Ability to take initiative, handle responsibility and maintain confidentiality.

Dependable, ethical and respectful.

Ability to work under close direction as a member of a health care team.

Attention to detail, accuracy, patience, and ability to work well under pressure.

Flexibility to adjust to early morning and evening practicum shifts, to a variety of clinical settings and locations within the Lower Mainland area.

Physical ability to carry out the duties of a renal technician, including standing for long periods of time and performing repetitive movements.

Courses

Plan of Study Grid

Term One	Credits
<u>RENL 1001</u> Renal Dialysis Technician Theory	3.5
<u>RENL 1002</u> Renal Dialysis Technician Clinical	7
Credits	10.5
Total Credits	10.5

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	90-100		4.33
A	85-89		4.00
A-	80-84		3.67
B+	76-79		3.33
B	72-75		3.00
B-	68-71	Minimum Pass	2.67
C+	64-67	Failing Grade	2.33
C	60-63		2.00
C-	55-59		1.67
D	50-54		1.00
F	0-49		0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

The course grade points shall be calculated as the product of the course credit value and the grade value.

The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Rationale and Consultations

Provide a rationale for this proposal.

The hospitals are now requiring COVID-19 vaccines for Renal Technicians.

Are there any expected costs to this proposal.

Consultations

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

These fields are NOT required for governance approval. The wording in these fields is written by Marketing for a specific purpose and must be consistent with all other College publications. If changes are needed, contact webmaster@vcc.ca.

This program is for:

Marketing Description

Learn to safely and effectively operate dialysis machines, work with medical records, and provide care for patients with kidney disorders.

What you will learn

What to expect

Reviewer

Comments

Program Change Request

Date Submitted: 10/05/23 5:28 pm

Viewing: **Medical Device Reprocessing Technician Certificate**

Last approved: 03/22/23 8:59 pm

Last edit: 10/24/23 9:24 am

Changes proposed by: rbennett

Catalog Pages Using
this Program

[Medical Device Reprocessing Technician Certificate](#)

Program Name:

Medical Device Reprocessing Technician Certificate

Credential Level: Certificate

Effective Date: January ~~2021~~ 2024

Effective Catalog Edition: 2023-2024 Academic Calendar

School/Centre: Continuing Studies

Department: Sterile Supply Room Aide (6082)

Contact(s)

In Workflow

1. **6082 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**

Approval Path

1. 10/05/23 6:08 pm
Rebecca Bennett (rbennett):
Approved for 6082 Leader
2. 10/06/23 12:13 pm
Claire Sauve (csauve): Approved for Senior PC
3. 10/06/23 12:23 pm
Adrian Lipsett (alipsett): Approved for CCS Dean
4. 10/24/23 9:27 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Dec 20, 2017 by
clmig-jwehrheim
2. Jan 25, 2018 by
Todd Rowlatt (trowlatt)
3. Mar 29, 2018 by
Todd Rowlatt

(trowlatt)

4. Aug 21, 2019 by
Nicole Degagne
(ndegagne)

5. Oct 10, 2019 by
Darija Rabadzija
(drabadzija)

6. Oct 29, 2019 by
Darija Rabadzija
(drabadzija)

7. Mar 17, 2021 by
Rebeccah Bennett
(rbennett)

8. Dec 9, 2021 by
Nicole Degagne
(ndegagne)

9. Jan 24, 2022 by
Darija Rabadzija
(drabadzija)

10. Dec 15, 2022 by
Nicole Degagne
(ndegagne)

11. Mar 22, 2023 by
Darija Rabadzija
(drabadzija)

Name	E-mail	Phone/Ext.
Rebeccah Bennett	rbennett@vcc.ca	8674

Program Content Guide

Purpose

The purpose of the *Medical Device Reprocessing Technician Certificate Program* is to provide learners with the knowledge and skills to be able to reprocess reusable medical devices appropriate to an entry-level Medical Device Reprocessing Technician (MDRT) position. Graduates will be eligible to apply for MDR positions in hospitals and private clinics throughout Canada.

Grade 12 graduation or equivalent

Knowledge of English demonstrated by *one of the following*: Proof of

English ~~proficiency and English~~ 12 with a minimum 'C+' grade 'C+' or equivalent

or

English Language Proficiency at a minimum English 12 'C+' level

OACP 1108 Medical Terminology 1 or equivalent, taken within the last five years

MSKL 1104 Interpersonal Communication Skills - Health or equivalent

NOTE: MSKL 1104 Interpersonal Communication Skills – Health or equivalent Applicants are recommended to attend an MDRT Certificate Information Session.

Upon acceptance:

Criminal Record Check (CRC): Students in this program are required to complete a CRC. The CRC must be completed according to VCC's Criminal Record Check instructions. Students whose CRC results indicate they pose a risk to vulnerable populations will not be able to complete the requirements of the program (e.g. practicums) or graduate.

Submission of a negative TB skin test. If the skin test is positive, proof of a negative TB chest x-ray is required.

A VCC ~~VCC~~ Immunization Record must be completed. Immunizations in the following are ~~are~~ strongly recommended and in some case may be required for practicum placements: ~~recommended~~:

Diphtheria/Tetanus

Polio

Measles, Mumps, and Rubella

Hepatitis B

Influenza (on an annual basis)

Chicken Pox

COVID-19

***NOTE: Clinical facilities may decline individual students for their placement if a student is unable to provide proof of immunizations or satisfactory serum titers and TB screening.**

Prior Learning Assessment & Recognition (PLAR)

Prior learning assessment and recognition is not available for this program.

Program Duration & Maximum Time for Completion

The program is 16 weeks. The student must complete the theory and clinical portions simultaneously in order to graduate.

Program Learning

Outcomes

Upon successful completion of this program, graduates will be able to:

PLO #1	Demonstrate responsibility and accountability of Medical Device Reprocessing (MDR) duties by performing duties in an ethical and legal manner to ensure patient safety and recognizing the importance of ongoing professional development
PLO #2	Use infection prevention and control measures in all areas of MDR clinical practice
PLO #3	Follow written work instructions and perform MDR tasks
PLO #4	Work safely, independently and collaboratively in an MDR Department
PLO #5	Safely and correctly operate a variety of equipment used in MDR
PLO #6	Communicate accurately with co-workers and customers to complete writing, speaking and listening tasks associated with MDR
PLO #7	Solve problems appropriate to the clinical assignment by drawing on knowledge from the field of MDR

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

This is a full-time face-to-face program with on-line supported learning. Classes are scheduled Monday to Friday. Hours may vary. The clinical placement may include some evenings.

The program is divided into two components: theory and clinical. Both components are taken simultaneously. The theory component is delivered through classroom instruction, group discussions, case-studies, and simulations. Students apply theoretical knowledge in the clinical practicum, which takes place in hospital MDR Departments.

Evaluation of Student Learning

Evaluations will be done throughout the program. In the theory component, evaluations will be based on case-studies, assignments, quizzes, and exams. The clinical practicum is evaluated by instructor observation, assessment of practical skills, and reflective journaling.

Students must achieve at least B- in the theory course ([MDRT 1201](#)) and an S in the clinical course ([MDRT 1211](#)) in order to complete the program. All assignments in the clinical course must be successfully completed and students must achieve at least three out of four on every competency on the final competency evaluation in order to pass the clinical course. If students do not successfully complete the clinical course then they will not be readmitted into the program without approval of the department leader.

The MDRT program is an applied program where students learn the hands-on skills of Medical Device Reprocessing on a daily basis. As this is a professional program based on Canadian Standard Association (CSA) Standards, students must attend 90% of theory and clinical classes.

Ability to listen, comprehend and communicate clearly in a complex hospital setting

A sincere interest in working as part of a health care team that values service and patient safety

Ability to work respectfully with a wide variety of people

Ability to work under close direction and follow instructions

Ability to handle responsibility, use critical thinking and act with initiative under pressure

Ability to attend to detail, to work accurately and neatly, and to manage time effectively

Flexibility to adjust to early morning and evening clinical shifts, to a variety of clinical locations across the Lower Mainland

Good eyesight (corrected vision is accepted), with strong hand-eye coordination and manual dexterity

Good health and physical stamina, including the ability to lift/carry 10 kg and stand for a full working day

This program is not recommended for individuals with recent or chronic knee, lower arm, shoulder or back injuries, and students with chronic skin conditions affecting hands and lower arms

Courses

<u>MDRT 1201</u>	Medical Device Reprocessing Theory	7
<u>MDRT 1211</u>	Medical Device Reprocessing Clinical	20
Total Credits		27

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	90-100		4.33
A	85-89		4.00
A-	80-84		3.67
B+	76-79		3.33
B	72-75		3.00
B-	68-71	Minimum Pass	2.67
C+	64-67	Failing Grade	2.33
C	60-63		2.00
C-	55-59		1.67
D	50-54		1.00
F	0-49		0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

The course grade points shall be calculated as the product of the course credit value and the grade value.

The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Rationale and Consultations

Provide a rationale for this proposal.

The hospitals are now requiring COVID-19 vaccinations for MDR Technicians

Are there any expected costs to this proposal.

Consultations

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

These fields are NOT required for governance approval. The wording in these fields is written by Marketing for a specific purpose and must be consistent with all other College publications. If changes are needed, contact webmaster@vcc.ca.

This program is for:

Marketing Description

Get specialized training to reprocess reusable medical devices such as surgical tools and patient care equipment.

What you will learn

What to expect

Reviewer

Comments



DECISION NOTE

PREPARED FOR: Education Council

DATE: November 14, 2023

ISSUE: Revisions to Accounting Diploma program and removal of provisional approval status

BACKGROUND:

The Accounting Diploma program was launched in 2021 as a provisionally approved program. The first cohort of students has now graduated. Based on the experiences from these first two years, the department is proposing to partially re-adjust the focus of the program. Graduates will primarily be heading towards entry-level bookkeeping employment, so the program is adding five new courses that will better prepare students to use accounting, accounts payable, and bookkeeping software. The program was initially designed to prepare students for further education in accounting. The program is retaining some required CPA (Chartered Professional Accountants) courses and can still be used for students heading in that path, but the revisions will better prepare students for their first jobs as well.

DISCUSSION:

W. Aroca Aguirre, Associate Director, Hospitality, Food Studies & Applied Business, presented the proposal on behalf of J. White, Department Head of Accounting and Marketing Technology. The committee appreciated the focus of the program on those entry-level competencies and only requested a few small wording changes, primarily related to simplifying the English and Math proficiency requirements using the equivalency guides published on the website. The committee also suggested renaming some of the new courses to remove old-fashioned “computerized” terminology. The changes have all been made.

The Provisional Approval Committee working with the Accounting Diploma program recommends that Education Council remove the provisional status of this program. It commends Mr. White and the department on their excellent work launching this successful program.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Accounting Diploma program, two revised course outlines, and five new courses outlines, and removing the provisionally approved status of the program.

PREPARED BY: Todd Rowlett, Chair, Curriculum Committee

DATE: November 7, 2023

Program Change Request

Date Submitted: 10/05/23 10:16 am

Viewing: **Accounting Diploma**

Last approved: 06/08/23 10:37 am

Last edit: 10/31/23 9:03 am

Changes proposed by: fbarillaro

Program Name:

Accounting Diploma

Credential Level: Diploma

Effective Date: January 2025 ~~September 2021~~

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Hospitality, Food Studies & Applied Business

Department: Accounting Diploma (4820)

Contact(s)

In Workflow

1. **4820 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**

Approval Path

1. 10/05/23 10:43 am
Jeremy White (jewwhite): Approved for 4820 Leader
2. 10/06/23 8:25 am
Dennis Innes (dinnes): Approved for SHP Dean
3. 10/23/23 12:34 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Dec 7, 2020 by fmacdonald
2. Jan 7, 2021 by Nicole Degagne (ndegagne)
3. Mar 14, 2021 by Nicole Degagne (ndegagne)
4. Mar 29, 2021 by Darija Rabadzija (drabadzija)
5. Feb 24, 2023 by Darija Rabadzija

46
(drabadzija)

6. Mar 10, 2023 by
Leszek Apouchtine
(lapouchtine)

7. Jun 8, 2023 by
Darija Rabadzija
(drabadzija)

Name	E-mail	Phone/Ext.
Jeremy White	jewwhite@vcc.ca jwhite@vcc.ca	<u>8544</u>

Program Content Guide

Purpose

The Accounting Diploma is being designed to provide students with a solid foundation in business management in the first year of the program and an opportunity for more advanced, specialized study of accounting in the second year.

Students graduating from the Accounting Diploma are prepared to work as accounting assistants, auditing clerks, tax preparers, and accounting technicians.

Admission Requirements

Grade 12 graduation or equivalent

Knowledge of English demonstrated by one of the following:

English 12 with a minimum 'C+' grade or equivalent, *or*

English Language Proficiency at an English 12 'C+' level

~~Math 11 Knowledge of mathematics demonstrated by one of the following: Foundations of Math 11, with a 'C+' grade or equivalent equivalent, or Pre-Calculus 11 with a C+ grade or equivalent, or VCC Math 0861 and 0871 with a C+ grade or VCC Math Assessment with the following scores: Basic Math with a minimum 80% and Algebra with a minimum 60%~~

Students may request formal recognition of prior learning attained through informal education, work, or other life experience, including Indigenous ways of knowing. Credits may be granted to students who are able to sufficiently demonstrate the learning outcomes of specific courses.

PLAR is available for the following courses:

MGMT 1001 Business Mathematics ~~Mathematics, MGMT 1021 Computer Applications for Management.~~
MGMT 1021 Computer Applications for Management

Only 6 credits of this program may be completed by PLAR. Methods for assessing prior learning may include exams, portfolios, interviews, and other evaluations.

Please contact the Department for details. If PLAR is successful, transcripts will reflect an ‘S’ grade (satisfactorily completed), which is not included in grade point average (GPA) calculations. ~~calculations~~ See VCC’s D.3.5 Prior Learning Assessment and Recognition Policy and Procedures for more information.

Program Duration & Maximum Time for Completion

~~This full-time~~ The program consists of ~~will have~~ four academic terms and must be completed within five years. ~~years from the date the student began studies in the first term of the program.~~

Program Learning

Outcomes

	Upon successful completion of this program, graduates will be able to:
PLO #1	Communicate effectively and respectfully as business professionals
PLO #2	Apply business principles, theories, skills and best practices <u>in their professional role</u>
PLO #3	Record financial transactions for sole proprietorships, partnerships, private enterprises, publicly accountable enterprises and non-profit organizations
PLO #4	Prepare and present financial statements, and reports for sole proprietorships, partnerships and private enterprises
PLO #5	Apply fundamental management accounting and financial management concepts to assist with the decision-making in an organization
PLO #6	Use accounting software to perform accounting, payroll and tax remittance functions in a computerized format
PLO #7	Prepare individual income tax returns and provide basic tax planning advice in compliance with the Canadian Income Tax Act
PLO #8	Apply critical thinking and problem solving techniques to make sound management decisions and recommendations
PLO #9	Apply principles of corporate social responsibility, sustainability and ethics in their work as business

Upon successful completion of this program, graduates will be able to:

professionals

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

The courses will be presented using a variety of instructional strategies, resources and activities including lectures, case studies, discussions, presentations, and individual and group work. Courses have been designed with learner centred approaches that promotes collaboration and student engagement.

Accounting classes will be actively supported by computerized accounting lab activities using the latest industry standard software.

Evaluation of Student Learning

Evaluation of courses is determined by the instructors and may include a combination of midterm and final examinations, quizzes, assignments, homework, individual and group projects, case studies, and simulations. To encourage active learning and student engagement, each course will have a mechanism to evaluate individual student participation.

Students must receive a minimum cumulative grade point average of C (2.00) ~~C+ (2.33)~~ upon completion of all courses to successfully graduate and a minimum cumulative grade point average of C (2.00) ~~C- (2.00)~~ in each term to advance into subsequent courses/terms in the program.

Recommended Characteristics of Students

Detail-oriented

~~Detail-oriented and meticulous~~ Well-developed analytical and critical thinking skills

An interest in the field of business and commerce

Good basic computer literacy

A strong sense of ethics, integrity and accountability

Excellent organizational skills

Ability to work well with others in a diverse team environment

Courses

Plan of Study Grid

First Year

Term One

Credits

MGMT 1001 Business Mathematics

3

MGMT 1004 Business Communication

3

MGMT 1021 Computer Applications for Management

3

MGMT 1006 Fundamentals of Marketing	3
<u>MGMT 1020</u> Introduction to Business and Technology	<u>3</u>
<u>ACCT 1035</u> Financial Accounting 1	3
Credits	15
Term Two	
<u>MGMT 1002</u> Introduction to Economics	3
MGMT 1011 Information Technology Management	3
MGMT 1003 Principles of Management	3
<u>ACCT 1045</u> Financial Accounting 2	3
<u>MGMT 2014</u> Financial Management	3
<u>MGMT 1010</u> Business Sustainability and Ethics	<u>3</u>
<u>MGMT 2017</u> Canadian Business Law	<u>3</u>
Credits	15
Second Year	
Term One	
MGMT 1005 Organizational Behaviour	3
<u>MATH 1111</u> Introduction to Statistics	3
<u>ACCT 2035</u> Management Accounting	3
<u>ACCT 2045</u> Intermediate Accounting 1	3
ACCT 2001 Accounting Software Applications	3
<u>ACCT 2030</u> Accounting Software Applications and Bookkeeping	<u>3</u>
<u>ACCT 2003</u> Business Data Analytics	<u>3</u>
Credits	15
Term Two	
MGMT 1010 Business Sustainability and Ethics	3
MGMT 2017 Canadian Business Law	3
<u>ACCT 2002</u> Canadian Income Tax	3
ACCT 2003 Business Data Analytics	3
<u>ACCT 2055</u> Intermediate Accounting 2	3
<u>ACCT 2040</u> Introduction to Auditing	<u>3</u>
<u>ACCT 2050</u> Computerized Payroll, Accounts Payable, and Accounts Receivable	<u>3</u>
<u>ACCT 2060</u> Accounting Capstone	<u>3</u>
Credits	15
Total Credits	60

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60		1.67
D	50-55	Minimum Pass. May not proceed to next level.	1.00
F	0-49	Failing Grade	0.00
S	70 or greater	Satisfactory. In accordance with departmental evaluation procedures.	N/A
U		Unsatisfactory. In accordance with departmental evaluation procedures.	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

The course grade points shall be calculated as the product of the course credit value and the grade value.

The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Rationale and Consultations

Provide a rationale for this proposal.

To better align with student outcomes. The changes will provide a better foundation for entry-level accounting rolls such as bookkeeping and accounts payable while still delivering CPA required course for those who wish to pursue further accounting education.

Are there any expected costs to this proposal.

Consultations

Consultated Area	Consultation Comments
Other	Consulted with faculty and industry professionals about the realistic outcome and roles our students can attain post-graduation. International knows these changes are coming as they were communicated during one of the Provisional Approval meetings for the Accounting diploma program

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

These fields are NOT required for governance approval. The wording in these fields is written by Marketing for a specific purpose and must be consistent with all other College publications. If changes are needed, contact webmaster@vcc.ca.

This program is for: Domestic
 International

Marketing Description

Gain specialized expertise in business and individual financial management for introductory careers in accounting, auditing, and tax preparation.

What you will learn

Course Change Request

Date Submitted: 10/23/23 1:30 pm

Viewing: **ACCT 2002 : Canadian Income Tax ±**

Last approved: 10/24/21 4:26 am

Last edit: 10/23/23 1:30 pm

Changes proposed by: drabadzija

Programs
referencing this
course

ACCT 2002:

149: Accounting Diploma

Course Name:

Canadian Income Tax ±

Effective Date:

January 2025

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Accounting Diploma (4820)

Contact(s)

In Workflow

1. **4820 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/26/23 10:04 am
Jeremy White
(jewwhite): Approved
for 4820 Leader
2. 10/26/23 11:50 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/31/23 9:06 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Oct 17, 2020 by
fmacdonald
2. Mar 30, 2021 by
Nicole Degagne
(ndegagne)
3. Oct 24, 2021 by
Darija Rabadzija
(drabadzija)

Name	E-mail	53 Phone/Ext.
<u>Jeremy White</u> Dennis Innes	<u>jewwhite@vcc.ca</u> <u>dinnes@vcc.ca</u>	<u>8544</u> 8396

Banner Course Name: Canadian Income Tax †

Subject Code: ACCT - Accounting

Course Number: 2002

Year of Study: 2nd Year Post-secondary

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 3

Bridge Course Level: 01

Course Description:

Students are introduced to Canadian income taxation. Topics include liability for tax, the calculation of net income for tax purposes for both individual and corporate taxpayers, and the calculation of taxes for individual taxpayers. Students use software to prepare tax returns.

Course Pre-Requisites (if applicable):

ACCT 1035.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Determine the residency and tax consequences of a taxpayer
CLO #2	Calculate income from employment, business, property or other sources

Upon successful completion of this course, students will be able to:

CLO #3	Determine all applicable deductions for an individual taxpayer
CLO #4	Determine gains and losses on the disposition of capital property
CLO #5	Assess general tax issues for an individual
CLO #6	Calculate net income for tax purposes and income taxes payable for an individual in routine situations
CLO #7	Complete basic tax returns for individuals
CLO #8	Explain the difference between tax evasion and tax avoidance and the legal consequences of these actions
CLO #9	Identify potential tax problems and ethical tax planning strategies to ameliorate the problems

Instructional

Strategies:

Lectures, Demonstrations, Lab Work, Case Studies and Group Work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	
Assignments	20	Tax return assignment
Midterm Exam	35	The Midterm may consist of more than one exam
Final Exam	35	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

1. Introduction to Federal Taxation in Canada
2. Procedures and Administration
3. Income or Loss from an Office or Employment
4. Taxable Income and Tax Payable for Individuals
5. Capital Cost Allowance
6. Income or Loss from a Business
7. Income from Property
8. Capital Gains and Capital Losses
9. Other Income, Other Deductions, and Other Issues
10. Retirement Savings and Other Special Income Arrangements
11. Ethics and the ethical decision-making process

Course Change Request

Date Submitted: 10/06/23 9:27 am

Viewing: **ACCT 2003 : Business Data Analytics**

Last approved: 04/28/22 5:44 am

Last edit: 10/23/23 1:35 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

ACCT 2003:

149: Accounting Diploma

Course Name:

Business Data Analytics

Effective Date:

January 2025

School/Centre:

Hospitality, Food Studies & Applied Business

Is this a non-credit course?

Department:

Accounting Diploma (4820)

Contact(s)

In Workflow

1. **4820 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/06/23 9:34 am
Jeremy White
(jewwhite): Approved
for 4820 Leader
2. 10/06/23 9:40 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/23/23 12:34 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Oct 17, 2020 by
fmacdonald
2. Mar 30, 2021 by
Nicole Degagne
(ndegagne)
3. Oct 24, 2021 by
Darija Rabadzija
(drabadzija)
4. Apr 28, 2022 by
Darija Rabadzija

Name	E-mail	Phone/Ext.
<u>Jeremy White</u> Dennis Innes	<u>jewwhite@vcc.ca</u> dinnes@vcc.ca	<u>8544</u> 8396

Banner Course Business Data Analytics

Name:

Subject Code: ACCT - Accounting

Course Number 2003

Year of Study 2nd Year Post-secondary

Credits: 3

Bridge College Code VO

Bridge Billing Hours 3

Bridge Course Level 01

Course Description:

In the business world, it is important to turn ever-increasing amounts of data into useful information that can be easily seen and understood. In this course students learn the fundamental principles and practices of business data analysis and how to communicate business intelligence in visual formats. Working with a variety of data sources and software, students learn to make sense of quantitative business data by discerning meaningful patterns, trends, relationships and exceptions that reveal business performance, potential problems and opportunities.

Course Pre-Requisites (if applicable):

MGMT 1001, MGMT 1021, MGMT 1020, ~~1011~~.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain the value of data analytics and visualization for business organizations
CLO #2	Analyze data and create basic and advanced data visualizations
CLO #3	Enhance data analysis and create interactivity using custom calculation
CLO #4	Perform advanced analysis by joining and blending data from different sources
CLO #5	Enhance visualizations with custom formatting, labels and annotations
CLO #6	Present data using story points and fully interactive dashboards
CLO #7	Use data analysis to create financial modeling projections

Instructional

Strategies:

Lectures, Lab work, Group Work, Data Analysis Projects

Evaluation and Grading

Grading System: Letter Grade (A-F)
D (50%)

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	
Assignments	30	
Project	35	Data Visualization Projects
Final Exam	25	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to Data Analytics and Business Intelligence

Creating Visualizations and Dashboards

Foundational to Advanced Analytics

Row-Level and Aggregate Calculations

Table Calculations

Formatting Visualizations

Telling a Data Story with Dashboards

Adding Value to Analysis - Trends, Distributions and Forecasting

Advanced Techniques

Presenting Data Stories

Data analysis and financial modeling

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 10:42 am

Viewing: **ACCT 2030 : Acct Software & Bookkeeping**

Last edit: 10/31/23 9:06 am

Changes proposed by: fbarillaro

Programs
referencing this
course

[149: Accounting Diploma](#)

Course Name:

Accounting Software Applications and Bookkeeping

Effective Date: January 2025

School/Centre: Hospitality, Food Studies & Applied Business

Department: Accounting Diploma (4820)

Contact(s)

In Workflow

1. **4820 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 10:43 am
Jeremy White
(jewwhite): Approved
for 4820 Leader
2. 10/06/23 8:40 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/31/23 9:06 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Jeremy White	jewwhite@vcc.ca	8544

Banner Course Name: Acct Software & Bookkeeping

Subject Code: ACCT - Accounting

Course Number: 2030

Year of Study: 2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students learn how to use popular accounting software to perform key bookkeeping functions efficiently and accurately. Topics covered include setting up and managing accounts, recording transactions, generating financial reports, and reconciling accounts. Through hands-on exercises and simulations, students gain practical experience in computerized bookkeeping and enhance their employability in the field of accounting and finance.

Course Pre-Requisites (if applicable):

MGMT 1020, ACCT 1045.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe the fundamental principles and concepts of bookkeeping within an accounting software
CLO #2	Use accounting software to perform day-to-day bookkeeping tasks
CLO #3	Perform basic setup and account management functions within a bookkeeping software system
CLO #4	Demonstrate how to record transactions, including sales, purchases, and expenses
CLO #5	Produce financial reports using accounting software, such as balance sheets, income statements, and cash flow statements
CLO #6	Perform bank and account reconciliations within a bookkeeping software system
CLO #7	Describe the importance of data accuracy, integrity, and security in bookkeeping software
CLO #8	Communicate financial information to stakeholders using accounting software

Instructional

Strategies:

Lectures, Demonstrations, Group Work, Project Work

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	Practical application of bookkeeping skills
Project	10	Group Project: Financial reports and analysis using accounting software
Midterm Exam	20	Accounting principles, regulations, and software functionality
Final Exam	20	System setup, accounting principles, regulations, and software functionality
Participation	10	Class participation and discussions evaluating critical thinking and engagement

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Accounting Software and Bookkeeping Systems: Overview and Benefits

Accounting Software Used in Computerized Bookkeeping

Accounting Software: Setting Up and Managing Accounts, Recording Transactions, Financial Reporting, Bank and Account Reconciliation

Safeguarding Data Integrity in Computerized Bookkeeping

Problem-Solving and Troubleshooting in Accounting Software

Collaboration and Communication in Computerized Bookkeeping

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 10:43 am

Viewing: **ACCT 2040 : Introduction to Auditing**

Last edit: 10/23/23 1:36 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[149: Accounting Diploma](#)

Course Name:

Introduction to Auditing

Effective Date: January 2025

School/Centre: Hospitality, Food Studies & Applied Business

Department: Accounting Diploma (4820)

Contact(s)

In Workflow

1. **4820 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 10:44 am
Jeremy White
(jewwhite): Approved
for 4820 Leader
2. 10/06/23 8:41 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/31/23 9:07 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Jeremy White	jewwhite@vcc.ca	8544

Banner Course Name: Introduction to Auditing

Subject Code: ACCT - Accounting

Course Number: 2040

Year of Study: 2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students explore the principles, practices, and techniques involved in auditing and gain a comprehensive understanding of the role of auditors and the audit process. Topics covered include audit planning, risk assessment, evidence collection, internal controls, and reporting. Through case studies and practical examples, students develop critical thinking skills and learn how to apply auditing concepts in real-world scenarios.

Course Pre-Requisites (if applicable):

ACCT 1045.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain the role and importance of auditing in financial reporting and corporate governance
CLO #2	Apply auditing standards, guidelines, and ethical considerations
CLO #3	Identify the different types of audits, including financial audits, operational audits, and compliance audits
CLO #4	Demonstrate techniques for assessing and managing audit risk
CLO #5	Explore methods for obtaining and evaluating audit evidence
CLO #6	Interpret the concept of internal control and its significance in the audit process
CLO #7	Discuss the emerging trends and challenges in the auditing profession

Instructional

Strategies:

Lectures, Demonstrations, Group Work, Project Work

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	Auditing principles and practices
Project	10	Case studies
Midterm Exam	20	
Final Exam	20	
Participation	10	Class participation, discussion evaluating critical thinking and engagement

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Definitions and Objectives of Auditing

Ethical Considerations in Auditing

Auditing Standards and Guidelines

Types of Audits

Audit Planning and Risk Assessment

Evidence Collection

Internal Control and Audit Testing

Audit Reporting

Emerging Trends and Challenges in Auditing

Technology Advancements in Auditing

Interpreting Audit Findings

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 10:44 am

Viewing: **ACCT 2050 : Payroll, Acc Pybl, Acc Rec.**

Last edit: 10/31/23 9:06 am

Changes proposed by: fbarillaro

Programs
referencing this
course

[149: Accounting Diploma](#)

Course Name:

Computerized Payroll, Accounts Payable, and Accounts Receivable

Effective Date: January 2025

School/Centre: Hospitality, Food Studies & Applied Business

Is this a new credit course?

Department: Accounting Diploma (4820)

Contact(s)

In Workflow

1. **4820 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 10:44 am
Jeremy White
(jewwhite): Approved
for 4820 Leader
2. 10/06/23 9:18 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/31/23 9:07 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Jeremy White	jewwhite@vcc.ca	8544

Banner Course Name: Payroll, Acc Pybl, Acc Rec.

Subject Code: ACCT - Accounting

Course Number: 2050

Year of Study: 2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students gain practical skills in using popular accounting software for payroll processing, accounts payable, and accounts receivable functions. Topics covered include payroll administration, vendor management, invoice and payment processing, and cash flow management.

Course Pre-Requisites (if applicable):

ACCT 2030.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply the concepts and processes involved in computerized payroll, accounts payable, and accounts receivable
CLO #2	Use accounting software for payroll calculations, vendor management, and invoice processing
CLO #3	Operate payroll administration, including calculating wages, managing deductions, and generating payroll reports
CLO #4	Manage accounts payable processes, including vendor setup, invoice recording, and payment processing
CLO #5	Perform accounts receivable management, including customer invoicing, tracking payments, and reconciling accounts
CLO #6	Comply with payroll regulations and financial controls
CLO #7	Demonstrate problem-solving and analytical skills through hands-on exercises and simulations
CLO #8	Identify emerging trends and technologies in computerized payroll and accounting processes

Upon successful completion of this course, students will be able to:

CLO #9	Collaborate with team members and communicate to key partners regarding payroll, AP and AR reporting
--------	--

Instructional

Strategies:

Lectures, Demonstrations, Group Work, Project Work

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	Practical application of computerized payroll, accounts payable, and accounts receivable skills
Project	10	Group project: payroll calculations, accounts payable management, and accounts receivable tasks using accounting software
Midterm Exam	20	Accounting principles, regulations, and software functionality
Final Exam	20	System setup, accounting principles, regulations, and software functionality
Participation	10	Class participation and discussions evaluating critical thinking and engagement

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Accounting Software

Payroll Administration

Vendor Management and Accounts Payable

Invoice Processing and Accounts Receivable

Payroll, Accounts Payable, Accounts Receivable Reports

Payroll and Accounting Processes Compliance and Internal Controls

Emerging Trends and Technologies in Accounting

Problem-Solving and Troubleshooting in Computerized Payroll and Accounting Processes

Collaboration and Communication in Computerized Payroll and Accounting

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 10:44 am

Viewing: **ACCT 2060 : Accounting Capstone**

Last edit: 10/23/23 1:36 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[149: Accounting Diploma](#)

Course Name:

Accounting Capstone

Effective Date:

January 2025

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Accounting Diploma (4820)

Contact(s)

In Workflow

1. **4820 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 10:45 am
Jeremy White
(jewwhite): Approved
for 4820 Leader
2. 10/06/23 8:43 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/31/23 9:07 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Jeremy White	jewwhite@vcc.ca	8544

Banner Course
Name:

Accounting Capstone

Subject Code:

ACCT - Accounting

Course Number

2060

Year of Study

2nd Year Post-secondary

Credits:

3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

During the Capstone course, students reflect on key insights and concepts from the Accounting Diploma program. Students integrate their knowledge and skills acquired throughout the program to analyze and solve real-world or simulated accounting challenges. Through comprehensive case studies and projects, students deepen their critical thinking, problem-solving, and collaboration skills, and demonstrate their ability to apply accounting principles and utilize technology effectively to make informed decisions.

Course Pre-Requisites (if applicable):

ACCT 1045.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply accounting knowledge and skills acquired throughout the Accounting Diploma program to make informed decisions and recommendations
CLO #2	Analyze and interpret financial data to support decision-making processes
CLO #3	Apply critical thinking and problem-solving in accounting decision-making
CLO #4	Demonstrate effective communication and collaboration skills within a professional accounting context
CLO #5	Apply ethical considerations and professional standards in accounting decision-making
CLO #6	Evaluate and adapt to emerging trends in the accounting industry
CLO #7	Integrate theoretical knowledge with practical application in accounting processes
CLO #8	Prepare professional-quality reports and presentations based on accounting analysis

Instructional

Strategies:

Lectures, Demonstrations, Group Work, Project Work, Case Studies

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	20	Comprehensive case study assignments evaluating the application of accounting knowledge
Project	30	Group Project: Team projects and presentations assessing collaboration, problem-solving, and communication skills
Assignments	30	Professional report and presentation evaluating the ability to communicate accounting analysis effectively
Project	20	Final Project: Final project or exam assessing comprehensive knowledge and skills acquired throughout the program

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Critical Thinking and Problem Solving in Accounting Decision Making

Financial Analysis and Decision Making

Collaboration and Communication in Accounting

Ethics and Professional Standards in Accounting

Emerging Trends in Accounting Practice

Accounting Analysis Reports

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 11:01 am

Viewing: **MGMT 1020 : Intro to Business & Technology**

Last edit: 10/23/23 1:37 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[149: Accounting Diploma](#)

Course Name:

Introduction to Business and Technology

Effective Date:

January 2025

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Accounting Diploma (4820)

Contact(s)

In Workflow

1. **4820 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 10:28 am
Darija Rabadzija
(drabadzija):
Rollback to Initiator
2. 10/05/23 11:01 am
Jeremy White
(jewwhite): Approved
for 4820 Leader
3. 10/06/23 9:57 am
Dennis Innes
(dinnes): Approved
for SHP Dean
4. 10/31/23 9:07 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Jeremy White	jewwhite@vcc.ca	8544

Banner Course

Intro to Business & Technology

Name:

Subject Code:

MGMT - Business Management

Course Number 1020

Year of Study 1st Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this foundational course, students explore the fundamental principles of information technology management with key aspects of modern management. Students integrate their knowledge and skills acquired throughout the course to deepen their knowledge on how information technology contributes to achieving organizational objectives and gain insights into management practices applicable in various business environments.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Demonstrate how the use of IT supports and enables organizational goals
CLO #2	Describe how data analytics are used to provide actionable business intelligence
CLO #3	Illustrate the importance and use of database technologies, such as Enterprise Resource Planning (ERP) and Customer Relationship Management (CRM) systems
CLO #4	Contribute to the planning of organizational IT strategies
CLO #5	Describe the spectrum of management from non-profit to entrepreneurial organizations around the world

Upon successful completion of this course, students will be able to:

CLO #6	Describe the principles and traits of ethical leadership
--------	--

Upon successful completion of this course, students will be able to:

CLO #7	Classify and apply strategic management concepts
CLO #8	Identify the importance of developing organizational objectives
CLO #9	Differentiate the various styles of leadership in the workplace
CLO #10	Explain the importance of interpersonal and intercultural communication in the workplace
CLO #11	Recognize the relationship between authority, power, leadership, and group dynamics

Instructional

Strategies:

Lectures, Demonstrations, Group Work, Project Work, Case Studies

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	20	Individual assignments on course concepts
Project	20	Group project on management or technology principles
Midterm Exam	20	
Project	30	Final Project
Participation	10	Class participation, discussion evaluating critical thinking and engagement

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Emerging Technologies

Strategic Technology and Business Systems

Database Systems

Managing in a Cultural and Ethical Environment

Managing Diverse Employees in a Multicultural Environment

Managing Organizational Structure and Culture

Motivation, Performance, and Leadership

Managing Effective Groups and Teams

Managing Conflict, Politics, and Negotiation

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):



DECISION NOTE

PREPARED FOR: Education Council

DATE: November 14, 2023

ISSUE: Renewed Medical Office Assistant Certificate program

BACKGROUND:

The Medical Office Assistant program renewal was completed in early 2023. The renewal found that while the program was well designed, the curriculum content had grown stale and needed to be updated. While instructors had updated their teaching materials over the years, the curriculum documents had not been changed to reflect new technologies and approaches.

The overall structure of the program has not changed significantly; although six new courses are being created, this reflects a re-allocation of hours to different courses.

DISCUSSION:

Julia Slade, Department Head of Applied Business, presented the proposal. The committee requested the following:

- An expanded program purpose/description.
- Two statements about potential accommodations, with feedback sought from Disabilities Services, to ensure we are not limiting opportunities for students.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Medical Office Assistant Certificate program, 4 revised course outlines, and 6 new course outlines.

PREPARED BY: Todd Rowlett, Chair, Curriculum Committee

DATE: October 18, 2023

Program Change Request

Date Submitted: 10/05/23 12:37 pm

Viewing: **Medical Office Assistant Certificate**

Last approved: 06/29/23 1:03 pm

Last edit: 11/03/23 10:17 am

Changes proposed by: jslade

Catalog Pages Using
this Program

[Medical Office Assistant Certificate](#)

Program Name:

Medical Office Assistant Certificate

Credential Level:

Certificate

Effective Date:

September ~~2022~~ 2024

Effective Catalog
Edition:

2024-2025 Academic Calendar

School/Centre:

Hospitality, Food Studies & Applied Business

Department

Medical Office Assistant 15/16 (4602)

Contact(s)

In Workflow

1. **4602 Leader**
2. **SHP Dean**
3. **Curriculum
Committee**
4. **Education Council**

Approval Path

1. 10/05/23 12:19 pm
Julia Slade (jslade):
Approved for 4602
Leader
2. 10/05/23 12:22 pm
Darija Rabadzija
(drabadzija):
Rollback to Initiator
3. 10/05/23 1:47 pm
Julia Slade (jslade):
Approved for 4602
Leader
4. 10/06/23 10:26 am
Dennis Innes
(dinnes): Approved
for SHP Dean
5. 11/03/23 10:15 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Dec 20, 2017 by
clmig-jwehrheim
2. Jun 26, 2019 by
Nicole Degagne
(ndegagne)

3. Aug 21, 2019 by
Nicole Degagne
(ndegagne)
4. Dec 9, 2021 by
Nicole Degagne
(ndegagne)
5. Mar 10, 2022 by
Todd Rowlatt
(trowlatt)
6. Sep 27, 2022 by
Darija Rabadzija
(drabadzija)
7. Dec 15, 2022 by
Nicole Degagne
(ndegagne)
8. Jun 29, 2023 by
Darija Rabadzija
(drabadzija)

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca =	8525 =

Program Content Guide

Purpose

The Medical Office Assistant Certificate (MOA) certificate program is designed to prepare individuals graduates for employment as medical office assistants in a career in the variety of healthcare industry environments. Students graduate with the necessary knowledge and skills to excel as support personnel in medical offices, clinics, and healthcare facilities. Through a blend of theory and practical learning experiences, students will gain expertise in medical terminology, administrative functions, electronic health record management, and patient interaction, enabling them to become integral contributors to the functioning of the healthcare team.

Grade 12 graduation, or equivalent

English language proficiency ~~Language Proficiency as~~ demonstrated ~~by~~ ~~by~~ one of the following:

English 12 with a C+ minimum 'C+' grade, or ~~equivalent or~~

English language proficiency, or equivalent

~~English Language Proficiency at an English 12 'C+' level~~ A proctored ~~tested~~ keyboarding test with a speed of a minimum of 25 gross words per minute on a 5-minute test with a ~~test with a~~ maximum of 5 errors using the touch-typing method. ~~(using the appropriate fingers for each key on the keyboard and not looking at your fingers as you type).~~

Upon Acceptance:

Criminal Record Check (CRC): Students in this program may be required to complete a CRC prior to their practicum placement. The CRC must be completed according to ~~to~~ VCC's Criminal Record Check instructions.

The following health precautions are highly recommended for students in this program and may be required by some practicum hosts: -

~~Some practicum hosts will require their practicum students to have the following (and it is strongly recommended that all students have the following, for their own protection and the protection of patients):~~ A negative ~~Negative~~ TB skin test, or if the skin test is positive, then proof of a negative TB chest X-ray

An immunization record showing current vaccinations for, or immunity to

Diphtheria/Tetanus,

Polio

Measles/Mumps/Rubella,

Hepatitis B,

Varicella (chicken pox)

Pertussis

COVID-19

Influenza, completed annually (highly recommended)

~~An immunization record showing current vaccinations for diphtheria/tetanus, polio, measles/mumps/rubella, hepatitis B, chicken pox, and pertussis An immunization record showing a current influenza vaccination A properly fitted respiratory mask with a N95 rating, with a valid certificate not more than one year old Criminal Record Check (CRC): Students in this program may be required to complete a CRC prior to their practicum placement. The CRC must be completed according to VCC's Criminal Record Check instructions. Students whose CRC results indicate they pose a risk to vulnerable populations will not be able to complete the requirements of the program (e.g. practicums) or graduate.~~

Students may request formal recognition of prior learning attained through informal education, work, or other life experience, including Indigenous ways of knowing. Credits may be granted to students who are able to sufficiently demonstrate the learning outcomes of specific courses.

PLAR is available Available for the following courses:

MEDC 1141 Medical Terminology for Medical Office Assistant 1

MEDC 1142 Medical Terminology for Medical Office Assistant 2

MEDC 1151 Medical Speed & Accuracy for Medical Office Assistant 1

MEDC 1236 Medical Speed & Accuracy for Medical Office Assistant 2

Methods for assessing prior learning may include exams, portfolios, interviews, and other evaluations. Please contact the Department for details.

Tuition and fees will still apply to PLAR candidates. See VCC’s D.3.5 Prior Learning Assessment and Recognition Policy and Procedures for more information.

~~MEDC 1121 Medical Speed & Accuracy 1 MEDC 1236 Medical Speed & Accuracy for Medical Office Assistant 2~~ See course outlines for more information.

Program Duration & Maximum Time for Completion

The program is ~~six months~~ ~~twenty-four (24) weeks~~ of full-time ~~study.~~ ~~study.~~ ~~Students have three years to complete the program.~~ Students have three years to complete the program.

Program Learning

Outcomes

Upon successful completion of this program, graduates will be able to:	
PLO #1	Communicate professionally with clients and members of the medical and health professional team.
PLO #2	Work safely in a healthcare environment.
PLO #3	Practice in a professional and ethical <u>manner including cultural safety and humility.</u> manner.
PLO #4	Use problem-solving, critical thinking, decision-making and information literacy skills in practice.
PLO #5	Practice effective quality management in healthcare environments.
PLO #6	Manage patient records and perform medical billing procedures.
PLO #7	Assist physicians by performing clinical procedures within MOA scope of practice.
PLO #8	Collaborate with the medical team to implement and apply “Chronic Disease Management” protocols.
PLO #9	Use medical and business computer applications related to word processing, data management, and electronic communication.
PLO #10	Accurately transcribe medical correspondence and reports utilizing keyboarding skills at a speed level required by current employment standards.

Additional PLO Information

Students acquire the knowledge, skills and attitudes needed to practice as a medical office assistant and perform a variety of duties associated with managing a medical office or clinic within various healthcare environments.

Instructional Strategies, Design, and Delivery Mode

The program is divided into two (2) terms of integrated, blended learning, ~~training~~. The theory component is delivered through lectures, ~~seminars~~, group work, demonstrations, and student presentations. Students apply the theory component through case simulations, exercises, role practices, computer software learning, ~~practice~~, ~~computer lab work~~ and practicum experiences.

Evaluation of Student Learning

Student learning is assessed through written exams, quizzes, skill demonstrations, group work, assignments, and presentations. ~~completion of a journal. Practicum performance is assessed by feedback from practicum staff and instructor observations.~~ Practicum performance is assessed by feedback from practicum staff, self-reflection, and instructor observations.

VCC actively collaborates with students to ensure accessibility and create a respectful, accountable culture through our confidential and specialized supports offered through Disability Services. ~~Upon successful completion of the program, if students receive a GPA of 2.33 or higher ('C+'), students will receive a VCC certificate for Medical Office Assistant. Adult learners have a responsibility to prepare themselves to meet the program goals. To achieve the highest level of success, students are required to attend all classes and participate in all course activities. Students with more than three unexcused absences in any course may be required to withdraw. For more details refer to the Student Manual available in the Office, Legal and Medical Administration Department and VCC policy D.4.6. Please contact Disability Services in advance. Students must pass the first level of your program each course in order to explore the services offered.~~ advance to the next level.

In this fast paced and compact program, active participation and regular attendance are strongly advised. Engaging in class discussions, collaborative activities, To achieve the highest level of success, students are required to attend all classes and interacting with peers and instructors will greatly enhance understanding, mastery of the subject matter and successful completion of the program. ~~participate in all course activities.~~

For more attendance details refer to the Student Manual available in the Office, Legal and Medical Administration Department of Applied Business and and VCC policy C.1.5 Requirements for Student Attendance and Participation. D.4.6.

Students must receive a minimum program grade point average of 'C+' (2.33) and a grade of 'S' also pass all Term 1 courses in the practicum order to successfully graduate, a minimum cumulative grade point average of 'C+' (2.33) proceed to Term 2. In addition, students must pass each Term 2 course (apart from the Practicum course) in each term to advance into subsequent terms in order to take the program, and a minimum grade point average of 'C+' (2.33) in all courses to participate in the practicum. ~~Practicum course:~~

Students must pass all Term 1 courses in order to proceed to Term 2. In addition, students must pass all Term 2 courses in order to participate in the Practicum course.

Ability to relate deal with clients, colleagues, and staff in a tactful and courteous manner

Personal hygiene, grooming, and appearance acceptable to a medical environment

High standard of honesty, integrity, and professionalism

Ability to maintain confidentiality

Ability Good hearing and vision in order to complete tasks and skills required for be able to interpret medical dictation

Attention to detail, accuracy, patience, and ability to work well under pressure

~~Good command of written and spoken English~~ Ability to organize, problem-solve, and set priorities

Good human relation skills

Ability to work effectively in a team environment

Basic computer literacy and ability to adapt to and learn new software

~~Basic computer literacy~~

Courses

Plan of Study Grid

Term One	Credits
MEDC 1102 Medical Administrative Procedures	2
MEDC 1135 Medical Terminology for MOA 1	2.5
MEDC 1121 Medical Speed & Accuracy 1	2
MEDC 1136 Medical Terminology for MOA 2	2.5
<u>MEDC 1125</u> Administrative Procedures for Medical Office Assistant	<u>3.0</u>
<u>MEDC 1141</u> Medical Terminology for Medical Office Assistant 1	<u>4.0</u>
<u>MEDC 1151</u> Medical Speed & Accuracy for Medical Office Assistant	<u>11.5</u>
<u>MEDC 1142</u> Medical Terminology for Medical Office Assistant 2	<u>4.0</u>
MEDC 1132 Human Relation Skills	1
MEDC 1140E Communications Management	2
<u>MEDC 1160</u> Electronic Communications for Medical Office Assistants	<u>1.5</u>
Credits	15
Term Two	
MEDC 1236 Medical Speed & Accuracy for Medical Office Assistant	2
MEDC 1250 Medical Documentation	2
MEDC 1201 Medical Transcription for MOA TO BE DEACTIVATED	2
MEDC 1210 Medical Billing	1
<u>MEDC 1270</u> Medical Billing for Medical Office Assistant	<u>1.5</u>
MEDC 1259 Clinical Procedures	2
MEDC 1260 Medical Office Assistant Practicum	3
Credits	10.5
Total Credits	25.5

This guide is intended as a general guideline only. The college reserves the right to make changes as appropriate.

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course with a S or U for the Practicum experience. ~~course.~~ The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60		1.67
D	50-55		1.00
F	0-49	Failing Grade	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

The course grade points shall be calculated as the product of the course credit value and the grade value. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Rationale and Consultations

Provide a rationale for this proposal.

The curriculum updates represent the recommendations of Medical Office Assistant Certificate Program Renewal. Changes represent feedback from students, graduates and industry and also encompass changes in medical records management.

Are there any expected costs to this proposal.

No

Consultations

Consultated Area	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	Julie Gilbert for Renewal and CD

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

These fields are NOT required for governance approval. The wording in these fields is written by Marketing for a specific purpose and must be consistent with all other College publications. If changes are needed, contact webmaster@vcc.ca.

This program is for: Domestic
 International

Marketing Description

Gain the knowledge and skills to manage patient flow, health records, medical billing, billing and scheduling, and to perform clinical procedures and other administrative duties in various health health care environments.

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 1:49 pm

Viewing: **MEDC 1125 : Admin Procedures for MOA**

Last edit: 10/10/23 10:54 am

Changes proposed by: drabadzija

Programs
referencing this
course

[67: Medical Office Assistant Certificate](#)

Course Name:

Administrative Procedures for Medical Office Assistant

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Medical Office Assistant 15/16 (4602)

Contact(s)

In Workflow

1. **4602 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 1:55 pm
Julia Slade (jslade):
Approved for 4602
Leader
2. 10/06/23 10:27 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 2:07 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course
Name:

Admin Procedures for MOA

Subject Code:

MEDC - Medical Office Careers

Course Number

1125

Year of Study

1st Year Post-secondary

Credits:

3.0

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

The course begins with an overview of the Canadian and BC healthcare systems. Students are introduced to a variety of practical administrative skills including management of electronic and paper-based medical records, and appointment scheduling. Reception and telephone management and duties, patient communication, legislation, and best practices relating to privacy and confidentiality are given particular attention. The course introduces students to the theory and practice of electronic medical records (EMR).

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Use software applications to manage patient records, schedule appointments and manage inventory for medical and office supplies
CLO #2	Apply problem-solving, critical thinking, decision-making, and information literacy skills in practice
CLO #3	Research the health system legislation and medicolegal standards
CLO #4	Comply with relevant medicolegal standards and legislation and workplace codes of conduct in practice
CLO #5	Communicate professionally with patients and health professionals, incorporating empathy and an understanding of cultural humility and inclusivity into all patient interactions
CLO #6	Identify reliable, evidence-informed resources for health information and reference
CLO #7	Identify community health resources available for patient use.

Instructional

Strategies:

Lecture, lab, group work, and student presentations.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C+

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	35	Research: Interprofessionalism (15%), health care facilities (20%)
Assignments	10	Two assignments @ 5% each
Project	25	Group research (10%) and group presentation (15%)
Quizzes/Tests	30	Two tests @ 15% each

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 60

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Hours in Category 1: 30

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Hours in Category 2: 30

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Structure, delivery, and funding of health care in BC
 Disparities in health care related to Indigenous populations
 Confidentiality standards and legislation
 Code of ethics - ethical reasoning and decision making
 Work role, professionalism and inter-professionalism
 Telephone and patient reception
 Booking patient appointments and scheduling staff
 Processing physician referrals
 Medical records management
 Managing office and medical supplies inventory

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Required Textbook: Medical Office Administration in BC, Author: Jamieson. Note: This book is created and sold as a course pack by VCC. It is available in the VCC Downtown Bookstore

-Computer lab

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Medical Terminology for MOA

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 1:50 pm

Viewing: **MEDC 1141 : MT for MOA 1**

Last edit: 10/15/23 9:37 am

Changes proposed by: drabadzija

Programs
referencing this
course

[67: Medical Office Assistant Certificate](#)

Course Name:

Medical Terminology for Medical Office Assistant 1

Effective Date: September 2024

School/Centre: Hospitality, Food Studies & Applied Business

Is this a non-credit course?

Department: Medical Office Assistant 15/16 (4602)

Contact(s)

In Workflow

1. **4602 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 1:55 pm
Julia Slade (jslade):
Approved for 4602
Leader
2. 10/06/23 10:28 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 2:07 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course
Name:

MT for MOA 1

Subject Code:

MEDC - Medical Office Careers

Course Number

1141

Year of Study

1st Year Post-secondary

Credits:

4.0

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces students to medical terminology (word structure, prefixes, suffixes, spelling, abbreviations, and pronunciation). Students will study the body as a whole, including directional terms. Students will learn the anatomy and physiology of body systems, as well as some of the pathological conditions, diagnostic tests, and procedures relevant to those systems.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Student must achieve a grade of at least 70% on the challenge examination.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Identify the components of a medical term (root word, combining vowel, prefix, suffix) and demonstrate how medical terms are constructed using these components
CLO #2	Identify organ systems and describe how these systems function to maintain homeostasis in the body
CLO #3	Correctly spell and pronounce medical terms related to organs and systems
CLO #4	Interpret medical abbreviations for diagnostic tests and procedures
CLO #5	Describe pathology and disorders related to organs and systems and the diagnostic tests, procedures, and treatments related to those disorders

**Instructional
Strategies:**

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C+

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	25	
Quizzes/Tests	10	2 quizzes at 5% each
Quizzes/Tests	20	8 spelling tests @ 2.5% each
Assignments	20	2 assignments @ 10% each -brochure on a medical/health topic -presentation on a medical/health topic (in pairs or groups)
Final Exam	25	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 72

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online
Tutorial

Hours in Category 1: 50

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Hours in Category 2: 22

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

The basic structure of medical terms

Directional (anatomical) terms, the body as a whole

Prefixes used in medical terminology

Suffixes used in medical terminology

*All topics include: medical abbreviations, spelling, pronunciation, pathology, and diagnostic tests and procedures related to each body system

Digestive system

Urinary system

Female reproductive system

Male reproductive system

Musculoskeletal system

Cardiovascular system

Respiratory system

Nervous system

Sensory systems (eyes & ears)

Lymphatic and immune systems

Skin system

Endocrine system

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Required Textbook: The Language of Medicine, 12th Edition, by Davi-Ellen Chabner, ISBN: 9780323551472

Computer/online resources: drug references, biology/anatomy references, medical/health resources)

Optional: medical dictionary

Rationale and Consultations

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 1:51 pm

Viewing: **MEDC 1142 : MT for MOA 2**

Last edit: 10/11/23 4:03 pm

Changes proposed by: drabadzija

Programs
referencing this
course

[67: Medical Office Assistant Certificate](#)

Course Name:

Medical Terminology for Medical Office Assistant 2

Effective Date: September 2024

School/Centre: Hospitality, Food Studies & Applied Business

Department: Medical Office Assistant 15/16 (4602)

Contact(s)

In Workflow

1. **4602 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 1:55 pm
Julia Slade (jslade):
Approved for 4602
Leader
2. 10/06/23 10:29 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 2:07 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course
Name:

MT for MOA 2

Subject Code:

MEDC - Medical Office Careers

Course Number

1142

Year of Study

1st Year Post-secondary

Credits:

4.0

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course further introduces students to medical terminology (word structure, spelling, abbreviations, and pronunciation). Students will study the body as a whole, learn the anatomy and physiology of body systems, as well as common pathological conditions, diagnostic tests, and procedures relevant to those systems and homeostasis.

Course Pre-Requisites (if applicable):

MEDC 1141.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Student must achieve a grade of at least 70% on the challenge examination.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Identify the components of a medical term and terminology construction and deconstruction
CLO #2	Identify organ systems and describe how these systems function to maintain homeostasis in the body
CLO #3	Correctly spell and pronounce medical terms related to organs and systems
CLO #4	Interpret medical abbreviations for diagnostic tests and procedures
CLO #5	Describe pathology and disorders related to organs and systems and the diagnostic tests, procedures, and treatments related to those disorders
CLO #6	Describe commonly encountered mental health issues and the clinical screening tools used in their diagnosis
CLO #7	Explain the basic stages of drug action within the body, from ingestion/administration to excretion

Upon successful completion of this course, students will be able to:

CLO #8	Identify drug categories and their purposes, and name specific examples of medications in each category
--------	---

Instructional

Strategies:

Lectures, group work, presentations.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C+

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	25	
Quizzes/Tests	10	2 quizzes at 5% each
Quizzes/Tests	20	8 spelling tests @ 2.5% each
Assignments	20	2 assignments @ 10% each -brochure on a medical/health topic -presentation on a medical/health topic (in pairs or groups)
Final Exam	25	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 72

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Tutorial

Hours in Category 1: 50

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Hours in Category 2: 22

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

The basic structure of medical terms

*All topics include: medical abbreviations, spelling, pronunciation, pathology, and diagnostic tests and procedures related to each body system

Digestive system

Urinary system

Female reproductive system

Male reproductive system

Musculoskeletal system

Cardiovascular system

Respiratory system

Nervous system

Sensory systems (eyes & ears)

Lymphatic and immune systems

Skin system

Endocrine system

Psychiatry (mental health disorders commonly encountered in the clinical setting)

Basic pharmacology

Required Textbook: The Language of Medicine, 12th Edition, by Davi-Ellen Chabner, ISBN: 9780323551472

Computer/online resources: drug references, biology/anatomy references, medical/health resources)

Optional: medical dictionary

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Medical Office Assistant Certificate

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer

Comments

Badge Information

NOT REQUIRED FOR GOVERNANCE APPROVAL.

For use when a Badge is offered for this course. If you have any questions, contact the Registrar's Office.

Is a Badge being offered for this course? No

Badge Effective

Date

Badge Name

Badge Description

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 1:51 pm

Viewing: **MEDC 1151 : Speed & Accuracy for MOA**

Last edit: 10/20/23 1:38 pm

Changes proposed by: drabadzija

Programs
referencing this
course

[67: Medical Office Assistant Certificate](#)

Course Name:

Medical Speed & Accuracy for Medical Office Assistant 1

Effective Date: September 2024

School/Centre: Hospitality, Food Studies & Applied Business

Department: Medical Office Assistant 15/16 (4602)

Contact(s)

In Workflow

1. **4602 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 1:56 pm
Julia Slade (jslade):
Approved for 4602
Leader
2. 10/06/23 10:31 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 2:07 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	604-871-7000/8525

Banner Course Name: Speed & Accuracy for MOA

Subject Code: MEDC - Medical Office Careers

Course Number: 1151

Year of Study: 1st Year Post-secondary

Credits: 1.5

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces students to the touch-typing method of keyboarding. Students develop keyboarding speed and accuracy by completing assigned keyboarding lessons, and by doing 1, 3, and 5-minute timing tests. Students apply protective ergonomics and good body mechanics to avoid injury or eye strain during keyboarding.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Successfully complete a keyboarding challenge exam - 40 gross words per minute with 98% accuracy, with five errors or fewer.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Demonstrate a minimum keyboarding speed of 40 gross words per minute on a 5-minute timing test with 98% accuracy.
CLO #2	Apply ergonomic principles and protective body mechanics to avoid injury and eye strain.
CLO #3	Apply correct finger placement using the touch-typing method when keyboarding.
CLO #4	Identify areas for improvement of speed or accuracy in keyboarding.

Instructional

Strategies:

Lecture, Lab work and keyboarding practice.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C+

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25	Completion of assigned typing lessons
Quizzes/Tests	25	5-minute timing tests
Quizzes/Tests	25	3-minute timing tests
Quizzes/Tests	25	1-minute timing tests
Other		Possible Bonus points for exceptional speed or accuracy on a 5-minute timing test

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 35

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Hours in Category 1: 5

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Hours in Category 2: 30

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to the QWERTY keyboard

Finger placement for touch-typing (home keys and correct finger movements)

Avoiding injury: stretches and exercises to prevent injury and eye strain

Avoiding injury: ergonomics and body mechanics for keyboarding

Building speed and accuracy in keyboarding

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

computer lab, online resource

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Medical Terminology for MOA

Provide a rationale
for this proposal:

Are there any

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 1:52 pm

Viewing: **MEDC 1160 : E-Communications for MOA**

Last edit: 10/10/23 10:58 am

Changes proposed by: drabadzija

Programs
referencing this
course

[67: Medical Office Assistant Certificate](#)

Course Name:

Electronic Communications for Medical Office Assistants

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Medical Office Assistant 15/16 (4602)

Contact(s)

In Workflow

1. **4602 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 1:56 pm
Julia Slade (jslade):
Approved for 4602
Leader
2. 10/06/23 10:37 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 2:07 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course

E-Communications for MOA

Name:

Subject Code:

MEDC - Medical Office Careers

Course Number

1160

Year of Study

1st Year Post-secondary

Credits:

1.5

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces students to various computer applications, such as email, word processing, spreadsheets, and presentation software. Secure documentation management processes are taught in relation to health care records and documentation.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Draft, send and receive business emails
CLO #2	Create and edit office documents using word processing software
CLO #3	Create and edit spreadsheets to manage office activities
CLO #4	Use presentation software to create presentations
CLO #5	Use secure document management processes

Instructional

Strategies:

Lecture, lab, demonstrations

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Three quizzes @ 10% each
Assignments	40	Four assignments @ 10% each:
Assignments	15	Secure document management
Assignments	10	Shortcut keys
Reflection	5	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Seminar

Hours in Category 1: 12

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Hours in Category 2: 38

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Email system
 Word processing
 Spreadsheets
 Presentation software
 Secure management of medical documents

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Required textbook: Guidelines for Microsoft 365, 2023 edition, Author: Nordell, Publisher: McGraw Hill,
 ISBN: 9781264805259
 computer lab
 online workbook

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Medical Office Assistant Certificate

Provide a rationale
 for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Course Change Request

Date Submitted: 10/05/23 2:02 pm

Viewing: **MEDC 1236 : ~~Med~~ Speed & Accuracy for MOA 2**

Last approved: 06/07/22 5:41 am

Last edit: 10/20/23 1:38 pm

Changes proposed by: drabadzija

Programs
referencing this
course

[67: Medical Office Assistant Certificate](#)

Course Name:

Medical ~~Med~~ Speed & Accuracy for Medical Office Assistant ~~MOA~~ 2

Effective Date: September 2024

School/Centre: Hospitality, Food Studies & Applied Business

Is this a non-credit course?

Department: Medical Office Assistant 15/16 (4602)

Contact(s)

In Workflow

1. **4602 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 2:03 pm
Julia Slade (jslade):
Approved for 4602
Leader
2. 10/06/23 10:32 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 2:07 pm
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee

History

1. Jun 7, 2022 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	=

Banner Course **Med** Speed & Accuracy for MOA 2
Name:

Subject Code: MEDC - Medical Office Careers
 Course Number 1236
 Year of Study 1st Year Post-secondary
 Credits: 2

Bridge College Code VO
 Bridge Billing Hours 0-2
 Bridge Course Level 01

Course Description:

This course gives students the opportunity to further develop their keyboarding skills. Students develop keyboarding speed and accuracy by completing assigned keyboarding lessons, ~~means of selected timed writings~~ and by doing 1, 3, and 5-minute timing tests. ~~drills on a computer~~. Students apply protective ergonomics and good body mechanics to avoid injury or eye strain during keyboarding. ~~Students identify areas for improvement and develop corrective practices.~~ This course is part of the full-time Medical Office Assistant Program

Course Pre-Requisites (if applicable):

MEDC 1151.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Successfully complete a keyboarding challenge exam speed test - 50 gross words per minute ~~on a five minute test~~ with 98% accuracy, with five errors ~~five or fewer, less errors~~.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Demonstrate a minimum keyboarding speed of <u>at least</u> 50 gross words per minute on a 5-minute test with <u>98% accuracy, averaged over 4 five-minute, timings</u> 5 errors or less
<u>CLO #2</u>	<u>Apply correct posture and ergonomic setup when keyboarding</u>

Upon successful completion of this course, students will be able to:

CLO #3 Keyboard using the correct touch-typing technique

Instructional

Strategies:

Instructional activities include classroom and lab activities, discussions and demonstrations

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:

C+

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	<u>Completion of assigned typing lessons</u> Five-Minute Timings
<u>Assignments</u> Quizzes/Tests	25	<u>Five-Minute Timings</u> Skill-Development Paragraphs
Quizzes/Tests	25	<u>Three-Minute Timings</u> Honour Rolls
Quizzes/Tests	25	<u>One-minute Timings</u> Speed & Accuracy Studies
<u>Other</u>		<u>Possible Bonus points for exceptional speed or accuracy on a 5-minute timing test</u>

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Hours in Category 2: 50

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Injury Prevention: Ergonomics and Body Mechanics for Keyboarding ~~Five-Minute Timings~~

~~Skill Development Paragraphs~~

Home Keys and The Touch-Typing Technique ~~Honour Roll Timings~~

~~Accuracy & Speed Study Drills~~

Building speed and accuracy in keyboarding

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Computers, Keyboarding Software

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Course Change Request

Date Submitted: 11/08/23 12:38 pm

Viewing: **MEDC 1250 : Medical Documentation**

Last approved: 06/07/22 5:41 am

Last edit: 11/08/23 12:38 pm

Changes proposed by: drabadzija

Programs
referencing this
course

[67: Medical Office Assistant Certificate](#)

Course Name:

Medical Documentation

Effective Date: September 2024

School/Centre: Hospitality, Food Studies & Applied Business

Department: Medical Office Assistant 15/16 (4602)

Contact(s)

In Workflow

1. **4602 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 11/08/23 12:39 pm
Darija Rabadzija
(drabadzija):
Approved for 4602
Leader
2. 11/08/23 12:39 pm
Darija Rabadzija
(drabadzija):
Approved for SHP
Dean
3. 11/08/23 12:39 pm
Darija Rabadzija
(drabadzija):
Approved for
Curriculum
Committee

History

1. Jun 7, 2022 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course Name: Medical Documentation

Subject Code: MEDC - Medical Office Careers

Course Number: 1250

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: VO

Bridge Billing Hours: 0-2

Bridge Course Level: 01

Course Description:

This foundational course introduces the basics of technical writing and the purpose, content, ~~content~~ and format of medical reports and their style guidelines. Students practice proofreading and editing to produce professional-quality documents using word processing software. Medical transcription techniques, software, Transcription technique and equipment ~~is introduced, and proofreading and editing skills~~ are introduced. ~~applied. This course is part of the full-time Medical Office Assistant Program~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Prepare professional written communications for clients and members of the medical and health professional team
CLO #2	Apply proofreading and editing skills

Upon successful completion of this course, students will be able to:

CLO <u>#3</u> #4	Type and transcribe medical correspondence utilizing industry guidelines, and correct spelling and grammar
CLO <u>#4</u> #3	Type and transcribe medical correspondence utilizing proficient keyboarding speed and accuracy

Instructional

Strategies:

Lectures, lab, group work and student presentations

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C+

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	5	<u>Proofreading/editing and grammar exercises</u> Proofreading/editing
Quizzes/Tests	20	<u>Two proofreading</u> Proofreading and editing of 2 quizzes at 10% each
Assignments	30	Transcription of 3 reports at 10% each
Exam	40	2 transcription exams at 20% each
other	5	Completion of assigned reports by specific deadline

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

[Lecture](#)

[Online](#)

Hours in Category 1: 25

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

[Lab](#)

[Rehearsal](#)

Hours in Category 2: 25

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Punctuation and grammar

Proofreading and editing

[Formatting styles for memos, business letters, and other medical correspondence](#)

Formatting styles for medical reports

Transcription equipment and technique

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

[Computer lab, transcription software](#)

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Course Change Request

Date Submitted: 10/05/23 1:53 pm

Viewing: **MEDC 1259 : Clinical Procedures**

Last approved: 06/07/22 5:41 am

Last edit: 10/10/23 11:00 am

Changes proposed by: drabadzija

Programs
referencing this
course

[67: Medical Office Assistant Certificate](#)

Course Name:
Clinical Procedures

Effective Date: September 2024

School/Centre: Hospitality, Food Studies & Applied Business

Department: Medical Office Assistant 15/16 (4602)

Contact(s)

In Workflow

1. **4602 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 1:56 pm
Julia Slade (jslade):
Approved for 4602
Leader
2. 10/06/23 10:38 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 2:07 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Jun 7, 2022 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	

Banner Course Clinical Procedures
Name:

Subject Code: MEDC - Medical Office Careers
 Course Number 1259
 Year of Study 1st Year Post-secondary
 Credits: 2

Bridge College Code VO
 Bridge Billing Hours 2
 Bridge Course Level 01

Course Description:

In this course, students learn to collaborate with the medical team to apply and implement “Chronic Disease Management” protocols. Students learn medical asepsis, sterilization techniques and the importance of preventing cross-contamination in healthcare environments. Students take and and document ~~chart~~ vital signs, collect specimens, test visual acuity, and ~~and~~ prepare the required equipment for specialty examinations and ~~and~~ minor surgical procedures.

This course is part of the full-time Medical Office Assistant Program.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	<u>Assist physicians with clinical procedures within the role of the Medical Office Assistant</u> Assist physicians by performing clinical procedures within the MOA scope of practice, including taking and charting vital signs, collecting specimens, testing visual acuity, and preparing the required equipment for specialty examinations and minor surgical procedures

Upon successful completion of this course, students will be able to:

CLO #2	<u>Collaborate</u> Apply and collaborate with the medical team to implement "Chronic Disease Management" protocols
CLO #3	Interpret and apply WHMIS standards
<u>CLO #4</u>	<u>Complete documentation for tests, procedures, required forms and medical requisitions</u>

Instructional

Strategies:

Lectures, lab, demonstrations and group work

Evaluation and Grading

Grading System: Letter Grade (A-F)
C+

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	15	Infection Control and Prevention
Lab Work	<u>25</u> 35	5 lab competency assignments at 5% each and 1 final assignment at 10%
Project	<u>20</u> 15	Disease paper and presentation (group)
Quizzes/Tests	10	WHMIS
Exam	25	<u>Final exam</u> Multiple Choice
<u>Participation</u>	<u>5</u>	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

[Lecture](#)

[Seminar](#)

Hours in Category 1: 20

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

[Lab](#)

Hours in Category 2: 30

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Medical records and charting

Medical asepsis and hand washing technique

Sanitization, sterilization and disinfection

WHMIS Standards

Vital sign assessment

Physical exam

Urinalysis

Gynecological exam and prenatal care

Minor office surgery

[Medical Office Documentation](#)

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

[clinical equipment: BP cuffs, thermometers, Snellen charts, Chemstix UA strips](#)

Rationale and Consultations

Course Change Request

Date Submitted: 10/05/23 1:53 pm

Viewing: **MEDC 1260 : MOA Practicum**

Last approved: 06/07/22 5:41 am

Last edit: 10/23/23 12:27 pm

Changes proposed by: drabadzija

Programs
referencing this
course

[67: Medical Office Assistant Certificate](#)

Course Name:

[Medical Office Assistant Practicum](#) Practicum

Effective Date: September 2024

School/Centre: Hospitality, Food Studies & Applied Business

Is this a non-credit course?

Department: Medical Office Assistant 15/16 (4602)

Contact(s)

In Workflow

1. **4602 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 1:57 pm
Julia Slade (jslade):
Approved for 4602
Leader
2. 10/06/23 10:40 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 2:07 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

History

1. Jun 7, 2022 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course [MOA](#) Practicum
Name:

Subject Code: MEDC - Medical Office Careers
 Course Number 1260
 Year of Study 1st Year Post-secondary
 Credits: 3

Bridge College Code VO
 Bridge Billing Hours 3
 Bridge Course Level 01

Course Description:

The course provides students with the opportunity to demonstrate ~~apply and advance the~~ skills learned in the classroom and lab in a medical office or clinic practicum setting. ~~This course is part of the full-time Medical Office Assistant Program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Communicate professionally with clients and members of the medical and health professional team
CLO #2	Work safely in a healthcare environment
CLO #3	Practice in a professional and ethical manner <u>utilizing cultural safety and humility practices.</u>
CLO #4	Use problem-solving, critical thinking, decision-making and information literacy skills in practice
CLO #5	Practice effective quality management in healthcare environments
CLO #6	Manage patient records and perform medical billing procedures

Upon successful completion of this course, students will be able to:

CLO #7	Assist the physician by performing clinical procedures within MOA scope of practice
CLO #8	Collaborate with the medical team to implement and apply "Chronic Disease Management" protocols
CLO #9	Use medical and business computer applications related to word processing, data management, and electronic communication
CLO #10	Accurately transcribe medical correspondence utilizing keyboarding skills at a speed required by current employment standards

Instructional

Strategies:

Instructional strategies include mentoring, hands-on practice, guided participation and reflective practice

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<u>Other Practicum</u>	100	<u>Student self-reflection, practicum Practicum</u> host <u>feedback, provides feedback</u> and instructor <u>evaluation of evaluates</u> student performance <u>based on rubric</u>

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 90 ~~75~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Practicum

Hours in Category 3: 90 ~~75~~

Course Topics

Course Topics:

Consolidation of skills and knowledge N/A

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Medical Office Assistant Certificate

Provide a rationale
for this proposal:

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 1:52 pm

Viewing: **MEDC 1270 : Medical Billing for MOA**

Last edit: 10/10/23 11:01 am

Changes proposed by: drabadzija

Programs
referencing this
course

[67: Medical Office Assistant Certificate](#)

Course Name:

Medical Billing for Medical Office Assistant

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Is this a non-credit course?

Department:

Medical Office Assistant 15/16 (4602)

Contact(s)

In Workflow

1. **4602 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 1:57 pm
Julia Slade (jslade):
Approved for 4602
Leader
2. 10/06/23 10:39 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 2:07 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course
Name:

Medical Billing for MOA

Subject Code:

MEDC - Medical Office Careers

Course Number

1270

Year of Study

1st Year Post-secondary

Credits:

1.5

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students learn the theory and practice of medical billing through the Medical Services Plan (MSP). Students are introduced to MSP fee codes, and ICD-9 diagnostic codes, and apply this knowledge to billing using electronic medical record (EMR) software. Attention is given to WorkSafe BC and ICBC billing procedures as well as out-of-province and private billing. Students learn the procedure and protocols for physician referrals and specialist billing.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Interpret and explain fee and diagnostic codes
CLO #2	Identify and make use of reliable sources for fee code and diagnostic code information
CLO #3	Use the Doctors of BC preamble to appropriately bill patient care
CLO #4	Set up, enter, and edit patient records
CLO #5	Book patient appointments, create a day sheet from scheduler, and apply the correct fee and diagnostic codes to each appointment
CLO #6	Work in an Electronic Medical Record (EMR) software program to process MSP claims and private-pay billing
CLO #7	Complete the forms required to submit insurance claims to WorksafeBC and ICBC

Instructional

Strategies:

Lecture, software simulations, guest speaker

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C+

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	10	Research
Assignments	30	Six lab competency assignments @ 5% each
Quizzes/Tests	20	Two quizzes @ 10% each
Final Exam	20	Written/Theory
Final Exam	20	Computer/Practical

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 35

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Hours in Category 1: 15

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Simulation

Hours in Category 2: 20

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Medical Services Plan of BC (review)

Fee codes for MSP (patient age categories, appointment types)

Diagnostic codes used in medical billing (ICD-9)

MSP billing and remittance schedule, deadlines for submission and resubmission of claims

Coding for WorkSafeBC and ICBC claims

Electronic appointment scheduling and billing

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

EMR software, e.g., ACCURO

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Medical Office Assistant Certificate

Provide a rationale
for this proposal:



DECISION NOTE

PREPARED FOR: Education Council

DATE: November 14, 2023

ISSUE: Renewed Legal Administrative Assistant Certificate program

BACKGROUND:

The Legal Administrative Assistant program renewal was completed in March 2023. The program was significantly revised based on recommendations from renewal, including feedback from employers, current students and former students. Two points drove many of the changes:

- Students were feeling overwhelmed by the intensity of the program. The previous version was 5 months long; this renewed version has extended the program to 6 months. That is still shorter than other similar programs, but the department hopes it provides the time for students to fully develop their knowledge and skills.
- Similarly, and again due to the intensity of the program, students were feeling unprepared when they went to their practicum placements at the end of the program. This feedback was echoed by both employers and students. The department has added a practicum readiness course that will allow students to refresh and prepare adequately for the practicum experience.

Overall, the program has added 7.5 credits and 4 weeks to the program.

DISCUSSION:

Julia Slade, Department Head of Applied Business, presented the proposal. Committee members were impressed with the curriculum and had only a few comments:

- In discussion with International Education, it was confirmed that international students would be eligible for this program. As it is only 6 months long, the second term would not be full-time, but international students do not need to be full-time students in the last term of a program.
- The program content guide highlighted the need for high English fluency in the Admission Requirements, given the demand for precise communication in the legal field. This statement was moved to the Recommended Characteristics section, as there is already an English proficiency admission requirement.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Legal Administrative Assistant Certificate program, 1 revised course outline, and 9 new course outlines, and recommend the Board of Governors approve the implementation of this significantly revised program.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: October 18, 2023

Program Change Request

Date Submitted: 10/05/23 10:18 am

Viewing: **Legal Administrative Assistant Certificate**
(Full Time)

Last approved: 04/27/23 3:57 pm

Last edit: 10/23/23 1:21 pm

Changes proposed by: jslade

Catalog Pages Using
this Program

[Legal Administrative Assistant Certificate \(Full Time\)](#)

Program Name:

Legal Administrative Assistant Certificate **(Full Time)**

Credential Level: Certificate

Effective Date: September 2024 ~~February 2018~~

Effective Catalog Edition: 2023-2024 Academic Calendar

School/Centre: Hospitality, Food Studies & Applied Business

Department: Legal Administrative Assistant (4601)

Contact(s)

In Workflow

1. **4601 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**

Approval Path

1. 08/31/23 11:00 am
Nicole Degagne (ndegagne):
Rollback to Initiator
2. 10/03/23 11:47 am
Darija Rabadzija (drabadzija):
Rollback to Initiator
3. 10/05/23 10:26 am
Julia Slade (jslade):
Approved for 4601 Leader
4. 10/06/23 9:38 am
Dennis Innes (dinnes): Approved for SHP Dean
5. 11/07/23 2:13 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Dec 20, 2017 by clmig-jwehrheim
2. May 14, 2018 by cdeans

3. Jan 31, 2019 by
Nicole Degagne
(ndegagne)
4. Jun 26, 2019 by
Nicole Degagne
(ndegagne)
5. Aug 21, 2019 by
Nicole Degagne
(ndegagne)
6. Apr 27, 2023 by
Darija Rabadzija
(drabadzija)
7. Apr 27, 2023 by
Darija Rabadzija
(drabadzija)

Name	E-mail	Phone/Ext.
Julia Slade -	jslade@vcc.ca -	8525 -

Program Content Guide

Purpose

~~This specialist program is intended for graduates of the Administrative Assistant Program, as well as experienced administrative assistants wishing to work in the legal field.~~ This specialist program is intended for learners seeking ~~Graduates may find employment in a~~ career in the variety of positions, as a junior legal field. Graduates will be eligible for junior ~~administrative assistant or a~~ legal positions ~~office support employee~~ in a variety of settings such as: ~~the following organizations:~~ law firms, offices of notaries public, legal departments of large corporations, real estate companies, insurance companies, financial organizations, court registry, court services ~~organizations~~ and other government departments.

~~Successful completion of the Vancouver Community College Administrative Assistant Program or equivalent program completed in the English language; OR Minimum of one year’s administrative assistant experience using MS Word, as demonstrated by the applicant’s resume (with confirmation from an employer, if requested), and the following: A tested keyboarding speed of 50 gross words per minute on a 5-minute test with a maximum of 5 errors~~ Grade 12

graduation, completion or equivalent

English Language Proficiency as demonstrated by one of the following: at an English 12 level

English 12 with a minimum ‘C’ grade, or equivalent

or ~~OR~~

English Language Proficiency at an English 12 ‘C’ level

Proficiency in Microsoft Word as demonstrated by one of the following:

Completion of the Administrative Professional Certificate program, or equivalent

Completion of an introductory computer course in MS Word, or equivalent experience

Evidence Minimum of a minimum one year of year’s administrative assistant experience (including using MS Word, as demonstrated by the use of MS Word)

applicant’s resume (with confirmation from an employer, if requested), and the following: A A tested keyboarding speed of a minimum of 50 gross words per minute on a a 5-minute test with a a maximum of 5 errors

~~English Language Proficiency at an English 12 level~~

Prior Learning Assessment & Recognition (PLAR)

Prior learning assessment and recognition is not available for this program.

Program Duration & Maximum Time for Completion

The Legal Administrative Assistant Program is 25 weeks of full-time study. ~~This program is five months (21 weeks) in length.~~ Students must complete the certificate this program within three years.

Program Learning

Outcomes

Upon successful completion of this program, graduates will be able to:	
PLO #1	Create, edit, print, store and retrieve legal documents and correspondence
PLO #2	Perform legal administrative assistant duties and procedures in the areas of corporate law, conveyancing, litigation, family law, and wills and estates
PLO #3	Apply time management principles and set priorities
PLO #4	Analyze and solve problems independently and collaboratively
PLO #5	Communicate effectively and <u>maintain</u> respect confidentiality

Upon successful completion of this program, graduates will be able to:

PLO #6

Perform keyboarding, proofreading and transcription skills accurately and effectively ~~Keyboard quickly and accurately, proofread effectively, and transcribe from audio dictation~~

Upon successful completion of this program, graduates will be able to:

<u>PLO #7</u>	<u>Demonstrate effective job search techniques to meet career goals</u>
<u>PLO #8</u>	<u>Acquire skills and knowledge of legal office procedures, legal terminology, court systems, legal record-keeping, and the process of billing clients</u>

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

The Legal Administrative Assistant Program is offered as on a full-time blended basis with 24 hours' class time per week over 4-1/2 months, and a two-week practicum, totaling 5 months. Attendance is mandatory: three or online delivery more absences may result in withdrawal from the program. This intensive This is an intensive certificate program has with the main emphasis on practical skills training including keyboarding and document production, transcription. Students will work individually and in groups. When appropriate, theory is presented in lectures, videos, and demonstrations. Both Both practical and theoretical knowledge may be supported with field trips to Law Courts and guest presenters. to law offices.

There is a two-week practicum at the end of the program. The last two weeks of Department places students temporarily in law firms or law-related offices as an introduction to the program are comprised of legal office environment and to allow students the practicum component which provides students with opportunities to opportunity to apply skills learned in the program and engage in work integrated learning in a legal environment. program:

The student must successfully complete all the other legal courses, in order to go on practicum. A Program Advisory Committee meets periodically to monitor training needs and requirements of the industry:

Evaluation of Student Learning

Students are evaluated through theory and practical examinations, assessment of assignments and performance in a practical environment. Students must receive a minimum program grade point average of 'C+' (2.33) to successfully graduate, and a minimum grade point average of 'C+' (2.33) in each course to advance into subsequent courses in the program.

In this fast paced and compact program, active participation, punctuality and regular attendance are strongly advised. Engaging in class discussions, collaborative activities, and interacting with peers and instructors will greatly enhance understanding, mastery of the subject matter and successful completion of the program.

Due to the heavy emphasis on communication and the consequences of error, strong English fluency skills are strongly recommended.

Ability to accept responsibility, ~~responsibility and~~ to plan and reason logically, and to prioritize effectively ~~logically~~

Ability to follow instructions and work under pressure

Good organizational skills

Adaptability to change

Ability to work cooperatively with others

Competency in business arithmetic

Courses

OADM 1450	Office Procedures for Legal Assistants	3
OADM 1452	Corporate Law	3
OADM 1451	Conveyancing for Legal Administrative Assistants	4
OADM 1454	Civil Litigation	4
OADM 1453	Family Law	2
OADM 1455	Wills and Estates	2
OADM 1460	Speed and Accuracy Development	1
OADM 1456	Legal Administrative Assistant Practicum	2
Total Credits		0
<u>OADM 1140</u>	<u>Computer Applications for Legal Administrative Assistants</u>	<u>2.5</u>
<u>OADM 1150</u>	<u>Office Procedures for Legal Administrative Assistants</u>	<u>3.5</u>
<u>OADM 1160</u>	<u>Corporate Law for Legal Administrative Assistants</u>	<u>3.5</u>
<u>OADM 1170</u>	<u>Conveyancing for Legal Administrative Assistants</u>	<u>4.5</u>
<u>OADM 1180</u>	<u>Career Development</u>	<u>1.0</u>
<u>OADM 1190</u>	<u>Civil Litigation for Legal Administrative Assistants</u>	<u>3.5</u>
<u>OADM 1250</u>	<u>Family Law for Legal Administrative Assistants</u>	<u>3.5</u>
<u>OADM 1260</u>	<u>Wills and Probates for Legal Administrative Assistants</u>	<u>3.5</u>
<u>OADM 1270</u>	<u>Practicum Readiness</u>	<u>1.0</u>
<u>OADM 1456</u>	<u>Legal Administrative Assistant Practicum</u>	<u>2</u>
Total Credits		28.5

This guide is intended as a general guideline only. The College reserves the right to make changes as appropriate.

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60		1.67
D	51-55	Minimum Pass	1.00
F	0-50	Failing Grade	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

The course grade points shall be calculated as the product of the course credit value and the grade value.

The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Rationale and Consultations

Provide a rationale for this proposal.

This proposal for curriculum changes and updates is directly related to the Program Renewal Recommendations, completed in March 2023.

Are there any expected costs to this proposal.

Increase in tuition related to increased credits.

Consultations

Consultated Area	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	J. Gilbert and IA for CD on multiple occasions.
Registrar's Office	D. Cunningham-Hall multiple times re: course names/credits/numbers
Assessment Centre	re: typing assessment for entrance requirements
Faculty/Department	Yes on a regular basis through renewal and CD.
PAC/CEG	PAC consulted multiple times
Other Department(s)	Administrative Professional program and instructors

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

These fields are NOT required for governance approval. The wording in these fields is written by Marketing for a specific purpose and must be consistent with all other College publications. If changes are needed, contact webmaster@vcc.ca.

This program is for: Domestic
 International

Marketing Description

Acquire the skills and knowledge to work with legal documents relating to corporate law, conveyancing, litigation, family law, wills, and estates.

What you will learn

Creation, editing, storage, and filing of legal documents and correspondence

Legal administrative procedures in the areas of corporate law, conveyancing, litigation, family law, and wills and estates

Time management and priority setting

Keyboarding, proofreading, and audio transcription

Independent and collaborative problem solving

Effective communication

Confidentiality

What to expect

24 hours of class per week over 5 1/2 months, followed by a 2 week practicum ~~19 weeks~~

Skills training in keyboarding and transcription

Individual and group work

Lectures and videos

Legal software demonstrations

Field trips to Law Courts and law offices

Theory and practical exams and assignments

Guest Speakers from diverse areas of legal industry

~~Two-week practicum~~

Reviewer

Comments

Nicole Degagne (ndegagne) (08/31/23 11:00 am): Rollback: further edits required

Darija Rabadzija (drabadzija) (10/03/23 11:47 am): Rollback: rollback for more edits

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 11:33 am

Viewing: **OADM 1140 : Computer Applications for LAA**

Last edit: 10/05/23 11:33 am

Changes proposed by: jslade

Programs
referencing this
course

[61: Legal Administrative Assistant Certificate](#)

Course Name:

Computer Applications for Legal Administrative Assistants

Effective Date: September 2024

School/Centre: Hospitality, Food Studies & Applied Business

Department: Legal Administrative Assistant (4601)

Contact(s)

In Workflow

1. **4601 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 11:34 am
Julia Slade (jslade):
Approved for 4601
Leader
2. 10/06/23 9:41 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 1:35 pm
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course Name: Computer Applications for LAA

Subject Code: OADM - Office Administration

Course Number: 1140

Year of Study: 1st Year Post-secondary

Credits: 2.5

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides the student with skills to create properly formatted legal correspondence and legal instruments using Microsoft Word; effective file management; invoicing using Microsoft Word or Accounting software; and time management using Microsoft Outlook.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Create properly formatted legal correspondence and legal instruments.
CLO #2	Use proper file management systems to be able to quickly and efficiently save and retrieve documents.
CLO #3	Use Microsoft Outlook to organize emails, create appointments, and maintain an electronic task management system.
CLO #4	Prepare accurate statement of account.

Instructional

Strategies:

This course is a "hands-on" computer course. The students will build on their existing Microsoft Word, keyboarding, and transcription skills with an emphasis on practical skills training. Students will work in a

computer lab. Instruction is presented in lectures, videos, and demonstrations. Guest presenters may include past students, Applied Business department head and the VCC Learning Center.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C+

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	MS Work formatting and typist lessons.
Other	10	Machine Transcription
Assignments	25	Time and file management assignments.
Quizzes/Tests	15	Timed typing test
Assignments	20	Accounting Assignment

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 48

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online
Seminar

Hours in Category 1: 16

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Simulation

Hours in Category 2: 32

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Getting started with Moodle, Typing Software, Microsoft 365, Machine Transcription and, if applicable, Accounting Software

Formatting Letters, Memos, Agreements and Styles of Cause

Conducting Conflict Searches, File Opening & Preparing Statement of Accounts

Using Microsoft Outlook in a legal office – calendars, and tasks

Combing multiple documents into one file and converting Microsoft Word files to Adobe

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Legal Administrative Assistant Certificate

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Badge Information

NOT REQUIRED FOR GOVERNANCE APPROVAL.

For use when a Badge is offered for this course. If you have any questions, contact the Registrar's Office.

Is a Badge being offered for this course?

Badge Effective
Date

Badge Name

Badge Description

Badge Earning
Criteria

Badge Skills

Marketing Information

FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.

This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact webmaster@vcc.ca.

Make Available on Website:

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 11:41 am

Viewing: **OADM 1150 : Office Procedures for LAA**

Last edit: 10/10/23 10:15 am

Changes proposed by: jslade

Programs
referencing this
course

[61: Legal Administrative Assistant Certificate](#)

Course Name:

Office Procedures for Legal Administrative Assistants

Effective Date: September 2024

School/Centre: Hospitality, Food Studies & Applied Business

Is this a non-credit course?

Department: Legal Administrative Assistant (4601)

Contact(s)

In Workflow

1. **4601 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 11:41 am
Julia Slade (jslade):
Approved for 4601
Leader
2. 10/06/23 9:43 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 1:35 pm
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course Name: Office Procedures for LAA

Subject Code: OADM - Office Administration

Course Number: 1150

Year of Study: 1st Year Post-secondary

Credits: 3.5

Bridge College Code VO

Bridge Billing Hours 3

Bridge Course Level 01

Course Description:

This course introduces students to the skills necessary to be effective in a legal environment. Topics covered include federal and provincial legislative processes and court systems, legal documents, legal correspondence, confidentiality and professional responsibility, fees and billing, legal research and citations of law, vocabulary, and transcription

Course Pre-Requisites (if applicable):

OADM 1140.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Develop and deliver a meaningful land acknowledgement that demonstrates understanding, respect, and appreciation for the Indigenous peoples and their traditional territories.
CLO #2	Communicate effectively, using the language, theory and precedents appropriate to legal offices.
CLO #3	Analyze the personal attributes essential to the success of a competent legal administrative assistant.
CLO #4	Identify the structure of Canada's court systems and the processes of dispute resolution and essential characteristics of each.
CLO #5	Identify the sources of Canadian law.
CLO #6	Analyze and solve legal office procedures problems independently and collaboratively.
CLO #7	Create accurate correspondence and documentation relating to accounts, agreements, affidavits and declarations.

Instructional

Strategies:

This course emphasizes practical skills training, including keyboarding and transcription. Students will work individually and in groups in a computer lab. Theory is presented in lectures, videos, and demonstrations. Both practical and theoretical knowledge may be supported with guest presenters such as VCC Counseling Services, VCC Indigenous Elder.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C+

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	Assignments 5% - Communication Assignments (telephone, letters and email) 25% - Document Production 5% - Reflection 5% - Multipage Letter re: indigenization/decolonization
Other	5	Speed and Accuracy Timed Typing
Quizzes/Tests	30	2 Theory quizzes, each worth 15%
Final Exam	25	Practical exam

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 72

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 29

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Simulation

Hours in Category 2: 43

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Foundations of a meaningful Land Acknowledgement
Introduction to the role of the legal administrative assistant
The legal workplace
The legal system
Statements of account and file closing
The office file management system
Maintaining client files
Fee arrangements and financial procedures
Communication and correspondence with clients
Preparing documents from precedents
Communicating with other law firms
Preparing documents from transcription

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 11:43 am

Viewing: **OADM 1160 : Corporate Law for LAA**

Last edit: 10/10/23 10:16 am

Changes proposed by: jslade

Programs
referencing this
course

[61: Legal Administrative Assistant Certificate](#)

Course Name:

Corporate Law for Legal Administrative Assistants

Effective Date: September 2024

School/Centre: Hospitality, Food Studies & Applied Business

Is this a non-credit course?

Department: Legal Administrative Assistant (4601)

Contact(s)

In Workflow

1. **4601 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 11:44 am
Julia Slade (jslade):
Approved for 4601
Leader
2. 10/06/23 9:44 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 1:35 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course Name: Corporate Law for LAA

Subject Code: OADM - Office Administration

Course Number: 1160

Year of Study: 1st Year Post-secondary

Credits: 3.5

Bridge College Code VO

Bridge Billing Hours 3

Bridge Course Level 01

Course Description:

This course covers different business structures, corporations, incorporation procedures, postincorporation procedures, annual maintenance, and dissolution procedures. Students prepare documents acceptable for electronic filing with the Registrar of Companies and handle files as a corporate legal administrative assistant, including preparation of correspondence, share certificates, and registers. Vocabulary and transcription are included.

Course Pre-Requisites (if applicable):

OADM 1150.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Communicate effectively, using the language, theory and precedents appropriate to corporate law.
CLO #2	Analyze and solve corporate law issues independently and collaboratively.
CLO #3	Identify the types of business structures in British Columbia and the advantages and disadvantages of each.
CLO #4	Create accurate correspondence and documents relating to the requirements and process of incorporation, and maintenance of a partnership and a non-reporting company pursuant to the Business Corporations Act.

Instructional Strategies:

This course emphasizes practical skills training, including keyboarding and transcription. Students will work individually and in groups in a computer lab. Theory is presented in lectures, videos, and demonstrations. Both practical and theoretical knowledge may be supported guest speakers from the legal industry.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C+

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	Communication, document production, reflection, and research projects
Other	5	Timed typing test
Quizzes/Tests	30	2 Theory quizzes
Final Exam	25	Practical examination

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 72

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online
Seminar

Hours in Category 1: 29

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Simulation

Hours in Category 2: 43

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

The business client

The corporate client

Maintaining corporate records and record book

Record keeping - Directors

Annual requirements for companies

Record keeping - Shareholders

Recording decisions using minutes and making mid-year decisions

Incorporating a company - before the application, the application itself, and after the application

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Legal Administrative Assistant Certificate

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 2:04 pm

Viewing: **OADM 1170 : Conveyancing for LAA**

Last edit: 10/10/23 10:17 am

Changes proposed by: drabadzija

Programs
referencing this
course

[61: Legal Administrative Assistant Certificate](#)

Course Name:

Conveyancing for Legal Administrative Assistants

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Legal Administrative Assistant (4601)

Contact(s)

In Workflow

1. **4601 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 2:07 pm
Julia Slade (jslade):
Approved for 4601
Leader
2. 10/06/23 9:46 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 1:35 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course
Name:

Conveyancing for LAA

Subject Code:

OADM - Office Administration

Course Number

1170

Year of Study

1st Year Post-secondary

Credits:

4.5

Bridge College Code VO

Bridge Billing Hours 4

Bridge Course Level 01

Course Description:

This course covers real property transactions and mortgage documents. Students handle conveyancing files, including preparation of statements of adjustments, and documents acceptable for filing at the Land Title Office. Assignments include vocabulary, transcription and preparation of the documents required to complete a residential conveyance. Procedures required to file documents electronically at the Land Title Office are also covered.

Course Pre-Requisites (if applicable):

OADM 1160.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Communicate effectively, using the language, theory and precedents appropriate to real estate law.
CLO #2	Describe Indigenous land title and the Nisga'a Treaty of 2000.
CLO #3	Analyze and solve conveyancing law issues independently and collaboratively.
CLO #4	Accurately identify and calculate the amounts involved to create statements of adjustments, authorities to pay, and statements of account.
CLO #5	Create accurate correspondence and documents relating to real estate transactions.

Instructional

Strategies:

This course emphasizes practical skills training, including keyboarding and transcription. Students will work individually and in groups in a computer lab. Theory is presented in lectures, videos, and demonstrations.

Both practical and theoretical knowledge may be supported with guest presenters from the legal industry.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C+

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	Simulations
Other	15	Project Assignment
Quizzes/Tests	30	2 Theory quizzes, each worth 15%
Final Exam	25	Practical examination

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 96

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 24

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

- Lab
- Simulation

Hours in Category 2: 72

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Understanding land and sale of land

Indigenous land title and the Nisga'a Treaty of 2000

Sales completion model

Information gathering

Completion preparations

Statement of adjustments

Completion

Financed conveyance concepts - purchaser

Financed conveyance procedures - purchaser

Conveyance procedures - seller

Mortgages

New adjustments/acting for two parties

Manufactured homes

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 11:36 am

Viewing: **OADM 1180 : Career Development**

Last edit: 11/08/23 2:07 pm

Changes proposed by: jslade

Programs
referencing this
course

[61: Legal Administrative Assistant Certificate](#)

Course Name:

Career Development

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Legal Administrative Assistant (4601)

Contact(s)

In Workflow

1. **4601 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 11:36 am
Julia Slade (jslade):
Approved for 4601
Leader
2. 10/06/23 9:47 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 2:07 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course

Career Development

Name:

Subject Code:

OADM - Office Administration

Course Number

1180

Year of Study

1st Year Post-secondary

Credits:

1.0

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course covers how to search for and evaluate suitable job postings, examine popular job boards for legal support positions, and understand the role of legal recruiter services and networking. Other topics include relevant provincial employment legislation, employee rights and obligations. Students will learn techniques and strategies for interview preparation, creating resumes and cover letters and how to showcase their skills and abilities in the best possible light.

Course Pre-Requisites (if applicable):

OADM 1170.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe strategies for communicating professional skills with prospective employers.
CLO #2	Analyze compensation packages.
CLO #3	Explain employment rights and obligations.
CLO #4	Demonstrate effective interview skills.
CLO #5	Evaluate job postings for relevance and suitability.
CLO #6	Write a resume and cover letter for distribution.

Instructional

Strategies:

Students will work in a computer lab or online individually and in partners or small groups to role play calling firms and interviewing for legal administrative assistant positions. Instruction is presented in lectures, videos, and demonstrations. Guest presenters may include HR Managers from local firms.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C+

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	45	Employment seeking assignments Reflection assignment
Quizzes/Tests	30	Employer/employee rights Benefits packages
Participation	10	Group discussions
Other	15	Mock interview graded as per rubric

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 24

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 12

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Simulation

Hours in Category 2: 12

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Cover letter and resume writing

Benefits Packages

Job postings analysis

Recruiting services

Employment legislation

Employee rights and obligations

Interview skills and preparation

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Legal Administrative Assistant

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 11:45 am

Viewing: **OADM 1190 : Civic Litigation for LAA**

Last edit: 10/10/23 10:21 am

Changes proposed by: jslade

Programs
referencing this
course

[61: Legal Administrative Assistant Certificate](#)

Course Name:

Civil Litigation for Legal Administrative Assistants

Effective Date: September 2024

School/Centre: Hospitality, Food Studies & Applied Business

Is this a non-credit course?

Department: Legal Administrative Assistant (4601)

Contact(s)

In Workflow

1. **4601 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 1:46 pm
Julia Slade (jslade):
Approved for 4601
Leader
2. 10/06/23 9:50 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 1:35 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course Name: Civic Litigation for LAA

Subject Code: OADM - Office Administration

Course Number: 1190

Year of Study: 1st Year Post-secondary

Credits: 3.5

Bridge College Code VO

Bridge Billing Hours 4

Bridge Course Level 01

Course Description:

This course covers how civil actions proceed in the British Columbia Supreme Court and offers practical experience in the preparation of civil British Columbia Supreme Court documents acceptable for filing in the Court Registry, preparation of correspondence and documents, as well as vocabulary and transcription.

Course Pre-Requisites (if applicable):

OADM 1180.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Communicate effectively, using the language, theory and precedents appropriate to civil litigation
CLO #2	Identify the Canadian courts and the sources of Canadian law
CLO #3	Analyze the concepts of the Canadian legal system and the civil and criminal process
CLO #4	Analyze and solve civil litigation issues independently and collaboratively
CLO #5	Create accurate correspondence and documentation relating to civil actions according to the British Columbia Supreme Court Civil Rules

Instructional

Strategies:

This course emphasizes practical skills training, including keyboarding and transcription. Students will work individually and in groups in a computer lab. Theory is presented in lectures, videos, and demonstrations. Both practical and theoretical knowledge may be supported with field trips to Law Courts and guest presenters including litigators, judges and court registry managers.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C+

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	10	Communication assignment and reflections
Other	30	Simulations
Other	5	Keyboarding
Quizzes/Tests	30	Theory quizzes
Final Exam	25	Practical examination

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 72

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Seminar

Hours in Category 1: 29

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Hours in Category 2: 43

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

The differences between criminal and civil law, the appeal process

Principles behind court procedures, the litigation model, stages of litigation

Preliminary matters, statute of limitations, actions and originating applications

Document formatting, description of parties, the Public Guardian and Trustee, shortened style of proceeding

Commencing the action, Notice of Civil Claim, time limit for service, filing documents, time calculations, service, affidavit of personal service, events following service

Default judgment, costs

Pleadings, Response to Civil Claim, Reply, electronic documents, setting a trial date, Notice of Trial, counterclaims and third parties, Bill of Costs

Disclosure, types of evidence

Settling a defended action, consent orders, consent dismissal order, enforceability of an order

Hearing the dispute, trial scheduling, trial management conferences, witness lists, Trial Record, evidence at trial, Trial Certificate, pre- and post-trial timelines

Collecting on judgments

Asking the Court for help: interlocutory applications, affidavits, applications made with and without notice, consent applications

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 11:45 am

Viewing: **OADM 1250 : Family Law for LAA**

Last edit: 10/17/23 6:51 pm

Changes proposed by: jslade

Programs
referencing this
course

[61: Legal Administrative Assistant Certificate](#)

Course Name:

Family Law for Legal Administrative Assistants

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Legal Administrative Assistant (4601)

Contact(s)

In Workflow

1. **4601 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 1:47 pm
Julia Slade (jslade):
Approved for 4601
Leader
2. 10/06/23 9:52 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 1:35 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course
Name:

Family Law for LAA

Subject Code:

OADM - Office Administration

Course Number

1250

Year of Study

1st Year Post-secondary

Credits:

3.5

Bridge College Code VO

Bridge Billing Hours 2

Bridge Course Level 01

Course Description:

This course covers federal and provincial family legislation, family law agreements, uncontested divorce proceedings, joint divorce proceedings and contested divorce proceedings. Students prepare documents acceptable for filing with the Divorce Registry of the British Columbia Supreme Court. Assignments include preparation of legal correspondence and documents, vocabulary, and transcription. Student build upon skills learned in Legal Office Procedures and Litigation courses.

Course Pre-Requisites (if applicable):

OADM 1190.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Communicate effectively, using the language, theory and precedents appropriate to family law
CLO #2	Identify the provincial and federal statutes that apply to family law
CLO #3	Analyze and solve family law issues independently and collaboratively
CLO #4	Create accurate correspondence and documents for proceedings under the various federal and provincial statutes relating to marriage, adoption, divorce, and separation
CLO #5	Use annotated precedents to complete documents acceptable for filing in the British Columbia Supreme Court
CLO #6	Use a task management system to prioritize and manage tasks

Instructional

Strategies:

This course emphasizes practical skills training, including keyboarding. Students will work individually and in groups in a computer lab. Theory is presented in lectures, videos, and demonstrations. Both practical and theoretical knowledge may be supported with field trips to Law Courts and and guest presenters including litigators, judges and court registry managers.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C+

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	15	Communication assignments Reflection Project
Other	25	Simulations
Other	5	Timed Typing tests
Quizzes/Tests	30	Theory quizzes
Final Exam	25	Practical examination

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 70

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 25

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Simulation

Hours in Category 2: 45

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to Family law

Marriage and marriage related agreement

Ending a marriage or common law relationship

Provincial Court proceedings

Divorce proceedings: Divorce Act requirements, joint divorce, undefended divorce, interlocutory proceedings, defended divorce, conferences and applications

Indigenous families

Parenting after separation

Spousal Support

Division of Property

Interim applications

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 2:08 pm

Viewing: **OADM 1260 : Wills & Probates for LAA**

Last edit: 10/10/23 10:22 am

Changes proposed by: drabadzija

Programs
referencing this
course

[61: Legal Administrative Assistant Certificate](#)

Course Name:

Wills and Probates for Legal Administrative Assistants

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Legal Administrative Assistant (4601)

Contact(s)

In Workflow

1. **4601 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 2:09 pm
Julia Slade (jslade):
Approved for 4601
Leader
2. 10/06/23 9:54 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 1:35 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course
Name:

Wills & Probates for LAA

Subject Code:

OADM - Office Administration

Course Number

1260

Year of Study

1st Year Post-secondary

Credits:

3.5

Bridge College Code VO

Bridge Billing Hours 2

Bridge Course Level 01

Course Description:

This course covers the preparation of wills and codicils, and the documents necessary to apply for grants of Letters Probate and Letters of Administration. Students prepare documents acceptable for filing at the Probate Registry, and for the transmission and distribution of estates; they also prepare correspondence and documents while learning legal vocabulary.

Course Pre-Requisites (if applicable):

OADM 1150.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Communicate effectively, using the language, theory and precedents appropriate to wills and estates
CLO #2	Analyze and solve wills and estates issues independently and collaboratively
CLO #3	Identify the statutes, both provincial and federal, that apply to wills and estates
CLO #4	Understand the differences between probate and administration, and different Acts and procedures that apply to each
CLO #5	Create accurate correspondence and documents for the preparation of wills and codicils, applications for letters probate, letters of administration with and without will annexed, and transmission and transfer of the deceased's assets

Instructional

Strategies:

This course emphasizes practical skills training, including keyboarding and transcription. Students will work individually and in groups in a computer lab. Theory is presented in lectures, videos, and demonstrations. Both practical and theoretical knowledge may be supported with field trips to Law Courts and law offices.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C+

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	communication, simulations, reflections
Project	10	Project assignment
Other	5	Timed Typing test
Quizzes/Tests	30	2 Theory quizzes, each worth 15%
Final Exam	25	Practical examination

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 70

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 25

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Simulation

Hours in Category 2: 45

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Trusts

Testamentary trusts

Wills and codicils

Drafting wills and codicils

Affidavits in estate work

Estate handling model

Confirmation and notification

Valuation

Application

Distribution

Probate with minor beneficiaries

Administration with will annexed

Administration

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Course Change Request

New Course Proposal

Date Submitted: 10/05/23 2:09 pm

Viewing: **OADM 1270 : Practicum Readiness**

Last edit: 10/10/23 10:23 am

Changes proposed by: drabadzija

Programs
referencing this
course

[61: Legal Administrative Assistant Certificate](#)

Course Name:

Practicum Readiness

Effective Date: September 2024

School/Centre: Hospitality, Food Studies & Applied Business

Is this a non-credit course?

Department: Legal Administrative Assistant (4601)

Contact(s)

In Workflow

1. **4601 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 2:09 pm
Julia Slade (jslade):
Approved for 4601
Leader
2. 10/06/23 9:55 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 1:35 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course: Practicum Readiness

Name:

Subject Code: OADM - Office Administration

Course Number: 1270

Year of Study: 1st Year Post-secondary

Credits: 1.0

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This one-week simulated practicum gives students practical experience in applying the knowledge and skills acquired during the program before they commence their actual practicum. Students apply lessons from the prior classes in the program including opening files, diary systems, roles in a law firm, ethical responsibilities, filing, document production and other procedures particular to the profession. The students will learn to manage time and prioritize tasks while being interrupted with other urgent tasks. Students will learn how to seek the answers they need to complete tasks with incomplete instructions.

Course Pre-Requisites (if applicable):

OADM 1260.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Use common office equipment.
CLO #2	Locate, evaluate and use precedents.
CLO #3	Evaluate and use appropriate in-firm resources to complete tasks.
CLO #4	Use professional and respectful communication with clients, lawyers, and other staff.
CLO #5	Adhere to procedures that help to protect against cyber security attacks.
CLO #6	Prioritize tasks in a busy environment combining previously acquired skills.

Instructional

Strategies:

Students will work in a computer lab individually to complete a series of tasks and simulations to demonstrate required practical skills such as: prepare a bound trial record book; simulate a telephone call to client to schedule an appointment, engage in back-and-forth email correspondence with “clients” and “coworkers”; create unfamiliar documents using precedents found in firm precedent bank; and complete unfamiliar tasks using textbook instructions. Students will participate in daily group discussion and reflection sessions. Guest presenters may include HR Managers from local firms and legal recruiters

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	100	Completion assigned tasks as per marking rubric

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 25

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Simulation

Hours in Category 2: 25

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Legal office operations
 Professional behavior
 Confidentiality
 Effective communication

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Legal Administrative Assistant Certificate

Provide a rationale
 for this proposal:

Are there any
 expected costs as a

Course Change Request

Date Submitted: 10/05/23 11:48 am

Viewing: **OADM 1456 : LAA Practicum**

Last approved: 02/05/22 5:03 am

Last edit: 10/17/23 7:03 pm

Changes proposed by: jslade

Programs
referencing this
course

[61: Legal Administrative Assistant Certificate](#)

Course Name:

[Legal Administrative Assistant Practicum](#) Practicum

Effective Date: September 2024

School/Centre: Hospitality, Food Studies & Applied Business

Is this a non-credit course?

Department: Legal Administrative Assistant (4601)

Contact(s)

In Workflow

1. **4601 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/05/23 1:47 pm
Julia Slade (jslade):
Approved for 4601
Leader
2. 10/06/23 9:56 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/20/23 1:35 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Nov 26, 2019 by
Darija Rabadzija
(drabadzija)
2. Feb 5, 2022 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course Name: LAA Practicum

Subject Code: OADM - Office Administration

Course Number: 1456

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: VO

Bridge Billing Hours: 2

Bridge Course Level: 01

Course Description:

This two-week practicum in a law office or the legal department of a government or business gives students practical experience in applying the knowledge and skills acquired during the program. ~~This course is part of the full-time Legal Administrative Assistant Program.~~

Course Pre-Requisites (if applicable):

OADM 1140, ~~1450~~; OADM 1150, ~~1452~~; OADM 1160, ~~1451~~; OADM 1170, ~~1454~~; OADM 1180, ~~1453~~; OADM 1190, ~~1455~~; OADM 1250, OADM 1260, OADM 1270. ~~1460~~.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	<u>Use</u> use the knowledge and skills from this program in a legal office setting
CLO #2	<u>Demonstrate</u> demonstrate appropriate business-related interpersonal skills
CLO #3	<u>Attend</u> attend punctually and consistently

Upon successful completion of this course, students will be able to:

CLO #4 Demonstrate demonstrate good attitude and initiative

Instructional

Strategies:

Practicum hosts mentor students performing a variety of legal office tasks.

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:

S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Practicum	100	Instructor assesses the student with input from the practicum sponsor

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 70

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Practicum

Hours in Category 3: 70

Course Topics

Course Topics:

Legal office operations

Professional behavior

Confidentiality

Effective communication

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Legal Administrative Assistant Certificate

Provide a rationale
for this proposal:



DECISION NOTE

PREPARED FOR:	Education Council
DATE:	November 14, 2023
ISSUE:	New Program: UI/UX Design Diploma

BACKGROUND:

The Digital Media Department is proposing a new credential: a diploma in UI/UX Design (user interface/user experience). UI/UX is a growth field in the design space, with a number of jobs emerging for designers with these skills. The diploma has been designed with some cross-over courses with the Graphic Design Diploma (7 courses) so students who are new to the field receive a foundation in design, and experienced students could receive prior learning recognition.

This program was initially reviewed by Curriculum Committee in 2022. As summarized in the rationale section, the initial intent of the department was to provide a more flexible program with part-time and elective options for students. This was a challenge to operationalize, and after consultation with the Registrar's Office, the department has returned with a more streamlined program without any electives but that provides the skills necessary for a student looking to work in UI/UX.

DISCUSSION:

Sigrid Albert, Department Head of Digital Media Design, presented the proposal. The following changes were made after discussion by the committee:

- At the request of the Registrar's Office, the advanced entry admissions pathway was removed. For students with prior education or experience, the PLAR section was updated to state that 65 percent of the program (the maximum allowed by policy) could be completed through transfer credit or prior learning recognition.
- The English admission requirements were updated to the standard phrasing.
- The Course List was changed to list Year 1 / Year 2 courses as per best practice for admissions and international education.

For VCDP 1135 Design Research, the department was encouraged to speak to Clay Little, Associate Director of Indigenous Education and Community Engagement, and David Kirk, Dean of Curriculum & Pedagogy, around included Indigenous research approaches to this course.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the new program content guide for the UI/UX Design Diploma and 10 revised course outlines, and recommend the Board of Governors approve the credential and implementation of the program.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: October 18, 2023

Program Change Request

New Program Proposal

Date Submitted: 08/02/23 10:02 pm

Viewing: **UI/UX Design Diploma**

Last edit: 10/20/23 12:41 pm

Changes proposed by: salbert

Program Name:

UI/UX Design Diploma

Credential Level: Diploma

Effective Date: January 2025

Effective Catalog Edition: 2021-2022 Academic Calendar

School/Centre: Trades, Technology & Design

Department: Visual Communication Design Dipl (4430)

Contact(s)

In Workflow

1. **4430 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Ministry Review
6. Board of Governors

Approval Path

1. 02/04/22 1:20 pm
Anne Emberline (aemberline):
Approved for 4430 Leader
2. 02/04/22 1:44 pm
Brett Griffiths (bgriffiths):
Approved for CTT Dean
3. 02/15/22 3:32 pm
Darija Rabadzija (drabadzija):
Rollback to Initiator
4. 01/09/23 5:33 pm
Sigrid Albert (salbert): Approved for 4430 Leader
5. 01/09/23 7:14 pm
Lucy Griffith (lgriffith): Approved for CTT Dean
6. 01/18/23 9:15 am
Todd Rowlatt (trowlatt): Rollback to Initiator

7. 08/02/23 10:07 pm
Sigrid Albert
(salbert): Approved
for 4430 Leader
8. 10/04/23 9:26 am
Darija Rabadzija
(drabadzija):
Rollback to 4430
Leader for CTT Dean
9. 10/05/23 11:32 am
Sigrid Albert
(salbert): Approved
for 4430 Leader
10. 10/06/23 8:03 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
11. 10/20/23 1:34 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Sigrid Albert	salbert@vcc.ca	604-443-8516

Program Content Guide

Purpose

The goal of this program is to prepare students for a creative career in the UI/UX design industry. The program provides students with comprehensive training in design, giving students the flexibility to work in a variety of roles and contexts after graduation. Graduates will be equipped to take on roles as UI (user interface) designers, UX (user experience) designers, visual designers, UX researchers, UX writers, product designers, product managers, content strategists, graphic designers, and more. Students will also explore the entrepreneurial skills necessary to launch a career as a freelance designer or digital entrepreneur.

Emphasis throughout the program is on bringing theory and practice together with hands-on assignments and constant creative work, culminating in the department's unique client studio courses, where students take on real-world client projects to learn critical project management, collaboration, and communication skills. The program also takes a critical lens on design, encouraging students to practice critical thinking skills and deeply consider design's impact on larger social, cultural, and economic systems.

Students will have the opportunity to tailor their own learning through independent projects, completing the program with either a UI/UX project-focused or entrepreneurship-focused final studio course.

Students with previous education, training, or experience in graphic design are encouraged to apply for transfer credit or Prior Learning Assessment & Recognition.

Admission Requirements

Students are admitted on a competitive selection basis.

Knowledge of English as demonstrated by *one* of the following:

English Studies 12 with a minimum 'C' grade, or equivalent

or

[English Language Proficiency](#) at an English 12 'C' level

Portfolio*

Letter of intent* (250-500 words) clearly describing reasons for pursuing the diploma

Resumé

Successful interview with the selection committee

*For more information on application submissions, please [see the Submission Guidelines](#)

Students may request formal recognition of prior learning attained through informal education, work, or other life experience, including Indigenous ways of knowing. Credits may be granted to students who are able to sufficiently demonstrate the learning outcomes of specific courses.

PLAR is available for all required courses in the program, except:

VCDP 2465 Studio: Specialization

VCDP 2475 Studio: Design and Development

VCDP 2490 Portfolio

Students may complete up to 65 percent of the program through PLAR and transfer credit. Tuition and fees will still apply to PLAR candidates.

Methods for assessing prior learning may include exams, portfolios, interviews, and other evaluations. Please contact the Department for details.

If PLAR is successful, transcripts will reflect an ‘S’ grade (satisfactorily completed), which is not included in grade point average (GPA) calculations

See VCC’s D.3.5 Prior Learning Assessment and Recognition Policy and Procedures for more information.

Program Duration & Maximum Time for Completion

This program is completed in two years of full-time study.

The maximum time for completion is five years.

Program Learning

Outcomes

	Upon successful completion of this program, graduates will be able to:
PLO #1	Apply traditional principles of design in the creation of graphics, layouts, and interfaces
PLO #2	Create graphics and design wireframes, mockups, and prototypes for UI/UX projects using professional design tools
PLO #3	Design, perform, and analyze primary and secondary research
PLO #4	Use design thinking to research and define complex UI/UX problems then ideate, prototype, test, and evaluate solutions
PLO #5	Identify and empathize with UI/UX project stakeholders with a focus on a human-centered approach
PLO #6	Plan and organize content for digital projects using information architecture principles and design research
PLO #7	Describe the importance of branding and apply branding principles when working on design projects
PLO #8	Write and communicate effectively in professional situations
PLO #9	Work collaboratively with diverse teams on creative and deadline-based projects

Upon successful completion of this program, graduates will be able to:

	Upon successful completion of this program, graduates will be able to:
PLO #10	Use effective project and client management techniques on design projects
PLO #11	Critically analyze design solutions for the values they support and potential biases, as well as their impact on larger cultural, social, and economic systems
PLO #12	Discuss how design can influence diversity, equity, and inclusion

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

The UI/UX Design Diploma program is designed to provide contextual learning experiences that mimic the real-world design industry. The creative, hands-on courses are designed to introduce students to relevant theories and then immediately plunge them into practical work that relates to those theories while allowing students to also develop critical technical skills. Courses are taught in a flexible blended model where students are taught both online and face to face through a combination of instructional activities that focus on active and experiential learning. Techniques include lectures, practical labs, demonstrations, guest lectures, work-integrated learning, collaborative client projects, self-directed projects, discussion forums, online activities, videos, and field trips.

The Digital Media Design labs, located at the Downtown campus, are equipped with Apple workstations with the latest industry-standard software. Students will have access to a variety of graphic and design-related equipment. The ratio of students to workstations is one-to-one and all classes have a capacity of 18 students.

The UI/UX Design Diploma program is committed to diversity and to attracting and educating students who will make the population of UI/UX design professionals representative of the national population. The program uses the principles of Universal Design for Learning and an emphasis on flexibility to make this training more accessible to a greater variety of learners. In addition, we support students through confidential and specialized services offered through Disability Services, Counselling, Indigenous Education, and the Learning Centre at VCC.

Evaluation of Student Learning

Students are evaluated through the completion of assignments and projects, critiques, and quizzes (both written and performance-based). Most assignments and projects include the process of initial concept stage, work in progress, and final submissions, which can include reflections and client feedback. Professional conduct (which includes collaboration and teamwork, time management, organization, communication, participation and attendance) will also affect the final grade in each section.

Students must have a minimum program term grade point average of 'C' (2.00) in each course (or department permission) to advance into subsequent courses/terms in the program, and must have a minimum cumulative grade point average of 'C' (2.00) upon completion of all program courses to successfully graduate.

Ability to work well in a fast-paced, deadline-driven environment
 Ability to work effectively in a team and independently with confidence
 Customer service-oriented outlook and ability to work well with a wide variety of people
 Ability to give and receive feedback
 Motivation, curiosity, and research-orientation
 Excellent oral and written communication skills
 Ability to spend full or half days doing computer-based work
 Basic understanding of Mac computers (strongly recommended)

Courses

This full-time, 61-credit program consists of 6 courses per term for three terms, and 3 courses in the fourth term. Students in this program must complete the following courses (61 credits total):

Plan of Study Grid

First Year	Credits
VCDP 1110 Design Foundation	3
VCDP 1111 Technical Foundation	3
VCDP 1120 Digital Image 1	3
VCDP 1140 Composition 1	3
VCDP 1250 Brand Identity 1	3
VCDP 1115 Digital Design Tools	3
VCDP 1130 Typography	3
VCDP 1133 Design Thinking	3
VCDP 1135 Design Research	3
VCDP 1280 UI/UX Design	3
Credits	30
Second Year	
VCDP 2313 Design Project Management	3
VCDP 2345 Web Development	3
VCDP 2350 UI/UX Strategy and Design 2	3
VCDP 2351 Content Strategy and Information Architecture	3
VCDP 2355 Wordpress	3
VCDP 2480 Online Marketing	3
VCDP 2465 Studio: Specialization	5
VCDP 2475 Studio: Design and Development	5
VCDP 2490 Portfolio	3
Credits	31
Total Credits	61

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65	Passing Grade	2.00
C-	56-60		1.67
D	50-55		1.00
F	0-49	Failing Grade	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

The course grade points shall be calculated as the product of the course credit value and the grade value.

The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Rationale and Consultations

Provide a rationale for this proposal.

The Digital Media Design department is building these four new programs, and a revision to the existing Graphic Design Diploma program, to meet the educational need for training in user interface (UI) and user experience (UX) design. These programs feed into high-demand occupations that also have high interest from prospective students.

PROGRAM OVERVIEW

This new set of programs features two new diplomas that provide a full education from scratch and will allow international students to be eligible for post-graduation work permits, as well as two certificates that both ladder that into the diplomas and provide an alternate exit pathway for diploma students.

The three diplomas (UI/UX Design, Graphic Design, and Web Development and Design) are intended for students starting from scratch or changing fields. The Design Foundation certificate is intended for students who have little experience with art or design and want to explore (ex. a high school student with no previous portfolio) or for students who have another career expertise and just want to learn the basics of design (ex. a marketing manager or a small business owner). The UI/UX Design Core certificate is intended for designers who are already experienced in traditional design and want to upgrade their skills to transition into UI/UX design work.

NEW FLEXIBLE STRUCTURE

Creating a system that allows for more diverse and less privileged learners to access part-time education when they need it is an important part of Indigenization and decolonization, so with these programs, the department is moving to a flexible self-registration system that allows students to study full-time or part-time and build their own schedules. All programs share courses as either requirements or electives, which should keep elective sections full (see attached spreadsheet of courses to see mapping of requirements across the department). Students will also be given pathway handbooks with recommended schedules to help them plan their path when registering, and the department will provide advising support.

EQUITY, DIVERSITY, AND INCLUSION

This revision also sees the incorporation of equity, diversity, and inclusion training across all of our curriculum via new learning outcomes for several courses. Designers can have an immense cultural and systemic impact with their work, and it is important to us that our graduates are able to think critically about issues of inequity and understand the impact their work as designers can have. These additions to our curriculum directly support the Calls to Action from Canada's Truth and Reconciliation Commission, as well as articles in the UN's Declaration on the Rights of Indigenous Peoples.

Instructors in our department will be completing EDI training over the next year to prepare for offering this

new curriculum.

NEW COURSES

Several new courses have been included to cover new required content in UI/UX design. Additionally, several courses have been changed from 1000-level to 2000-level with new course numbers and names to more accurately reflect the level of the content of those courses.

Are there any expected costs to this proposal.

MARKETING

Marketing has suggested a budget of \$15,000-\$20,000 for a 6-8-month marketing campaign before the program launches

CURRICULUM DEVELOPMENT FUNDS

We will also need additional CD funds to complete blueprints for the courses

STAFFING

We will need to add at least one full-time CUPE worker and one half- or full-time assistant department head to our department to handle added workload with scheduling courses and advising students, as well as other duties in our expanded department.

SOFTWARE

We will need Adobe software licences for each additional new student and faculty member

Consultations

Consultated Area	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	Consulted with Francesco Barillaro and tweaked EDI course
Registrar's Office	Consulted with Dawn Cunningham and revised credit structure, electives, and admission requirements
Faculty/Department	Several meetings with faculty over the past year as well as individual check-ins with faculty in specialized subject areas
Department Support Staff	Consulted with Elaine Smith on admissions requirements, grad show, intake, and work-integrated learning
Advising & Recruitment	Consulted with Wendy LaFrance, added advanced entrance to the UI/UX Design diploma

Consultated Area	Consultation Comments
Finance	Consulted with Brett Griffiths on need for additional staff and necessary revisions to the draft costing sheet done last fall
Financial Aid	Consulted with Murray Macgregor to ensure students will be eligible for student loans with this structure
Indigenous Education & Community Engagement (IECE)	Consulted with Clay Little on Indigenization/EDI, reviewed UNDRIP articles and added an additional learning outcome on respecting cultural symbols as well as mention of Indigenous Education as support in our instructional strategies section
International Education	Consulted with Alison Rudko, Angelia Liang, and Jennifer Gossen and changed the schedule to accommodate international students study and work permit regulations
Learning Centre	Consulted with Emily Simpson on LC needs and EDI course
Library	Consulted with Elena Kuzmina on library resources for Design Research course
Marketing & Communications	Consulted with Michael Ko, Karen Wilson, and Reg Romero to discover marketing plan and ideal budget for marketing
PAC/CEG	Consulted PAC on course structure
Other	Consulted several industry colleagues on program content, both designers and web developers
Other	Consulted with several designers and educators from diverse groups on the EDI course
Faculty/Department	January 2023: Sigrid Albert, DMD DH since July 2022, consulted with web design faculty to revise the program to consist of required courses for initial run of this Diploma. Elective and part-time structure to be implemented in future.

Additional Information

Course Change Request

Date Submitted: 08/02/23 9:49 pm

Viewing: **VCDP 1115 : Digital Design Tools**

Last approved: 03/30/22 5:05 am

Last edit: 10/20/23 1:25 pm

Changes proposed by: salbert

Programs
referencing this
course

[165: UI/UX Design Diploma](#)

[166: UI/UX Design Core Certificate](#)

Course Name:

Digital Design Tools

Effective Date: January 2025

School/Centre: Trades, Technology & Design

Is this a non-credit course?

Department: Visual Communication Design Dipl (4430)

Contact(s)

In Workflow

1. **4430 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 10:06 pm
Sigrid Albert
(salbert): Approved
for 4430 Leader
2. 09/14/23 2:51 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 09/14/23 3:31 pm
Darija Rabadzija
(drabadzija):
Rollback to CTT
Dean for Curriculum
Committee
4. 10/06/23 8:03 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
5. 10/20/23 1:34 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

197
1. Mar 30, 2022 by
Anne Emberline
(aemberline)

Name	E-mail	Phone/Ext.
Sigrid Albert Anne Emberline	salbert@vcc.ca aemberline@vcc.ca	604-443-8516 604-916-2663

Banner Course Name: Digital Design Tools

Subject Code: VCDP - Graphic Design Diploma

Course Number: 1115

Year of Study: 1st Year Post-secondary

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 0-3

Bridge Course Level: 01

Course Description:

In this course, students will learn the tools involved in designing for digital and interactive media. Students will focus on technical skills from the design of professional graphics for digital uses to the creation of high-fidelity clickable prototypes for mobile and web applications. Beyond these technical skills, students will also learn the basic stages and tasks involved in digital or interaction design projects and will practice using cloud-based tools to collaborate and manage projects digitally. The course will finish with a comprehensive project where students use their technical skills to communicate not only design aesthetics but also motion, interaction, and user flow.

Course Pre-Requisites (if applicable):

~~VCDP 1111 taken prior or concurrently.~~

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Details of PLAR:

1. Interview with department to discuss previous experience
2. A portfolio assessment of previously completed related work OR
3. The demonstration of skills via the successful completion of 1-4 related projects/assignments similar to those completed in the course, chosen at the discretion of the department

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe the basic stages and tasks involved in digital or interaction design projects
CLO #2	Use digital tools to collaborate with a team on design projects
CLO #3	Describe the importance of low-fidelity sketching and wireframing in digital design projects
CLO #4	Create low-fidelity and high-fidelity clickable prototypes for mobile or web application designs
CLO #5	Effectively communicate motion, interaction, or user flows in a design
CLO #6	Create professional graphics for digital uses
CLO #7	Identify and avoid common issues in working with developers on web and interaction design projects

Instructional

Strategies:

A combination of lecture, demonstration, production simulations, problem solving, practical labs and reflective discussion will be used throughout this course.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	30	Final project
Assignments	30	Assignments
Lab Work	30	May include in-class exercises, assignments, quizzes/tests, and work-in-progress

Type	Percentage	Brief description of assessment activity
Participation	10	Participation and professionalism

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 54

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1: 42

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3: 12

Course Topics

Course Topics:

Digital graphics

Masking

Basic animation

Sketching and wireframing

Course Topics:

Mockups

Low-fidelity and high-fidelity prototypes

Cloud-based collaboration

Digital and interaction design project stages

Communication skills for team design projects

Getting stakeholder or user feedback on designs

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Are there any
expected costs as a

Consultations

Course Change Request

Date Submitted: 08/02/23 9:51 pm

Viewing: **VCDP 1135 : Design Research**

Last approved: 03/30/22 5:05 am

Last edit: 10/20/23 1:25 pm

Changes proposed by: salbert

Programs
referencing this
course

[165: UI/UX Design Diploma](#)

[166: UI/UX Design Core Certificate](#)

Course Name:
Design Research

Effective Date: January 2025

School/Centre: Trades, Technology & Design

Is this a non-credit course?

Department: Visual Communication Design Dipl (4430)

Contact(s)

In Workflow

1. **4430 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 10:05 pm
Sigrid Albert
(salbert): Approved
for 4430 Leader
2. 10/06/23 8:03 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 10/20/23 1:34 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Mar 30, 2022 by
Anne Emberline
(aemberline)

Name	E-mail	Phone/Ext.
Sigrid Albert Anne Emberline	salbert@vcc.ca aemberline@vcc.ca	604-443-8516 604-916-2663

Banner Course Name:	Design Research
Subject Code:	VCDP - Graphic Design Diploma
Course Number	1135
Year of Study	1st Year Post-secondary
Credits:	3

Bridge College Code	VO
Bridge Billing Hours	0-3
Bridge Course Level	01

Course Description:

Research is a critical component of the design process. Both primary and secondary research can be used to ensure that designers create work that speaks to the right audience and adequately serves the human needs they're aiming to address. In this course, students will survey various primary and secondary research methods often used in design projects, including qualitative and quantitative approaches. They will practice evaluating and interpreting research data and then put their research skills to work in the creation of a related design project.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

1. Interview with department to discuss previous experience
2. A portfolio assessment of previously completed related work OR
3. The demonstration of skills via the successful completion of 1-4 related projects/assignments similar to those completed in the course, chosen at the discretion of the department

Course Learning

Outcomes (CLO):

Upon successful completion of this course, students will be able to:

CLO #1	Discuss the importance of research in the design process
CLO #2	Perform and analyze primary research, including surveys, interviews, and usability studies
CLO #3	Perform secondary research using both academic and industry resources
CLO #4	Describe the strengths and weaknesses of qualitative and quantitative research methods
CLO #5	Select appropriate and effective research methods for a design project and organize data from many research sources
CLO #6	Critically evaluate, interpret and use research data in making design decisions
CLO #7	Create a user persona based on primary or secondary research
CLO #8	Discuss ethical issues in design research

Instructional

Strategies:

A combination of lecture, demonstration, production simulations, problem solving, practical labs and reflective discussion will be used throughout this course.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	30	Final project
Assignments	30	Assignments
Lab Work	30	May include in-class exercises, assignments, quizzes/tests, and work-in-progress
Participation	10	Participation and professionalism

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 54

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1: 42

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3: 12

Course Topics

Course Topics:
Design research
Primary and secondary research
Qualitative and quantitative research
Surveys, interviews, focus groups, and usability studies
Analytics
Industry reports
Data-based decision making
User personas
Ethical issues

Course Topics:

Research bias

Critical thinking in research

Working with diverse communities, including marginalized groups

Participatory and co-design research

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Are there any
expected costs as a

Additional Information

Provide any additional information if necessary.

Course Change Request

Date Submitted: 08/02/23 9:53 pm

Viewing: **VCDP 2313 : Design Project**

Management

Last approved: 03/30/22 5:05 am

Last edit: 10/20/23 1:26 pm

Changes proposed by: salbert

Programs
referencing this
course

[165: UI/UX Design Diploma](#)

[166: UI/UX Design Core Certificate](#)

Course Name:

Design Project Management

Effective Date: January 2025

School/Centre: Trades, Technology & Design

Department: Visual Communication Design Dipl (4430)

Contact(s)

In Workflow

1. **4430 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 10:05 pm
Sigrid Albert
(salbert): Approved
for 4430 Leader
2. 10/06/23 8:03 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 10/20/23 1:34 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Mar 30, 2022 by
Anne Emberline
(aemberline)

Name	E-mail	Phone/Ext.
Sigrid Albert Anne Emberline	salbert@vcc.ca aemberline@vcc.ca	604-443-8516 604-916-2663

Banner Course Name:	Design Project Management
Subject Code:	VCDP - Graphic Design Diploma
Course Number	2313
Year of Study	2nd Year Post-secondary
Credits:	3

Bridge College Code	VO
Bridge Billing Hours	0-3
Bridge Course Level	01

Course Description:

Professional design projects are complex, requiring several stages and different collaborative roles. This course introduces students to the key principles in design project management, from initial research stages and project planning through to completion and final presentation. Students will choose from a variety of mock client projects and will collaboratively practice their project management skills via role play, project planning, design implementation, and presentation. At the completion of this course, students will be ready to work with real clients in the program's advanced client studio courses.

Course Pre-Requisites (if applicable):

VCDP 1111, VCDP 1133, ~~taken prior or concurrently~~, VCDP 2315, 1280 OR departmental permission. ~~VCDP 2315, taken prior or concurrently.~~

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

1. Interview with department to discuss previous experience
2. A portfolio assessment of previously completed related work OR
3. The demonstration of skills via the successful completion of 1-4 related projects/assignments similar to those completed in the course, chosen at the discretion of the department

Upon successful completion of this course, students will be able to:	
CLO #1	Discuss how design thinking and design research fit into design project management
CLO #2	Interview a client to gain preliminary information on project scope, target market, challenges, timeline, etc
CLO #3	Produce a detailed client brief to clearly define a design project based on research and client interviews
CLO #4	Create work schedules including tasks, milestones, roles, and budgets
CLO #5	Work collaboratively with diverse teammates taking on different roles
CLO #6	Discuss how key concepts relating to equity, diversity, and inclusion relate to design project management
CLO #7	Deliver a professional presentation that effectively communicates strategies and design rationales
CLO #8	Describe the common administrative procedures required in running freelance design projects

Instructional

Strategies:

A combination of lecture, demonstration, production simulations, problem solving, practical labs and reflective discussion will be used throughout this course.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	30	Final project
Assignments	30	Assignments
Lab Work	30	May include in-class exercises, assignments, quizzes/tests, and work-in-progress
Participation	10	Participation and professionalism

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 54

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1: 42

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3: 12

Course Topics

Course Topics:
Design project stages
Work schedules, timelines, milestones
Common tasks and roles in design projects
Budgets, contracts, and quotes
Design research
Participatory and co-design
Diversity, equity, and inclusion

Course Topics:

Respectful design

Creative briefs

Client interviews

Collaboration and communication skills

Presentations

Design rationales

Freelance design work

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Course Change Request

Date Submitted: 08/02/23 9:54 pm

Viewing: **VCDP 2315 : UI/UX Design 1**

Last approved: 03/30/22 5:05 am

Last edit: 10/20/23 1:26 pm

Changes proposed by: salbert

Programs
referencing this
course

[166: UI/UX Design Core Certificate](#)

[168: Web Development and Design Diploma](#)

Course Name:

UI/UX Strategy and Design 1

Effective Date: January 2025

School/Centre: Trades, Technology & Design

Is this a non-credit course?

Department: Visual Communication Design Dipl (4430)

Contact(s)

In Workflow

1. **4430 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 10:05 pm
Sigrid Albert
(salbert): Approved
for 4430 Leader
2. 10/06/23 8:03 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 10/20/23 1:34 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Mar 30, 2022 by
Anne Emberline
(aemberline)

Name	E-mail	Phone/Ext.
Sigrid Albert Anne Emberline	salbert@vcc.ca aemberline@vcc.ca	604-443-8516 604-916-2663

Banner Course Name:	UI/UX Design 1
Subject Code:	VCDP - Graphic Design Diploma
Course Number	2315
Year of Study	2nd Year Post-secondary
Credits:	3

Bridge College Code	VO
Bridge Billing Hours	0-3
Bridge Course Level	01

Course Description:

This course will give students a strong foundational understanding of the user interface (UI) and user experience (UX) design principles designers need to create intuitive and effective websites and apps. Students will gain an understanding of user research and user-centred design approaches and will learn how to use common user-interface elements in designing custom interactive functionalities. Students will improve their skill in problem-solving and will learn to think in systems while working on complex design projects.

Course Pre-Requisites (if applicable):

VCDP 1110, VCDP 1115, and VCDP 1133, taken prior or concurrently OR departmental permission concurrently.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

1. Interview with department to discuss previous experience
2. A portfolio assessment of previously completed related work OR
3. The demonstration of skills via the successful completion of 1-4 related projects/assignments similar to those completed in the course, chosen at the discretion of the department

Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Design complex user experiences based on the specific needs of a project and its user group
CLO #2	Create wireframes, mockups, prototypes, and style guides that can be given to clients or developers to communicate plans for a website or app
CLO #3	Identify and correct common issues with usability in interface design
CLO #4	Describe accessibility standards and how they are applied in UI/UX design projects
CLO #5	Discover and follow current conventions in interface design
CLO #6	Describe types of research used in UI/UX design
CLO #7	Describe ethical issues in UI/UX design and user research

Instructional

Strategies:

A combination of lecture, demonstration, production simulations, problem solving, practical labs and reflective discussion will be used throughout this course.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	30	Final project
Assignments	30	Assignments
Lab Work	30	May include in-class exercises, assignments, quizzes/tests, and work-in-progress
Participation	10	Participation and professionalism

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 54

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1: 42

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3: 12

Course Topics

Course Topics:
UI and UX design principles
User research and personas
Navigation and information architecture
Wireframes, mockups, prototypes, and style guides
User-interface elements
Tasks, scenarios, user journeys, and user flows
Usability and accessibility
Design thinking
Rapid prototyping

Course Topics:

Feature prioritization

Design systems

Collaboration strategies

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Are there any
expected costs as a
Consultation

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Course Change Request

Date Submitted: 08/02/23 9:54 pm

Viewing: **VCDP 2345 : Web Development**

Last approved: 03/30/22 5:05 am

Last edit: 10/20/23 1:26 pm

Changes proposed by: salbert

Programs
referencing this
course

[165: UI/UX Design Diploma](#)

Course Name:

Web Development

Effective Date: January 2025

School/Centre: Trades, Technology & Design

Department: Visual Communication Design Dipl (4430)

Contact(s)

In Workflow

1. **4430 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 10:05 pm
Sigrid Albert
(salbert): Approved
for 4430 Leader
2. 10/06/23 8:03 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 10/20/23 1:34 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Mar 30, 2022 by
Anne Emberline
(aemberline)

Name	E-mail	Phone/Ext.
Sigrid Albert Anne Emberline	salbert@vcc.ca aemberline@vcc.ca	604-443-8516 604-916-2663

Banner Course Name:	Web Development
Subject Code:	VCDP - Graphic Design Diploma
Course Number	2345
Year of Study	1st Year Post-secondary
Credits:	3

Bridge College Code	VO
Bridge Billing Hours	0-3
Bridge Course Level	01

Course Description:

This course introduces students to the basic technologies of front-end web development and guides them through hand-coding various layouts for the web. Students will learn about the technical setup of domain names and web hosting accounts while creating custom websites with HTML5 and CSS3 using standard and up-to-date best practices. Explorations with web code will centre around responsive page layout and grid structure, basic animations, patterns and images. Students will upload their projects to a live web server via FTP software.

Course Pre-Requisites (if applicable):

VCDP 1111 and 1111, VCDP 1115, taken prior or concurrently OR departmental permission ~~concurrently~~.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

1. Interview with department to discuss previous experience
2. A portfolio assessment of previously completed related work OR
3. The demonstration of skills via the successful completion of 1-4 related projects/assignments similar to those completed in the course, chosen at the discretion of the department

Course Learning

Outcomes (CLO):

Upon successful completion of this course, students will be able to:

CLO #1	Create basic responsive web pages from scratch using HTML5 and CSS3
CLO #2	Build a clean layout using a CSS-based grid system or framework
CLO #3	Select correct file types for images on the web and optimize both pixel resolution and file size
CLO #4	Use FTP software to successfully upload a simple hand-coded website to a live server
CLO #5	Use independent research to discover current techniques and find solutions to problems
CLO #6	Create and setup a coding environment with proper file paths and naming conventions
CLO #7	Properly document code files via commenting
CLO #8	Identify core strategies for accessibility in web development

Instructional

Strategies:

A combination of lecture, demonstration, production simulations, problem solving, practical labs and reflective discussion will be used throughout this course.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	30	Final project
Assignments	30	Assignments
Lab Work	30	May include in-class exercises, assignments, quizzes/tests, and work-in-progress
Participation	10	Participation and professionalism

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 54

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1: 42

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3: 12

Course Topics

Course Topics:

Domain names and web hosting

HTML fundamentals: elements, tags, attributes, nesting, structure

CSS3 fundamentals: stylesheets, selectors, inheritance, cascade order

CSS3 layout: box model, positioning, navigation, layout techniques

CSS3 styling: typography, images, backgrounds, patterns, borders, transitions, transforms, hovers

File structure, linking, and FTP

Proper formatting and syntax for HTML5 and CSS3

Image optimization and file types

Responsive techniques

Course Topics:

Code editor setups

Accessibility

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Additional Information

Provide any additional information if necessary.

Supporting
documentation:Reviewer
Comments

Badge Information

*NOT REQUIRED FOR GOVERNANCE APPROVAL.**For use when a Badge is offered for this course. If you have any questions, contact the Registrar's Office.*

Is a Badge being offered for this course?

Badge Effective

Date

Course Change Request

Date Submitted: 08/02/23 9:56 pm

Viewing: **VCDP 2351 : Content Strategy & Info**

Archi

Last approved: 03/30/22 5:05 am

Last edit: 10/20/23 1:27 pm

Changes proposed by: salbert

Programs
referencing this
course

[165: UI/UX Design Diploma](#)

[166: UI/UX Design Core Certificate](#)

Course Name:

Content Strategy and Information Architecture

Effective Date: January 2025

School/Centre: Trades, Technology & Design

Department: Visual Communication Design Dipl (4430)

Contact(s)

In Workflow

1. **4430 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 10:04 pm
Sigrid Albert
(salbert): Approved
for 4430 Leader
2. 10/06/23 8:03 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 10/20/23 1:34 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Mar 30, 2022 by
Anne Emberline
(aemberline)

Name	E-mail	Phone/Ext.
Sigrid Albert Anne Emberline	salbert@vcc.ca aemberline@vcc.ca	604-443-8516 604-916-2663

Banner Course Name: Content Strategy & Info Archi

Subject Code: VCDP - Graphic Design Diploma

Course Number 2351

Year of Study 2nd Year Post-secondary

Credits: 3

Bridge College Code VO

Bridge Billing Hours 0-3

Bridge Course Level 01

Course Description:

The selection and organization of content is a critical component in the design of interactive experiences, and this course introduces students to important concepts in both content strategy and information architecture. Students will learn to use design research to inform the creation of a content strategy that fits users' needs and achieves project goals. Coursework will introduce students to various principles of information architecture – the logical and thoughtful organization of information. Students will explore various approaches to information structure, organization schemes, and navigation and will practice communicating content strategy using standard industry approaches.

Course Pre-Requisites (if applicable):

VCDP ~~1115, VCDP 1280 OR 2315, VCDP~~ 1135, and VCDP 2315, taken prior or concurrently OR departmental permission concurrently.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

1. Interview with department to discuss previous experience
2. A portfolio assessment of previously completed related work OR
3. The demonstration of skills via the successful completion of 1-4 related projects/assignments similar to those completed in the course, chosen at the discretion of the department

Course Learning

Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Discuss the importance of information architecture and content strategy in the design of interactive experiences
CLO #2	Use design research to develop and test an effective content strategy, considering the unique qualities of primary user groups in the creation of a content strategy
CLO #3	Organize information by selecting appropriate information structure and organization scheme
CLO #4	Design effective navigation to support content strategy, taking into account both accessibility principles and users' mental models
CLO #5	Identify and avoid common usability and accessibility issues related to information architecture and content strategy
CLO #6	Communicate content strategy using sitemaps, wireframes, and prototypes

Instructional

Strategies:

A combination of lecture, demonstration, production simulations, problem solving, practical labs and reflective discussion will be used throughout this course.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	30	Final project
Assignments	30	Assignments
Lab Work	30	May include in-class exercises, assignments, quizzes/tests, and work-in-progress
Participation	10	Participation and professionalism

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 54

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1: 42

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3: 12

Course Topics

Course Topics:

Information architecture

Content strategy

Research methods related to IA and content strategy

Mental models

Content inventories and taxonomies

Labeling

Navigation

Search and filter functionalities

Information structures (hierarchical, linear, etc)

Course Topics:

Organization schemes (topic, task, audience, alphabetical, tags, etc)

Usability and accessibility

Search engine optimization

Content mapping

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Badge Information

NOT REQUIRED FOR GOVERNANCE APPROVAL.

For use when a Badge is offered for this course. If you have any questions, contact the Registrar's Office.

Course Change Request

Date Submitted: 08/02/23 10:00 pm

Viewing: **VCDP 2355 : Wordpress**

Last approved: 03/30/22 5:05 am

Last edit: 10/20/23 1:27 pm

Changes proposed by: salbert

Programs
referencing this
course

[165: UI/UX Design Diploma](#)

[168: Web Development and Design Diploma](#)

Course Name:

Wordpress

Effective Date:

January 2025

School/Centre:

Trades, Technology & Design

Department:

Visual Communication Design Dipl (4430)

Contact(s)

In Workflow

1. **4430 Leader**

2. **CTT Dean**

3. **Curriculum
Committee**

4. **Education Council**

5. Records

6. Banner

Approval Path

1. 08/02/23 10:04 pm

Sigrid Albert

(salbert): Approved

for 4430 Leader

2. 10/06/23 8:03 am

Lucy Griffith

(lgriffith): Approved

for CTT Dean

3. 10/20/23 1:34 pm

Todd Rowlatt

(trowlatt): Approved

for Curriculum

Committee

History

1. Mar 30, 2022 by

Anne Emberline

(aemberline)

Name	E-mail	Phone/Ext.
Sigrid Albert Anne Emberline	salbert@vcc.ca aemberline@vcc.ca	604-443-8516 604-916-2663

Banner Course Name:	Wordpress
Subject Code:	VCDP - Graphic Design Diploma
Course Number	2355
Year of Study	2nd Year Post-secondary
Credits:	3

Bridge College Code	VO
Bridge Billing Hours	3
Bridge Course Level	01

Course Description:

Wordpress is currently the most widely used content management system (CMS) in the graphic design industry. It is used to power online presences on a variety of scales, from small entrepreneurial businesses to large scale enterprises. In this course, students will be introduced to the basic functionalities included in a default Wordpress installation and will also be guided through the process of selecting and installing themes and plugins to change the look, layout, and functionality of the website. The course will also teach students to customize existing Wordpress templates using hand-coded CSS, page-builder plugins, and customizable theme settings. Domain names, web hosting, and FTP software will be reviewed.

Course Pre-Requisites (if applicable):

~~VCDP 1271 OR VCDP 2345, taken prior or concurrently, VCDP 1280 OR VCDP 2315, taken prior or concurrently.~~

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Install and configure a basic 5-10 page Wordpress website, including domain name setup, and populate the website with content

Upon successful completion of this course, students will be able to:

CLO #2	Organize website content to effectively achieve client and user goals
CLO #3	Identify advantages and disadvantages of using a content management system (CMS) and pre-made themes
CLO #4	Research, select, install, and configure basic Wordpress themes
CLO #5	Extend website functionality by selecting, configuring, and troubleshooting Wordpress plugins
CLO #6	Customize the look of a Wordpress site by adding basic hand-coded CSS
CLO #7	Use a page-builder plugin to create a custom page layout and style

Instructional

Strategies:

A combination of lecture, demonstration, production simulations, problem solving, practical labs and reflective discussion will be used throughout this course.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	30	Final project
Assignments	30	Assignments
Lab Work	30	May include in-class exercises, assignments, quizzes/tests, and work-in-progress
Participation	10	Participation and professionalism

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 54

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1: 42

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3: 12

Course Topics

Course Topics:

Web design principles

Content management systems (CMS)

Wordpress themes and plugins

Hosting, domain names, and FTP

Website security

Child themes and custom CSS

Page builders

File and database backups

Common technical issues and Wordpress troubleshooting

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course Change Request

Date Submitted: 08/02/23 9:59 pm

Viewing: **VCDP 2475 : Studio: Design and Development**

Last approved: 03/30/22 5:05 am

Last edit: 10/20/23 1:27 pm

Changes proposed by: salbert

Programs
referencing this
course

[165: UI/UX Design Diploma](#)

[168: Web Development and Design Diploma](#)

Course Name:

Studio: Design and Development

Effective Date: January 2025

School/Centre: Trades, Technology & Design

Is this a non-credit course?

Department: Visual Communication Design Dipl (4430)

Contact(s)

In Workflow

1. **4430 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 10:04 pm
Sigrid Albert
(salbert): Approved for 4430 Leader
2. 10/06/23 8:03 am
Lucy Griffith
(lgriffith): Approved for CTT Dean
3. 10/20/23 1:34 pm
Todd Rowlett
(trowlatt): Approved for Curriculum Committee

History

1. Mar 30, 2022 by
Anne Emberline
(aemberline)

Name	E-mail	Phone/Ext.
Sigrid Albert Anne Emberline	salbert@vcc.ca aemberine@vcc.ca	604-443-8516 604-916-2663

Banner Course Studio: Design and Development

Name:

Subject Code: VCDP - Graphic Design Diploma

Course Number 2475

Year of Study 2nd Year Post-secondary

Credits: 5

Bridge College Code VO

Bridge Billing Hours 5

Bridge Course Level 01

Course Description:

In this unique studio course, design and development students with different specialties will work together in small groups to design and build a UI/UX project for a real-world client. Under the mentorship of an instructor, students will meet with a client to determine project scope and will then create a project plan to coordinate the roles of each team member and define milestones and deadlines. Students will then work collaboratively to research, design, build, test, and launch their UI/UX project.

Course Pre-Requisites (if applicable):

Completion of 42 program credits, or department permission. ~~VCDP-2313 OR CSTP-1301 AND CSTP-1206 OR VCDP-2350; Students should have completed at least 60% of their other required program credits prior to registering for this course or have special department permission to register.~~

Course Co-requisites (if applicable):**PLAR (Prior Learning Assessment & Recognition)**

No

Details of PLAR:**Course Learning****Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Create and implement a detailed project plan for a UI/UX design project through to launch
CLO #2	Bring a UI/UX design project through all stages from research through to development

Upon successful completion of this course, students will be able to:

CLO #3	Effectively collaborate with both designers and developers in the creation of a UI/UX product
CLO #4	Communicate effectively and professionally with clients
CLO #5	Create and revise designs that meet client specifications
CLO #6	Effectively and positively participate within a team environment
CLO #7	Ethically perform and use appropriate research in a UI/UX design and development process

Instructional

Strategies:

A combination of lecture, demonstration, production simulations, problem solving, practical labs and reflective discussion will be used throughout this course.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	30	Client projects
Assignments	30	Instructor-led assignments
Lab Work	30	May include reflections, learning plans, in-class exercises, assignments, quizzes/tests, and work-in-progress
Participation	10	Participation and professionalism

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 108

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1: 35

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2: 49

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3: 24

Course Topics

Course Topics:
UI/UX design stages
Project management
Collaboration
Communication
Client intake
Client needs
Design research
Working with other designers and developers
Client briefs
Communicating with sitemaps, wireframes, and mockups
Web and app development
Presentations



DECISION NOTE

PREPARED FOR: Education Council

DATE: November 14, 2023

ISSUE: D.3.11 Transfer Credit Policy & Procedures

BACKGROUND:

The policy was last updated in 2017 and underwent a scheduled full review. Revisions were made in alignment with related recently updated policies, including C.1.3 Granting of Credentials and D.3.5 Prior Learning Assessment and Recognition (PLAR).

Revisions focused on clarifying language and definitions, as well as clearly outlining the transfer credit process and documentation requirements for students. A College-wide standard deadline for transfer credit was established, with some discretion for departments. The residency requirement (percentage of credits students need to complete at VCC to qualify for a VCC credential) was increased from 25% to 35%, matching the requirement in the revised Granting of Credentials policy.

While the policy outlines general principles, program content guides (PCGs) may stipulate more specific requirements or limitations around transfer credit. In addition, international students need to consult International Education, since transfer credit (just like PLAR) may impact full-time status and consequently work permits, financial aid, and awards.

The College & Institute Act Section 25(1) stipulates the joint role of Education Council and the Board of Governors in determining internal and external course, credit, and program equivalencies. In practice, the authority to direct the evaluation of transfer credit requests that do not fall under policy C.3.10 Educational Affiliations is delegated to the Registrar's Office, and an explicit principle to this effect was included (new principle #3).

DISCUSSION:

M. Findlater, Assistant Registrar, Records & Systems, presented the revised policy and procedures to Education Policy Committee on October 4, 2023. Committee feedback was incorporated, and updated drafts were posted for College feedback from October 6 to 27, 2023. The only suggested edit was a minor wording change.

The committee reviewed the policy again on November 1. Final edits included clarifying language in principle #8 and removing principle #10 as redundant. As requested by the committee, a definition of syllabus was developed after the meeting. The definitions of course outline and program content guide

were also updated to align with the proposed definitions in policy C.3.14 Curriculum Development and Approval (under review).

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the revised D.3.11 Transfer Credit policy and procedures, and forward them to the Board of Governors for joint approval.

PREPARED BY: Sarah Kay, Chair, Education Policy Committee

DATE: November 8, 2023



POLICY

Title	Transfer Credit
Policy No.	D.3.11
Approval Body	Board of Governors and Education Council (jointly)
Policy Sponsor	Vice President, Academic & Research
Next Scheduled Review Date	
Effective Date	DRAFT: November 8, 2023

CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) recognizes that students may have successfully completed course work at another formally recognized educational institution by recognized foreign credential assessment and/or by formal recognition of course equivalency in a VCC approved course outside the program area. Credit for such learning will be formally acknowledged and noted on a student's official academic record.

SCOPE AND LIMITS

Under the College & Institute Act Section 25(1) joint approval of the Board of Governors and the Education Council is required concerning the following matters: curriculum evaluation for determining whether courses or programs, or course credit, from another institution, university or other body are equivalent to courses or programs or course credits, at the institution, or if courses or programs, or course credits from one part of the institution are equivalent to courses or programs or course credit in another part of the institution.

This policy applies to all prospective and current VCC students requesting equivalency of completed course work.

STATEMENT OF POLICY PRINCIPLES

1. VCC will, when requested by a student and in accordance with established articulation agreements and/or affiliation agreements and/or foreign credential assessment and/or approved course equivalency in a VCC course outside the program area, grant credit for a course successfully completed.
2. Students must receive a passing grade, as equated to the official College grading system, for a course to be considered eligible for transfer and applicable towards the requirements for a College credential. Some programs may require a higher grade than a Pass grade. Where programs establish a higher minimum grade for transfer credit, students will follow the College-approved program guidelines.
3. The Board of Governors and Education Council delegate authority to the Registrar to direct the evaluation of transfer credit requests that do not fall under policy C.3.10 Educational Affiliations.

4. The College will be guided by the Principles and Guidelines for Transfer endorsed by the British Columbia Council on Admissions & Transfer (BCCAT).
5. Transfer credit in combination with PLAR will not exceed a maximum of 65% of the total credits of a College credential/program. Individual programs may set lower maximum standards. Where programs establish a lower maximum percentage for transfer credit and PLAR, students will follow the College-approved program guidelines.
6. The awarding of transfer credit(s) may impact a student's course load, time to program completion, full-time program status, and eligibility for financial support, scholarships and awards. Students are strongly advised to contact Financial Aid and Awards prior to submitting a request for transfer credit. International students are strongly advised to contact the Centre for International Education prior to submitting a request for transfer credit.
7. Courses transferred from another institution are not included in the calculation of the institutional grade point average (GPA). However, the transfer of credits and the transfer of GPA become part of the student's permanent record at VCC.
8. Currency of the subject matter is taken into account when awarding transfer credit, and decisions will be processed on an individual basis. Coursework completed ten (10) or more years prior is not automatically awarded transfer credit. Program specific limits on the currency of transfer credits may also apply.
9. Transfer credit used towards a VCC credential must fall within the same credential maximum duration timelines as per VCC Policy C.1.3 Granting of Credentials or the maximum duration timelines approved by Education Council for that credential/program.

DEFINITIONS

BC Transfer Guide: An online list of courses where transfer agreements have been established between post-secondary institutions, both in and outside of BC.

Block Transfer Credit: The granting of a block of credits for the completion of a group of courses or certificate or diploma, which is recognized by the receiving institution, and which can be related in a meaningful way to part of a program.

Certified Translation: Where English is not the official language of instruction, a certified literal English translation of the transcript and course outlines/syllabi sent by the issuing institution or by a certified translator is required.

Course Outline: A curriculum document that contains the essential features of a course, such as: course name and number, credits and hours, course description, prerequisites, course learning outcomes, instructional strategies, and student evaluation methods.

Official Transcript: To be considered official, transcripts must be in official university envelopes, sealed and endorsed by the issuing institution or sent via secure electronic delivery by the issuing institution.

Prior Learning Assessment and Recognition (PLAR): A structured method of assessing an individual's prior learning or experience to award formal credit. Refer to VCC Policy D.3.5 Prior Learning Assessment and Recognition.

Program Content Guide: A curriculum document that contains the essential features of a program of study, such as: program name, purpose, number of credits, duration, program learning outcomes, admission requirements, grading system, course list, instructional strategies, evaluation of student learning, and the credential received upon completion.

Syllabus: A document that informs students of the basic elements of a course including topics covered, weekly schedule, list of tests, assignments and readings.

Transfer Credit: The granting of credit for a course successfully completed at another formally recognized educational institution, by recognized foreign credential assessment, and/or by formal recognition of course equivalency in a VCC-approved course outside the program area. Credit for such learning will be formally acknowledged and noted on a student's official transcript.

RELATED LEGISLATION & POLICIES

Legislation

College and Institute Act, RSBC 1996, c 52

Policies

- C.1.1 Grading, Progression and Withdrawal
- C.1.3 Granting of Credentials
- D.3.5 Prior Learning Assessment & Recognition
- D.3.6 Admissions
 - D.3.6.1 Flexible Admissions
- D.3.10 Indigenous Education Enrolment
- D.4.1 Students with Disabilities

RELATED PROCEDURES

Refer to D.3.11 Transfer Credit Procedures



PROCEDURES

Title	Transfer Credit
Policy No.	D.3.11
Approval Body	Board of Governors and Education Council (jointly)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	
Effective Date	Draft: November 8, 2023

1. Students are responsible for initiating the transfer credit process upon admission to the College.
2. Students must complete a transfer credit request form available from the Registrar's Office.
3. Students are responsible for submitting official transcripts to support their request for transfer credit. (Note: Official transcripts should be sent directly from the issuing institution to VCC.)
4. Transfer credit requests, and all required documentation, must be received at least two weeks prior to the start of the term in which the course is offered.
5. The transfer credit administrative fee must be paid prior to the assessment.
6. Department Leaders, in consultation with the Registrar's Office, will have discretion for overriding the deadline.
7. Successfully completed courses not listed in the online BC Transfer Guide may also be eligible for transfer credit as a result of a formal assessment.
8. The Registrar's Office will keep a record of all courses assessed for transfer credit.
9. In some instances, if transfer credit is awarded for a full term or year of a program, then the credit may be awarded as a block transfer and will appear as such on the student's official academic record.
10. The Registrar's Office will inform students of the result of their transfer credit request.

If courses are from within Canada

11. After a transfer credit request form has been submitted by the student and an official transcript has been forwarded in a sealed envelope directly from the issuing institution to VCC, or via electronic transcript exchange service where applicable, the transfer credit will be assessed by the Registrar's Office.
12. Course work previously assessed and listed in the BC Transfer Guide will be automatically posted to the student's official academic record.
13. Course work not listed in the BC Transfer Guide that has been previously assessed and awarded by the Registrar's Office will be granted.

14. In the event the course work is not in the BC Transfer Guide and has not been previously assessed and awarded by the Registrar's Office, course outlines/syllabi must be provided by the student to determine if transfer credit is appropriate.
15. Official course outlines/syllabi must be from the year and/or semester/term in which the courses were successfully completed. These outlines/syllabi will be evaluated by VCC faculty with subject matter expertise. (Note: Catalogue or calendar course descriptions are not adequate for the purposes of transfer credit evaluation.)
16. Each course outline/syllabus must include the following information: a statement of course objectives, the number of weeks duration and/or course contact hours, the method of evaluation and grading, the number of credits, a comprehensive description of course content, and learning materials used.

If courses are from outside Canada

17. Students must send an official transcript to VCC. In the event the transcript is deemed irreplaceable, VCC will return the original copy to the student.
18. Official transcripts should be in the original language of instruction and should prominently display the institution's logo/stamp/seal. Where the official transcripts are not in English, students will need to provide certified translations to accompany their request.
19. Course outlines/syllabi must also be provided and should (where applicable) include the following: course name, course number, length of instructional period, total number of hours by instructional type, learning objectives/learning outcomes, and content of the course including texts and required readings, methods of instruction and grading/evaluation structure for each course. Where the official outlines/syllabi are not in English, students will need to provide certified translations to accompany their request.

RELATED POLICY

Refer to D.3.11 Transfer Credit Policy