



Vancouver Community College
EDUCATION COUNCIL

MEETING AGENDA - Revised
June 11, 2019, 3:30-5:30pm, Room 240 DTN

Item	Topic	Time	Speaker	Pre-reading materials	Action	Pages
1.	Call to Order	1 min	Elle Ting			
2.	Acknowledgement	1 min	Elle Ting			
3.	Adopt Agenda	1 min	Elle Ting	June 11, 2019 Agenda	Approval	1–2
4.	Approve Past Minutes	1 min	Elle Ting	May 14, 2019 Minutes	Approval	3–7
5.	Enquiries & Correspondence	1 min	Elle Ting		Information	
6.	Business Arising					
	a) mLearning EAL App	5 min	Rachel Warick	Verbal Report	Information	
	b) Academic Schedule	5 min	Kathryn McNaughton	Academic Schedule	Approval	8–13
	c) K-12 BC High School Curriculum Changes	5 min	Denis Seremba	Information Note	Information	14–15
7.	Committee Reports					
	a) Curriculum Standing Committee		Todd Rowlatt			
	i) Program Update: Canadian Business Management Post-Degree Diploma	5 min	Al Petrone	Summary, PCG, Course Outlines	Approval	16–38
	ii) Program Update: Access to Practical Nursing Diploma	5 min	Julie Gilbert	Summary, PCG	Approval	39–50
	iii) Course Update: NURS 3264 Nursing Clinical Practice 6 Care of the Acutely Ill Adult - Lab and Clinical	5 min	Suzanne Touahria	Summary, Course Outline	Approval	51–57
	iv) New Course: SIGN 1110 Advanced ASL	5 min	Brenda Carmichael	Summary, Course Outline	Approval	58–63
	v) Program Update: Professional Cook 2 Advanced Certificate	5 min	Collin Gill	Summary, PCG	Approval	64–70
	vi) Program Update: Professional Cook 1 Certificate (EAL Cohort)	5 min	Collin Gill, Ken McMorris	Summary, PCG, Course Outlines	Approval	71–99
	vii) Program Update: Computer Systems Technology Diploma	10 min	Reza Nezami	Summary, PCG, Course Outlines	Approval	100–238

Item	Topic	Time	Speaker	Pre-reading materials	Action	Pages
	viii) Course Deactivations: CSTP 1102, 2203, 1107, 2206, 2103, 2207, 2105	5 min	Reza Nezami	Summary (see 7avii), Course Outlines	Approval	239–264
	ix) New Program: Electronics Repair Technology Diploma	10 min	Brett Griffiths	Summary, PCG, Course Outlines	Approval	265–358
	b) Policy Standing Committee					
	i) C.3.2 Program Review and Renewal	5 min	John Demeulemeester	Information Note, Policy, Procedures	Information	359–366
	ii) C.1.4 Assignment of Credits to Courses	10 min	Les Apouchtine	Decision Note, Policy, Procedures	Approval	367–370
	c) Appeals Oversight Committee	5 min	Andrew Candela	Verbal Report	Information	
	d) Quality Assurance Committee					
	i) Program Review Report	5 min	Todd Rowlatt	Data Package, Program Review Form	Information	371–391
8.	Research Report	5 min	Elle Ting	Verbal Report	Information	
9.	Chair Report	5 min	Elle Ting	Verbal Report	Information	
10.	Student Report	5 min	Gurpreet Kaur	Verbal Report	Information	
11.	Next Meeting: September 10, 2019 3:30-5:30pm room 5025 BWY-A	1 min	Elle Ting		Information	
12.	Adjournment	1 min	Elle Ting			



Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES - DRAFT
May 14, 2019, 3:30-5:30pm, Room 5025 BWY-A

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:32 p.m.
2.	Acknowledgement	D. Beerwald acknowledged that the meeting is being held on the traditional unceded territory of the Skwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by K. McNaughton and seconded THAT Education Council adopt the May 14, 2019 agenda as presented. All in favour. Motion carried.
4.	Approve Past Minutes	Motion: Moved by N. Coles and seconded THAT Education Council approve the April 2, 2019 minutes as presented. All in favour. Motion carried. Motion: Moved by H. Parisotto and seconded THAT Education Council approve the April 9, 2019 minutes as amended. J.-E. Zakoor requested “de-escalation” be removed from her statement. All in favour. Motion carried.
5.	Enquiries & Correspondence	There were none.
6.	Business Arising	D. McMullen presented the Office of the Registrar’s accomplishments from 2018/19 and priorities for 2019/20.
	a) Annual Update/Report Deans and Directors	
	b) Contract Training Update	T. Sawkins presented the annual Contract Training Update for 2018-2019. She reported that most contracts are held by the Partnership Development Office, followed by the School of Instructor Education. The largest contract is the LINC contract through IRCC. T. Sawkins did not observe much change from the previous fiscal year in terms of growth, but noted a trend of provincial funding being targeted to specific populations facing barriers, such as Indigenous communities or workers over the age of 55. While most of VCC’s contract training is government funded, T. Sawkins hopes to discuss options to increase and diversify funding with the new Vice President, Enterprise and International Development. With regards to unemployed youth, T. Sawkins explained that VCC has not been responding to calls for proposals in this area, since the College has more expertise with the 55+ age group.
	c) Non-credit course outlines (Continuing Studies)	G. McIvor presented the summary of 2018 non-credit course offerings in Continuing Studies. He reported that 42% of courses were non-credit, and 57% were credit. He highlighted unique offerings such as the Introduction to School-Age Care course and the Gladue Report Writing pilot program. In Continuing Studies about 20% of courses were cancelled (8% of credit and 34% of non-credit courses), since minimum enrolment was not met. G. McIvor added that the department was financially very successful last year due

Item	Topic	Discussion
		<p>to increased enrolment and successful technology courses, increasing its financial contribution to the College by 61%.</p> <p>d) Online Learning Strategy and Design</p> <p>A. Dunn, Manager of Online Learning, Strategy and Design, presented VCC’s Online Learning Strategy. Key aspects include</p> <ul style="list-style-type: none"> • creating training materials for faculty to create and deliver online courses using technologies such as the video hosting service Kaltura and video conferencing platform Zoom • quality assurance of online materials • policy and governance; for example, records management and retention of Moodle content <p>A. Dunn also emphasized the importance of following Universal Design for Learning principles. A current project undertaken in collaboration with IT is the CTLR’s move to a new helpdesk system. A. Dunn and B. Friesen are hosting roadshows at all department to introduce the Online Learning Strategy and involve departments in its delivery.</p>
7.	<p>Committee Reports</p> <p>a) Curriculum Standing Committee</p> <p>i) Course Deactivations: MATH 0855, MTSK 0987, SCIE 0757, 0861, 0867, 0871, 0877</p> <p>ii) Course Updates: ACED 0707, 0709, 0710, 0711</p> <p>iii) New Program: Train the Trainer Short Certificate</p>	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve the deactivation of MATH 0855, MTSK 0987, SCIE 0757, SCIE 0861, SCIE 0867, SCIE 0871, and SCIE 0877.</p> <p>T. Rowlatt explained that these seven College & Career Access (CCA) courses are no longer taught. He inquired whether Education Council prefers to continue receiving deactivation requests for approval, or whether this authority should be transferred to Curriculum Committee. Education Council decided to maintain the current process of receiving deactivation requests, in the interest of ensuring documentation. All in favour. Motion carried.</p> <p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, revisions to the course outlines for ACED 0707 Job Search Techniques, ACED 0709 Education & Career Exploration, ACED 0710 Work Experience, and ACED 0711 Communications.</p> <p>T. Rowlatt reported that Education Council recently approved ACED 0700 Career Planning 12; the current proposal contains the same content split into four courses. Since students need to complete all four course to fulfill the requirement for ABE Career Planning, the articulation committee requested that specific learning outcomes be included in the course outlines, rather than a link to the ABE Articulation Guide, in order for the courses to be articulated. All in favour. Motion carried.</p> <p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the program content guide for the Train the Trainer Short Certificate, and recommend the Board of Governors approve the credential.</p>

Item	Topic	Discussion
		<p>T. Rowlatt reported that this program consists of the three core courses of the Provincial Instructor Diploma Program (PIDP). The program is an exit option for students who begin the PIDP or a starting point for those wishing to continue on to complete their PID. Courses were already approved as part of the PIDP renewal. All in favour. Motion carried.</p>
	<p>iv) Program Updates: Professional Cook 1 Plus Certificate & Culinary Arts Diploma</p>	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Culinary Arts Diploma and the Professional Cook 1 Plus Certificate.</p> <p>C. Gill presented the proposal to remove the TB test and immunization admission requirements. These requirements were put in place in response to an outbreak and were based on research that turned out to refer to standards for the health sector, not food services. Going forward, the department will manage immunization expectations with departmental guidelines. All in favour. Motion carried.</p>
	<p>v) Provisional Approval of New Programs Ad Hoc Committee</p>	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve the formation of a Provisional Approval of New Programs Ad Hoc Committee and its Terms of Reference.</p> <p>T. Rowlatt presented the proposal for the optional provisional approval process, providing additional support from experienced curriculum and program developers during the first offering of new or significantly revised programs, especially in areas not previously taught at VCC. The new process allows for minor adjustments during the first offering, as long as students are not disadvantaged and the program’s integrity is not compromised. T. Rowlatt met with the CTLR’s Instructional Associates in March to discuss their recommendations. Revisions were made to the original proposal presented to Education Council in March, clarifying that all those involved in the program’s development participate in conversations throughout the provisional approval period. All in favour. Motion carried.</p>
	<p>b) Policy Standing Committee i) D.1.4 Curriculum/ Educational/Institutional Materials Created within the College</p>	<p>Motion: Moved by J. Demeulemeester and seconded THAT Education Council recommends the Board of Governors approve D.1.4 Curriculum/Educational/Institutional Materials Created within the College. All in favour. Motion carried.</p> <p>J. Demeulemeester reported from the May 8 committee meeting; J. Shin, Associate Vice President, Student Success, had presented updates on student services policies D.4.2 Student Grievance, D.4.3 Student Code of Conduct (Non-Educational Matters) and D.4.5 Student Educational Conduct. These policies will come to committee within the next few months. Policy C.1.4 Assignment of Credits to Courses will be presented at the next Education Council meeting for approval.</p>

Item	Topic	Discussion
		Committee discussed policy C.3.7 Off-Campus Activity Involving Students (formerly Student Field Trips), which will be brought to Administrative Policy Committee next. There was a discussion about C.3.7 falling into the purview of Education and/or Administrative Policy Committee. J. Demeulemeester will follow up with S. Aulakh.
	c) Appeals Oversight Committee	D. Beerwald reported on committee’s continued work revising documents for a Tribunal Chair’s resource package.
	d) Program Review and Renewal Committee i) Update to Terms of Reference	Motion: Moved by T. Rowlatt and seconded THAT Education Council approve revisions to the Terms of Reference of the Program Review and Renewal Committee and its name change to Quality Assurance Committee. T. Rowlatt explained that the new name reflects the scope of committee’s work, including educational service renewals, accreditations and overall quality assurance. The quorum was changed to a simple majority and the membership updated to reflect the current status, with an appointed Dean (B. Griffiths) and the Dean of the Centre for Teaching, Learning, and Research (S. Lew). A third faculty member was added to ensure balance. There was a discussion about the committee name, and Quality Assurance Committee was accepted. All in favour. Motion carried.
	ii) PRRC Action Plan	Motion: Moved by T. Rowlatt and seconded THAT Education Council approve the 2019-2022 Quality Assurance Committee Action Plan. T. Rowlatt presented the Quality Assurance (previously Program Review and Renewal) Committee’s Action Plan with priorities for 2019-2022. The plan was partially informed by recommendations from the QAPA process. Committee is currently working on making the annual program review process more user-friendly; as part of this effort, IR is changing the visualization of data presented to departments for program reviews. All in favour. Motion carried.
8.	Research Report	E. Ting joined the meeting via phone from the RIPE/BCARIN conference in Kelowna. She reported that the REB received several extension requests in April for projects started 12 months ago. The Research Advisory Committee adjudicated the President’s Research Fund; feedback was received regarding the user-friendliness of the application forms, which will be reviewed by the REB in June.
9.	Chair Report	E. Ting reported that she will attend an academic governance meeting at JIBC on May 22. A special Education Council meeting/planning session is scheduled for June 3. I. Belhacene, student representative for Broadway/Annacis Island, resigned from Education Council and its standing committees. E. Ting thanked him for his involvement and energetic participation.

Item	Topic	Discussion
10.	Student Report	S. Sullivan reported that SUVCC representatives will attend the BC Federation of Students' annual Skills Development Symposium with workshops on how to work with administration and engage students. K. McNaughton thanked SUVCC for its contribution to VCC's Mental Health and Wellness Day.
11.	Next Meeting:	Education Council Planning Day: June 3, 9:00-12:00 p.m., room 5025 BWY-A Regular Meeting: June 11, 2019 3:30-5:30 p.m., room 240 DTN
12.	Adjournment	The meeting was adjourned at 4:57 p.m.

ATTENDEES: Denise Beerwald Todd Rowlett Jo-Ellen Zakoor Kathryn McNaughton
Dave McMullen Heidi Parisotto Natasha Mandryk Nona Coles

via teleconference: Elle Ting John Demeulemeester

REGRETS: Andrew Candela Robert Kunka Karen Crossett David Wells
Shawna Broekhuizen Gurpreet Kaur Paul Yeung Cindy Reeves
Karen Brooke

GUESTS: Tanis Sawkins Gordon McIvor Andrew Dunn Collin Gill
Nicole Degagne

RECORDING SECRETARY: Darija Rabadzija

Academic Schedule 2020-21

Terms and Breaks	
Fall Term 2020	8th September 2020 to 23rd December 2020
Winter Term 2021	4th January 2021 to 30th April 2021
Spring/Summer Term 2021	3rd May 2021 to 31st August 2021

Holiday Closure	24th December 2020 to January 1st 2021
VCC Day	TBD Oct/November, 2020

Statutory Holidays	
Labour Day	Monday September 7th 2020
Thanksgiving	Monday October 12th 2020
Remembrance Day	Wednesday November 11th 2020
Family Day	Monday February 15th 2021
Good Friday	Friday April 2nd 2021
Easter Monday	Monday April 5th 2021
Victoria Day	Monday May 24th 2021
Canada Day	Thursday July 1st 2021
BC Day	Monday August 2nd 2021

2020																2021																									
September						October						November						December						January					February												
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20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
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2021																																									
March						April						May						June						July						August											
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14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31					
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For more information about Academic Scheduling please refer to: [Policy 3.13 Academic Schedule](#) and [Procedures](#)

Academic Schedule/Calendar Program/Course Delivery 2020/21

School of Arts and Science		Terms when programs start			
Program	Notes:	Fall 2020	Winter 2021	Spring 2021	Summer 2021
ABE Lab - Purple Door - Computer Studies	Self paced	☑	☑	☑	
ABE Youth Program	Self-paced, Continuous intake	☑	☑	☑	
Access to Career Education - Career Programming	class-based and self-paced	☑	☑	☑	
ASL & Deaf Studies - ASL Level 1	Part-Time	☑	☑		☑
ASL & Deaf Studies - ASL Level 2	Part-Time	☑			
ASL & Deaf Studies - ASL Level 3	Part-Time		☑		
ASL & Deaf Studies - Certificate	Full-Time	☑			
Basic Education - Computers	Self-paced, Continuous intake	☑	☑	☑	
Basic Education - English	Class based, Self-paced, Continuous intake	☑	☑	☑	☑
Basic Education - Math	Class-based, Self-paced, Continuous intake	☑	☑	☑	☑
Basic Education - Outreach	Self-paced, Continuous intake	☑	☑	☑	
College and Career Access - English & Social Sciences	(CCA) - Self-paced, Continuous intake	☑	☑	☑	☑
College and Career Access - English Skills and Prep	(CCA) - Class-based	☑	☑	☑	
College and Career Access - Math & Sciences	(CCA) - Self-paced, Continuous intake	☑	☑	☑	☑
College Foundation - Biology	Class based	☑	☑	☑	☑
College Foundation - Chemistry	Class based	☑	☑	☑	☑
College Foundation - English	Class based	☑	☑	☑	
College Foundation - Law	Class based	☑	☑		
College Foundation - Math	Class based	☑	☑	☑	☑
College Foundation - Physics	Class based	☑	☑	☑	
College Foundation - Psychology	Class based	☑	☑		
Community & Career Education - Career Awareness	(CCED) Full - Time	☑			
Community & Career Education - Computer Applications	(CCED) Part-Time	☑			
Community & Career Education - Food Services Careers	(FSCR) Full-Time	☑			
Community & Career Education - Managing Your Money	(CCED) Part-Time	☑			
Community & Career Education - Reading & Writing Level 3	(CCED) Part-Time	☑			
Community & Career Education - Reading & Writing Level 4	(CCED) Part-Time	☑			
Community & Career Education - Retail & Hospitality Careers	(REHC) Full-Time	☑			
Dance - Diploma	Cohort, Class based	☑			
Deaf & Hard of Hearing - ASL and Literacy	Grouped classes	☑		☑	
Deaf & Hard of Hearing - Job Readiness		☑			
Deaf & Hard of Hearing - Speechreading		☑	☑	☑	
English as an Additional Language – Pathways		☑	☑	☑	
English as an Additional Language – Pronunciation		☑	☑	☑	
English as an Additional Language - Grammar		☑	☑	☑	
English as an Additional Language – IELTS Prep		☑			
English as an Additional Language – Communication for Engineers		☑			
English as Another Language - CELBAN Prep	Class based	☑	☑	☑	
Music - Diploma		☑			
Music - Degree		☑			
University Transfer – Arts Certificate		☑			
University Transfer – Science Certificate		☑			
University Transfer - Software Systems		☑			
University Transfer – Engineering		☑			
University Transfer		☑			
Visually Impaired		☑			

This Academic Schedule is subject to change

Non-term based courses and/or programs: Fall outside the term based schedule and are developed based on the number of hours or weeks required to complete the course and/or program (as reflected in the Program Content Guide and/or Course Outline).

Term based courses: Classes are generally held over a 3-4 month period. The exact dates vary from year to year depending on national, provincial and civic holidays but typically are held in the September-December period, the January-April period, and the May-August period.

For actual program and course start dates, as not all programs start at the beginning of each term, please contact the Registrar's Office or visit www.vcc.ca/Programs/Courses.

Centre of Continuing Studies		Terms when programs start			
Program	Notes:	Fall 2020	Winter 2021	Spring 2021	Summer 2021
Building Manager Certificate		☑	☑	☑	

Academic Schedule/Calendar Program/Course Delivery 2020/21

Building Service Worker		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Business and Technical Writing Certificate		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Business Leadership and Management Certificate		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Canadian Gemmological Association Diploma	Accelerated			<input checked="" type="checkbox"/>	
Canadian Gemmological Association Diploma	Part-Time	<input checked="" type="checkbox"/>			
Counselling Skills Foundational Certificate		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Creative Writing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Early Childhood Education		<input checked="" type="checkbox"/>			
Fashion Design & Production Diploma		<input checked="" type="checkbox"/>			
Fashion Merchandising		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Jewellery - Non-credit		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Languages		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Leadership Certificate		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Makeup Artistry Certificate		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Management Skills for Supervisors Certificate		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MasterValuer Appraisal Certificate of Completion		<input checked="" type="checkbox"/>			
Medical Device Reprocessing Technician		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
NETT (Networking Technology) Program		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Office Administration Certificates	(Administration and Supervision, Legal Office Skills, Medical Office Skills, and Records Management Skills streams)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Paralegal		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Small Business		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sport and Recreation Management Certificate		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Tea Sommelier		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Volunteer Management		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Wedding and Event Management Certificate		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Wine Sommelier		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

This Academic Schedule is subject to change

Non-term based courses and/or programs: Fall outside the term based schedule and are developed based on the number of hours or weeks required to complete the course and/or program (as reflected in the Program Content Guide and/or Course Outline).

Term based courses: Classes are generally held over a 3-4 month period. The exact dates vary from year to year depending on national, provincial and civic holidays but typically are held in the September-December period, the January-April period, and the May-August period.

For actual program and course start dates, as not all programs start at the beginning of each term, please contact the Registrar's Office or visit www.vcc.ca Programs/Courses.

School of Health Sciences		Terms when programs start			
		Fall 2020	Winter 2021	Spring 2021	Summer 2021
Program	Notes:				
Access to Practical Nursing		<input checked="" type="checkbox"/>			
Acute Care Skills for Health Care Assistants	Non-term based	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Bachelor of Science (Nursing)	Year 1 Entry	<input checked="" type="checkbox"/>			
Bachelor of Science (Nursing)	Advanced Entry		<input checked="" type="checkbox"/>		
Certified Dental Assisting - Distance Delivery	Non-term based - monthly intakes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Certified Dental Assisting (on-site)	Non-term based	<input checked="" type="checkbox"/>			
Dental Hygiene - diploma	Non-term based	<input checked="" type="checkbox"/>			
Dental Hygiene - degree	Non-term based	<input checked="" type="checkbox"/>			
Dental Reception Coordinator	Non-term based	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Dental Technology		<input checked="" type="checkbox"/>			
Denturist		<input checked="" type="checkbox"/>			
Health Care Assistant	Non-term based	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Health Care Assistant - ESL		<input checked="" type="checkbox"/>			
Health Unit Coordinator	Non-term based		<input checked="" type="checkbox"/>		
Medical Lab Assistant	Non-term based	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Occupational/ Physical Therapist Assistant	Non-term based - Year 1	<input checked="" type="checkbox"/>			
Pharmacy Technician	Non-term based		<input checked="" type="checkbox"/>		
Practical Nursing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Pre-Health Sciences		<input checked="" type="checkbox"/>			

Academic Schedule/Calendar Program/Course Delivery 2020/21

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School of Hospitality, Food and Business		Terms when programs start			
		Fall 2020	Winter 2021	Spring 2021	Summer 2021
Program	Notes:				
Administrative Assistant		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Applied Business Technology		<input checked="" type="checkbox"/>			
Asian Culinary Arts		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Baking & Pastry Arts - ACE-IT Foundation					<input checked="" type="checkbox"/>
Baking & Pastry Arts - Apprentice Level 1			<input checked="" type="checkbox"/>		
Baking & Pastry Arts - Apprentice Level 2			<input checked="" type="checkbox"/>		
Baking & Pastry Arts - Apprentice Level 3			<input checked="" type="checkbox"/>		
Baking & Pastry Arts - Artisan Baking		<input checked="" type="checkbox"/>			
Baking & Pastry Arts - Artisan Baking International		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Baking & Pastry Arts - Pastry			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Baking & Pastry Arts - Pastry - (ESL)		<input checked="" type="checkbox"/>			
Baking & Pastry Arts - Pastry (International 5 months)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Canadian Business Management		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Business & Project Management		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cook Apprentice (monthly intake)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Culinary Arts High School		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Executive Assistant		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Hospitality Management - Degree		<input checked="" type="checkbox"/>			
Hospitality Management - Degree (Executive Chort)		<input checked="" type="checkbox"/>			
Hospitality Management - Diploma		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Legal Administrative Assistant		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Medical Office Assistant		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Medical Transcriptionist		<input checked="" type="checkbox"/>			
Culinary Arts Diploma (International) (Monthly intake)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Professional Cook 1 (Monthly intake)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Professional Cook 1 ESL		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Professional Cook 2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

This Academic Schedule is subject to change

Non-term based courses and/or programs: Fall outside the term based schedule and are developed based on the number of hours or weeks required to complete the course and/or program (as reflected in the Program Content Guide and/or Course Outline).

Term based courses: Classes are generally held over a 3-4 month period. The exact dates vary from year to year depending on national, provincial and civic holidays but typically are held in the September-December period, the January-April period, and the May-August period.

For actual program and course start dates, as not all programs start at the beginning of each term, please contact the Registrar's Office or visit www.vcc.ca Programs/Courses.

School of Instructor Education		Terms when programs start			
		Fall 2020	Winter 2021	Spring 2021	Summer 2021
Program	Notes:				

Academic Schedule/Calendar Program/Course Delivery 2020/21

Certificate in Online/eLearning		☑	☑	☑	
Provincial Instructor Diploma		☑	☑	☑	

This Academic Schedule is subject to change

Non-term based courses and/or programs: Fall outside the term based schedule and are developed based on the number of hours or weeks required to complete the course and/or program (as reflected in the Program Content Guide and/or Course Outline).

Term based courses: Classes are generally held over a 3-4 month period. The exact dates vary from year to year depending on national, provincial and civic holidays but typically are held in the September-December period, the January-April period, and the May-August period.

For actual program and course start dates, as not all programs start at the beginning of each term, please contact the Registrar's Office or visit www.vcc.ca/Programs/Courses.

School of Trades, Technology and Design		Terms when programs start			
Program	Notes:	Fall 2020	Winter 2021	Spring 2021	Summer 2021
Automotive Collision - Apprentice Level 1		☑			
Automotive Collision - Apprentice Level 2		☑			
Automotive Collision - Apprentice Level 3		☑	☑		
Automotive Collision and Refinishing - High School		☑			
Automotive Collision and Refinishing - RayCam			☑		
Automotive Collision and Refinishing Diploma		☑	☑	☑	
Automotive Collision and Refinishing Technician - Foundation		☑	☑		☑
Automotive Collision Glass Technician Apprentice		☑			
Automotive Paint and Refinishing Prep Apprentice		☑			☑
Automotive Refinishing - Prep Foundation		☑			
Automotive Refinishing Prep Apprentice			☑		
Automotive Refinishing Prep High School			☑		
Automotive Service Technician - E-pprentice		☑		☑	
Automotive Service Technician - Foundation		☑	☑	☑	
Automotive Service Technician Apprentice - ACE-IT	Britannia	☑		☑	
Automotive Service Technician Apprentice Level 1				☑	
Automotive Service Technician Apprentice Level 2		☑	☑	☑	☑
Automotive Service Technician Apprentice Level 3		☑	☑	☑	
Automotive Service Technician Apprentice Level 4		☑	☑		☑
Automotive Service Technology Diploma	2 year program	☑	☑	☑	
CAD and BIM - Architectural	(Previously Drafting)	☑			
CAD and BIM - Architectural, Civil, Structural	(Previously Drafting)	☑			
CAD and BIM - Citation (4 months)	(Previously Drafting)			☑	
CAD and BIM - Diploma streams	(Previously Drafting)	☑			
CAD and BIM - Steel Detailing	(Previously Drafting)	☑			
Computer Systems Technology	2 year program	☑	☑		
Hair Design		☑	☑	☑	
Hair Design High School		☑			
Heavy Mechanical - Diploma	2 year program				☑
Heavy Mechanical - Foundation		☑	☑	☑	
Heavy Mechanical Trades Apprentice Level 1		☑		☑	☑
Heavy Mechanical Trades Apprentice Level 2		☑	☑	☑	
Heavy Mechanical Trades Apprentice Level 3		☑	☑	☑	
Heavy Mechanical Trades Apprentice Level 4 - CT			☑		☑
Heavy Mechanical Trades Apprentice Level 4 - HD		☑			
Jewellery Art and Design		☑			
Skin and Body Therapy		☑	☑	☑	
Visual Communication Design	(previously Digital Graphic Design)	☑	☑		

This Academic Schedule is subject to change

Academic Schedule/Calendar Program/Course Delivery 2020/21

Non-term based courses and/or programs: Fall outside the term based schedule and are developed based on the number of hours or weeks required to complete the course and/or program (as reflected in the Program Content Guide and/or Course Outline).

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For actual program and course start dates, as not all programs start at the beginning of each term, please contact the Registrar's Office or visit www.vcc.ca/Programs/Courses.



INFORMATION NOTE

PREPARED FOR: Education Council

DATE: June 11, 2019

ISSUE: K-12 BC High School Curriculum Changes

Recommendation to the VCC Curriculum Committee and Education Council

K-12 New Course Name Changes:

With the recent changes that have been made to the BC High School Curriculum, The Registrar's Office is requesting that all occurrences of the following courses listed in VCC Admission Requirements and Course Prerequisite Requirements be updated to reflect the revised course names within the new BC Grade 10 - 12 Graduation Curriculum:

- Biology 11 and 12
- English 10, 11, and 12
- English Literature 12
- English First Peoples 10 and 11
- Apprenticeship and Workplace Mathematics 10, 11, and 12

Effective Date: September 1, 2019

Existing Course Name	New Curriculum Course Name
ENGLISH:	
English 10	Composition 10, or Creative Writing 10, or Literary Studies 10, or New Media 10, or Spoken Language 10
English 11	Composition 11, or Creative Writing 11, or Literary Studies 11, or New Media 11, or Spoken Language 11
English 12	English Studies 12, or Composition 12, or Creative Writing 12
English Literature 12	Literary Studies 12, or New Media 12, or Spoken Language 12
English First Peoples 10	EFP Writing 10, or EFP Literary Studies 10, or EFP New Media 10, or EFP Spoken Language 10
English First Peoples 11	EFP Literary Studies and Writing 11, or EFP Literary Studies and New Media 11, or EFP Literary Studies and Spoken Language 11

Biology 11	Life Sciences 11
Biology 12	Anatomy and Physiology 12
Apprenticeship and Workplace Mathematics 10	Workplace Mathematics 10
Apprenticeship and Workplace Mathematics 11	Workplace Mathematics 11
Apprenticeship and Workplace Mathematics 12	Apprenticeship Mathematics 12

Discontinued Courses:

In addition, all instances of Communications 11 and 12, Applications of Mathematics 11 and 12, Principles of Mathematics 11, and 12 be deleted from VCC Admission Requirements and Course Prerequisite Requirements to reflect courses that have been discontinued within the new BC Grade 10 - 12 Graduation Curriculum.

Effective Date: September 1, 2019

Discontinued Courses
Communications 11
Communications 12
Applications of Mathematics 11
Applications of Mathematics 12
Principles of Mathematics 11
Principles of Mathematics 12

PREPARED BY: Denis Seremba, Associate Registrar

DATE: June 6, 2019



DECISION NOTE

PREPARED FOR: Education Council

DATE: June 11, 2019

ISSUE: Revisions to Canadian Business Management Post-Degree Diploma

BACKGROUND:

The Department of Business Management is proposing a series of changes to the Canadian Business Management (CBM) program. There are two major changes:

1. Re-sequence the courses, primarily in Year 1, to match the Year 1 courses in the Business and Project Management program that is beginning September 2019. The department's goal is to have very similar first-year experiences for this suite of programs. This includes moving MGMT 1007 Financial Accounting to Term 1 and MGMT 2014 Financial Management to Term 2 to have a progression of math and accounting skills.
2. Shifting some credits from the Term 4 practicum to two prep courses in Terms 2 and 3. This will better support students as they head into the practicum with the workplace skills and knowledge they need to succeed. Students will begin working on career planning, professionalism, online profiles and resumes with additional time to prepare for their practicum.

DISCUSSION:

Al Petrone and Joel Rivera presented this proposal. The changes were presented twice, at the April and May meetings. The original proposal needed additional design work; Mr. Rivera worked with Marilyn Heaps and Francesco Barillaro from the Centre for Teaching, Learning & Research to blueprint the two preparatory courses and the practicum prior to the May meeting. Curriculum Committee was pleased with the alignment in the final result, and believe the changes will greatly support student success. Several other minor changes were identified and made.

Les Apouchtine from the Registrar's Office expressed significant reservations about the September 2019 effective date. A significant amount of work is required by the Registrar's Office, Timetabling, and Finance to implement the changes, meaning students won't receive final schedules likely until August.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, revisions to the Canadian Business Management Post-Degree Diploma program content guide and 3 courses, including the new course MGMT 1019 Preparation for the Canadian Workplace 1.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: May 30, 2019

Program Change Request

Date Submitted: 05/13/19 11:40 am

Viewing: **Canadian Business Management Post-Degree Diploma**

Last approved: 05/09/19 5:12 pm

Last edit: 05/22/19 10:02 am

Changes proposed by: trowlatt

In Workflow

1. **4801 Leader**
2. **SHP Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**

Program Name:

Canadian Business Management Post-Degree Diploma

Credential Level: Post-Degree Diploma

Effective Date: September **2019** ~~2017~~

School/Centre: Hospitality, Food Studies & Applied Business

Department: Canadian Business Mgmt Diploma (4801)

Contact(s)

Approval Path

1. 05/13/19 12:41 pm
Al Petrone
(apetrone):
Approved for 4801
Leader
2. 05/13/19 12:59 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 05/22/19 10:04 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Jun 4, 2018 by
Nicole Degagne
(ndegagne)
2. May 9, 2019 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Al Petrone	apetrone@vcc.ca	8357

Program Content Guide

Goal

This program is being designed for international students who already hold a bachelor's degree in any discipline and are interested in business studies in a Canadian context. The Canadian Business Management Post-Degree Diploma provides students with a solid foundation in business management and prepares them for employment in Canada. Students will be prepared to seek employment in the areas of business, finance and administration. This program will provide students with the knowledge, skills and experience necessary to manage the human, physical and financial resources and complex strategic and practical management issues that are present in today's business environment.

Admission Requirements

The admission requirement is an undergraduate degree from an accredited university.

If the degree was not granted by a university in an English speaking country, applicants will be required to have one of the following tests written within the last 24 months:

IELTS – A minimum 6.5 score overall and no score less than 6.0 on the Academic version

TOEFL – An 84 score overall and a minimum score of 21 in reading, listening, writing and speaking

Prior Learning Assessment & Recognition (PLAR)

PLAR will not be available to students enrolled in this diploma.

Program Duration & Maximum Time for Completion

The program is designed with four academic terms, each four months long, and may be delivered over two academic years or in an accelerated format of four academic terms in 16 months.

Regular Delivery Option 1: Students enroll in a September start date and complete the program in two academic years of study.

Accelerated Delivery Option 2: Students enroll in a September or January start date and complete the program in 16 months of accelerated study.

Program Learning Outcomes

Graduates of the Canadian Business Management Post-Degree Diploma will be able to:

- Communicate effectively and respectfully as business professionals
- Work with others to solve problems and manage projects
- Apply core leadership competencies in the business sector
- Evaluate financial information and financial implications related to business decisions to support the goals of a business enterprise
- Improve business procedures by applying up-to-date principles of operations management
- Apply critical thinking and problem-solving techniques to make sound management decisions and recommendations
- Manage cross-culturally with adaptability, flexibility, openness and confidence
- Manage basic human relations issues in a business setting
- Evaluate the impact of various economic, legal, cultural, political and geopolitical systems on business and leadership
- Act in an ethical and socially responsible manner within the legal framework of the Canadian business sector
- Employ sustainable decision-making and practices in their work as business professionals

Instructional Strategies, Design, and Delivery Mode

The courses will be presented using a variety of instructional strategies, resources and activities including lectures, case studies, presentations and guest speakers. A strong emphasis will be placed on using recent case studies from Canadian businesses to highlight the theoretical material. During the final 14 weeks of the program, students will be placed in a practicum with a local business.

Evaluation of Student Learning

Evaluation of courses is determined by the instructors and may include a combination of assignments, projects, case studies, theory and/or practical exams. 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+ (2.33) upon completion of all program courses to successfully graduate, and a minimum cumulative grade point average of C (2.00) in each term to advance into subsequent courses/terms in the program.

Recommended Characteristics of Students

A strong foundation in mathematics and English.

Motivated and disciplined.

Well-developed analytical and critical thinking skills.

Experienced in word processing and use of spreadsheets

Courses

Plan of Study Grid

Term One	Credits
<u>MGMT 1001</u> Business Mathematics	3
<u>MGMT 1002</u> The Canadian Economy	3
<u>MGMT 1003</u> Principles of Management	3
<u>MGMT 1004</u> Communications in the Canadian Workplace	3
MGMT 1005 Organizational Behaviour	-
<u>MGMT 1007</u> Financial Accounting	3
Credits	15
Term Two	
<u>MGMT 1005</u> Organizational Behaviour	3
<u>MGMT 1006</u> Fundamentals of Marketing	3
MGMT 1007 Financial Accounting	-
MGMT 1008 International E-Commerce	-
<u>MGMT 1009</u> Business Statistics	3
MGMT 1010 Business Sustainability and Ethics	-
<u>MGMT 1019</u> Preparation for the Canadian Workplace 1	3
<u>MGMT 1011</u> Information Technology Management	3
<u>MGMT 2014</u> Financial Management	3
Credits	18
Term Three	
<u>MGMT 2012</u> Human Resources Management	3
<u>MGMT 2013</u> Management Skills for Supervisors	3
MGMT 2014 Financial Management	-
<u>MGMT 2015</u> Entrepreneurship	3
<u>MGMT 2017</u> Canadian Business Law	3
<u>MGMT 2019</u> Preparation for the Canadian Workplace 2	1.5
<u>MGMT 1010</u> Business Sustainability and Ethics	3
Credits	16.5
Term Four	
<u>MGMT 2020</u> Workplace Practicum	10.5
Credits	10.5
Total Credits	60

Transcript of Achievement

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:

<https://curriculum.vcc.ca/courseleaf/approve/>

from letter grades as follows.

Grading Standard

Transcript of Achievement

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.	1.00
F	0-49	Failing Grade	0.00
S	70 and above	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 Standing			
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.

Updated CBM as per integration with new BPM program (that shares first year courses). Developed a better support process for students in the Term 4 practicum, by including prep courses in Terms 2 and 3.

Are there any expected costs to this proposal.

Consultations

Consultated Area	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	Worked extensively with Marilyn and Francesco to blueprint the two new prep courses.
International Education	Discussed support provided by IE for intl support around visas, and refocused courses as a result.
International Education	Consulted around credits and hours. RO has significant concerns around timing of implementation by September.

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.

These fields are used by Marketing to help populate some of the information about your program on the website. If you have suggestions or edits to these sections, contact webmaster@vcc.ca.

Marketing Description

What you will learn

What to expect

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 1:59 pm

Viewing: **MGMT 1019 : Prep for CDN Workplace 1**

Last edit: 05/22/19 10:03 am

Changes proposed by: jrivera

Programs
referencing this
course

[105: Canadian Business Management Post-Degree Diploma](#)

Course Name:

Preparation for the Canadian Workplace 1

Effective Date:

September 2019

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Canadian Business Mgmt Diploma(4801)

Contact(s)

In Workflow

1. **4801 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 01/14/19 12:25 pm
Al Petrone
(apetrone):
Approved for 4801
Leader
2. 03/05/19 1:06 pm
Nicole Degagne
(ndegagne):
Rollback to Initiator
3. 03/05/19 5:46 pm
Al Petrone
(apetrone):
Approved for 4801
Leader
4. 03/08/19 12:33 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
5. 03/20/19 1:06 pm
Todd Rowlatt
(trowlatt): Rollback
to SHP Dean for
Curriculum
Committee Chair
6. 03/20/19 1:25 pm
Dennis Innes

²⁴
 (dinnes): Rollback to
 4801 Leader for SHP
 Dean

7. 04/10/19 9:43 am
 Todd Rowlatt
 (trowlatt): Approved
 for 4801 Leader
8. 04/10/19 9:44 am
 Todd Rowlatt
 (trowlatt): Approved
 for SHP Dean
9. 04/17/19 2:20 pm
 Todd Rowlatt
 (trowlatt): Rollback
 to Initiator
10. 05/13/19 8:33 am
 Al Petrone
 (apetrone):
 Approved for 4801
 Leader
11. 05/13/19 8:40 am
 Dennis Innes
 (dinnes): Approved
 for SHP Dean
12. 05/22/19 10:05 am
 Todd Rowlatt
 (trowlatt): Approved
 for Curriculum
 Committee Chair

Name	E-mail	Phone/Ext.
Al Petrone	apetrone@vcc.ca	8357

Banner Course Prep for CDN Workplace 1
 Name:

Subject Code: MGMT - Business Management

Course Number 1019

Year of Study N/A

Credits: 3

Course Description:

This course introduces students to the necessary knowledge, skills and abilities (KSA's) required to be successful in the Canadian workplace.

Course Pre-Requisites (if applicable):

Completion of all courses in the first term of the Post-Degree Diploma in Canadian Business Management.

TERM 1

- MGMT 1001 Business Mathematics
- MGMT 1002 The Canadian Economy
- MGMT 1003 Principles of Management
- MGMT 1004 Communications in the Canadian Workplace
- MGMT 1007 Financial Accounting

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	Recognize recruitment processes used in the Canadian workplace
CLO #2	Demonstrate effective communication skills required for success in the Canadian workplace
CLO #3	Demonstrate professionalism in the learning environment
CLO #4	Discuss cultural differences and similarities in workplace attitudes, beliefs and values
CLO #5	Identify career plans and goals
CLO #6	Identify specific employability requirements related to career paths
CLO #7	Develop a professional online presence

Instructional
Strategies:

Interactive lectures, role plays, case studies, group discussions, computer lab/work, guest speakers and online activities

Evaluation and Grading

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

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	10	Assignment 1: Resume & Cover Letter Writing (as per rubric)
Assignments	25	Assignment 2: Communication Skills (as per rubric)
Assignments	25	Assignment 3: Professionalism and Cultural Differences (as per rubric)
Assignments	20	Assignment 4: Career Planning and Goal Setting (as per rubric)
Assignments	10	Assignment 5: Interviewing Techniques (as per rubric)
Assignments	10	Assignment 6: Building a Professional Online Profile (as per rubric)

Hours by Learning Environment Type

Lecture, Seminar, Online

45

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Career Plans & Goals

Resume & Cover Letters for Entry-level Jobs

Online Profiles

Course Topics:

Social Presence

Interview Techniques and Processes

Cultural differences in the Canadian Workplace

Communication Skills

Sociocultural Competencies

Networking

Professionalism & Business Etiquette

Employability Skills

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

CBM PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer

Comments

Nicole Degagne (ndegagne) (03/05/19 1:06 pm): Rollback: .

Todd Rowlatt (trowlatt) (03/20/19 1:06 pm): Rollback: additional consultation with International

Dennis Innes (dinnes) (03/20/19 1:25 pm): Rollback: Hi Joel, I am rolling back all the course outlines and PCG so you can make any needed changes. Dennis

Todd Rowlatt (trowlatt) (04/17/19 2:20 pm): Rollback: Additional revisions based on CC feedback

Course Change Request

Date Submitted: 05/10/19 1:51 pm

Viewing: **MGMT 2019 : Prep for CDN Workplace 2**

~~Prep for the CDN Workplace~~

Last approved: 04/25/18 4:38 am

Last edit: 05/22/19 10:03 am

Changes proposed by: jrivera

Programs
referencing this
course

[105: Canadian Business Management Post-Degree Diploma](#)

Course Name:

Preparation for the Canadian Workplace **2**

Effective Date: September 2019

School/Centre: Hospitality, Food Studies & Applied Business

Department: Canadian Business Mgmt Diploma(4801)

Contact(s)

In Workflow

1. **4801 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 01/14/19 12:25 pm
Al Petrone
(apetrone):
Approved for 4801
Leader
2. 03/05/19 1:06 pm
Nicole Degagne
(ndegagne):
Rollback to Initiator
3. 03/05/19 5:46 pm
Al Petrone
(apetrone):
Approved for 4801
Leader
4. 03/08/19 12:33 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
5. 03/20/19 1:07 pm
Todd Rowlatt
(trowlatt): Rollback
to SHP Dean for
Curriculum
Committee Chair
6. 03/20/19 1:26 pm
Dennis Innes

Name	E-mail	Phone/Ext.
Al Petrone	apetrone@vcc.ca	8357

Banner Course Name: **Prep for CDN Workplace 2** ~~Prep for the CDN Workplace~~

Subject Code: MGMT - Business Management

Course Number: 2019

Year of Study: N/A

Credits: **1.5 ±**

Course Description:

This course **provides students with the opportunity** ~~is designed~~ **to further develop the knowledge, skills and abilities (KSAs) required** ~~prepare students for a successful practicum. practicum placement in the Canadian business workplace. Students will develop and practice job search, interview and communications skills.~~ **It also provides students with** ~~Students will examine~~ **the opportunity for long-range career planning professional expectations of the Canadian business workplace and goal setting in the Canadian workplace.** ~~prepare personal resumes and profiles for on-line recruitment sites.~~

Course Pre-Requisites (if applicable):

Completion of all courses in the first **two terms** ~~three semesters~~ of the Post-Degree Diploma in Canadian Business Management.

TERM 2

- **MGMT 1005 Organizational Behaviour**
- **MGMT 1006 Fundamentals of Marketing**
- **MGMT 1009 Business Statistics**
- **MGMT 1011 Information Technology Management**
- **MGMT 1019 Preparation for Canadian Workplace 1**
- **MGMT 2014 Financial Management**

TERM 1

- **MGMT 1001 Business Math**
- **MGMT 1002 The Canadian Economy**
- **MGMT 1003 Principles of Management**
- **MGMT 1004 Communications in the Canadian Workplace**
- **MGMT 1007 Financial Accounting**

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	Explain the professional expectations of new employees entering the Canadian business workplace
CLO #2	Develop a set of personal business career planning goals
CLO #3	Develop an on-line profile for business recruitment websites
CLO #4	Prepare a professional resume for prospective employers
CLO #5	Complete mock job interviews and respond effectively to interview questions and behavioural scenarios
CLO #1	Refine career plan and goals
CLO #2	Demonstrate job search techniques to meet career plan
CLO #3	Produce business correspondence related to job application and recruitment processes in the Canadian workplace
CLO #4	Demonstrate effective leadership communication skills required for success in the Canadian workplace
CLO #5	Identify career pathways in industry sectors within the Canadian business market
CLO #6	Develop a professional presence through networking and social media

Instructional

Strategies:

Interactive lectures, role plays, group discussions, guest speakers, third party agencies and online activities ~~Lectures, role plays~~

Evaluation and Grading

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

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	20	
Portfolio	30	on-line profile and resume
Assignments	20	personal career planning goals and job search strategy
Lab Work	30	mock interviews
Assignments	15	Assignment 1: Career Planning & Goal Setting (as per rubric)
Assignments	20	Assignment 2: Job search techniques and identifying career pathways (as per rubric)
Assignments	20	Assignment 3: Communicating as a Business Professional in the recruitment lifecycle (as per rubric)
Assignments	15	Assignment 4: Networking Assignment (as per rubric)
Assignments	30	Assignment 5: Communication Skills, critique and reflection (as per rubric)

Hours by Learning Environment Type

Lecture, Seminar, Online

24 ~~15~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

1. Job Search Techniques
2. Personal Career Planning and Goal Setting
3. Developing a Career Network
4. Resume Development
5. Online Profiles
6. Interview Skills

Career Planning & Goal Setting**Job Search Techniques****Resume & Cover Letter Development for Business Professionals****Understanding Career Pathways in the Canadian Business Market****Developing a Career Network and Professional Social Presence****Professionalism****Emotional Intelligence****Essential Skills****Communication Skills****Sociocultural Competencies****Conflict Resolution**

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

CBM PCG

Additional Information

Course Change Request

Date Submitted: 05/10/19 1:41 pm

Viewing: **MGMT 2020 : Workplace Practicum**

Last approved: 07/04/18 4:59 am

Last edit: 05/22/19 10:04 am

Changes proposed by: jrivera

Programs
referencing this
course

[105: Canadian Business Management Post-Degree Diploma](#)

Course Name:
Workplace Practicum

Effective Date: September 2019

School/Centre: Hospitality, Food Studies & Applied Business

Department: Canadian Business Mgmt Diploma(4801)

Contact(s)

In Workflow

1. **4801 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 01/14/19 12:26 pm
Al Petrone
(apetrone):
Approved for 4801
Leader
2. 03/05/19 1:06 pm
Nicole Degagne
(ndegagne):
Rollback to 4801
Leader for SHP
Dean
3. 03/05/19 2:21 pm
Nicole Degagne
(ndegagne):
Rollback to Initiator
4. 03/05/19 5:46 pm
Al Petrone
(apetrone):
Approved for 4801
Leader
5. 03/08/19 12:32 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/20/19 1:07 pm
Todd Rowlatt

Name	E-mail	Phone/Ext.
Al Petrone	apetrone@vcc.ca	8357

Banner Course Name: Workplace Practicum

Subject Code: MGMT - Business Management

Course Number: 2020

Year of Study: N/A

Credits: **10.5** ~~14~~

Course Description:

The ~~14-week-workplace~~ practicum provides students with **the an** opportunity to apply **the knowledge, the skills and ability learned** ~~knowledge from the classroom~~ in **the program to** a Canadian business workplace. ~~Students will work with program faculty and prospective placement sites to apply for a practicum assignment that best meets their personal learning and career development goals. During the practicum assignment students will learn new business skills, develop their capacity to communicate effectively in the workplace and begin to build a network of key employer contacts that can help them with their goal of securing permanent employment in the business community.~~

Course Pre-Requisites (if applicable):

Completion of all courses in the first three semesters of the Post-Degree Diploma in Canadian Business

Management: ~~Management-~~

TERM 3:

- **MGMT 2012 Human Resources Management**
- **MGMT 2013 Management Skills for Supervisors**
- **MGMT 2015 Entrepreneurship**
- **MGMT 2017 Canadian Business Law**
- **MGMT 2019 Preparation for the Canadian Workplace 2**
- **MGMT 1010 Business Sustainability and Ethics**

TERM 2

- **MGMT 1005 Organizational Behaviour**
- **MGMT 1006 Fundamentals of Marketing**
- **MGMT 1009 Business Statistics**
- **MGMT 1011 Information Technology Management**
- **MGMT 1019 Preparation for Canadian Workplace 1**
- **MGMT 2014 Financial Management**

TERM 1

- **MGMT 1001 Business Math**
- **MGMT 1002 The Canadian Economy**
- **MGMT 1003 Principles of Management**
- **MGMT 1004 Communications in the Canadian Workplace**
- **MGMT 1007 Financial Accounting**

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 both verbally and respectfully as in written formats in the business professionals environment

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

CLO #2	Work with others to solve problems and manage projects Demonstrate a professional and ethical manner of interacting in the business environment
CLO #3	Apply core leadership competencies Work effectively as a team member in the business sector environment
CLO #4	Improve business procedures by applying up-to-date principles of operations management Develop self management skills related to punctuality, time management, work organization and stress management
CLO #5	Apply critical thinking and problem solving techniques to make sound management decisions and recommendations
CLO #6	Manage cross-culturally with adaptability, flexibility, openness and confidence
CLO #7	Manage basic human relations issues in a business setting
CLO #8	Evaluate the impact of various economic, legal, cultural, political and geopolitical systems on business and leadership
CLO #9	Act in an ethical and socially responsible manner within the legal framework of the Canadian business sector
CLO #10	Employ sustainable decision-making and practices in their work as a business professional

Instructional

Strategies:

Hands on experience in a Canadian workplace supervised by industry professionals and VCC Faculty.

~~Practicum placement in an appropriate business setting with on-site supervision from workplace supervisor and VCC Faculty supervisor. Weekly practicum mentoring sessions on campus.~~

Evaluation and Grading

Grading System:

Letter Grade (A-F)

~~Satisfactory/Unsatisfactory~~

Passing grade:

D (50%) S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments Practicum	20	Reflective Journals (x4) as per rubric Practicum journal* (S or U based on rubric)

Type	Percentage	Brief description of assessment activity
Assignments Practicum	35	Reflective Essay: Personal reflection on journey through CBM program . Practicum self-assessment* (S or U based on rubric)
Other Practicum	5	Instructor Midterm Evaluation (as per rubric) Workplace supervisor evaluation* (S or U based on rubric)
Other Practicum	10	Instructor Final Evaluation (as per rubric) VCC supervisor evaluation* (S or U based on rubric)
Other	5	Student Midterm Self-Evaluation (as per rubric)
Other Practicum	10	Student Final Self-Evaluation (as per rubric) *Students must attain a satisfactory grade on all components to achieve "S"
Other	5	Practicum Manager Midterm Evaluation (as per rubric)
Other	10	Practicum Manager Final Evaluation (as per rubric)

Hours by Learning Environment Type

Lecture, Seminar, Online

6 ~~14~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum 420

Self Paced / Individual Learning

Course Topics

Course Topics:

Course Topics:

- ~~1. Practicum Selection and Placement~~
- ~~2. Practicum Learning objectives~~
- ~~3. Workplace Culture, Norms and Expectations~~ **Expectations**
- ~~4. Effective Business Communication~~
- ~~5. Professional and Ethical Behaviour in the Workplace~~
- ~~6. Working as a Team member~~
- ~~7. Self management Skills~~
- ~~8. Self Assessment~~
- ~~9. Dealing with Constructive Criticism~~

Effective communication in business environment (including conflict management)

Ethical, sustainable and socially responsible behaviour

Working as an effective team

Leadership

- Empowering, motivating and engaging employees
- Problem-solving and decision-making
- Leading positive change

Critical thinking

Development of self-awareness (Emotional Intelligence)

Building relationships and communities

Financial Management and Business Acumen

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

CBM PCG

Additional Information



DECISION NOTE

PREPARED FOR: Education Council

DATE: June 11, 2019

ISSUE: Revisions to the admission requirements for the Access to Practical Nursing Diploma Program

BACKGROUND:

The Practical Nursing department is proposing changes to the admission requirements for the Access to Practical Nursing program. They are adding information for internationally educated nurses (IENs) to apply to the program, as IENs often have a higher level of experience and education than the Health Care Assistants for which this program is designed. The department has accepted IENs into the program in the past already, and they have proven to be suitable candidates.

DISCUSSION:

Julie Gilbert, Department Leader of Practical Nursing, presented this proposal. She worked with Denis Seremba, Associate Registrar, to write suitable language. They believe this will remove a barrier to applicants and provide an opportunity for students with a good chance of success. Some other minor adjustments to the admission requirements were also made.

Curriculum Committee had no concerns.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Access to Practical Nursing Diploma program.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: May 30, 2019

Program Change Request

Date Submitted: 05/01/19 4:23 pm

Viewing: **Access to Practical Nursing Diploma**

Last approved: 01/25/19 8:43 am

Last edit: 05/22/19 3:33 pm

Changes proposed by: jgilbert

Program Name:

Access to Practical Nursing Diploma

Credential Level: Diploma

Effective Date: September 2019

School/Centre: Health Sciences

Department: Access to Practical Nursing (5017)

Contact(s)

In Workflow

1. **5017 Leader**
2. **SHS Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**

Approval Path

1. 05/10/19 12:14 pm
Todd Rowlatt
(trowlatt): Approved for 5017 Leader
2. 05/10/19 1:27 pm
Jo-Ellen Zakoor
(jzakoor): Approved for SHS Dean
3. 05/22/19 10:25 am
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee Chair

History

1. Nov 30, 2017 by
clmig-jwehrheim
2. Jan 4, 2018 by
Nicole Degagne
(ndegagne)
3. Jan 4, 2018 by
Nicole Degagne
(ndegagne)
4. Jan 4, 2018 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Julie Gilbert	jgilbert@vcc.ca	5130

Program Content Guide

Goal

The Access to Practical Nursing Diploma was initiated in response to the need for recognizing past education, training and work experience of applicants to the Practical Nursing program. If applicants have achieved a certificate in the following programs: (Health Care Assistant (HCA) or Resident Care Attendant (RCA) or a combined Home Support/Resident Care Attendant (HS/RCA) they may be admitted to the access semester of the Practical Nursing program.

Applicants are credited for their B.C. public post-secondary institution RCA or HSA/RCA certificate. Those entering with an education other than from a B.C. public post-secondary institution (HCA; RCA or HS/RCA Certificate) will need to demonstrate their eligibility prior to entrance.

This full-time thirteen (13) month program is designed to provide learners with the knowledge, skills, judgments and attitudes to perform to the full range of competencies as identified by the British Columbia College of Nursing Professionals (BCCNP). The program provides a learning experience that is integrated, professional, collaborative, and culturally sensitive with an aim to prepare graduates to care for individuals (and by extension, families of individuals) at multiple life stages and in a variety of practice settings in partnership with other health care professionals. Consistent with the BCCNP Scope of Practice Standards for LPNs (2017) the focus for beginner's practice is "promotion, maintenance and restoration of health, with a focus on clients with stable or predictable states of health"(p.3).

Upon success completion of the VCC PN Diploma, learners will possess the competencies to successfully complete the Canadian Practical Nursing Registration Examination (CPNRE), and to apply for licensure as a Licensed Practical Nurse in British Columbia. Licensing is required before being able to work as an LPN in BC.

Admission Requirements

NB: Core minimum standards for admission requirements, including English as an Additional Language standard have been established by the Provincial Practical Nursing Program Curriculum. VCC admission requirements for this program are in addition to those **Provincial expectations.**

~~provincial expectations:~~

All of these requirements must be met. ~~BC~~

Grade 12 **graduation** or equivalent

~~Success completion of HCA, RCA, or HS/RCA certificate~~ English 12 with a ~~minimum grade of~~ B or equivalent

~~Successful Success completion of HCA, RCA or HS/RCA certificate~~

~~Successful completion of HCA, RCA, or HS/RCA certificate~~

Pre-Calculus 11 with a minimum grade of C or equivalent or Foundations of Math 11 with a minimum grade of C or equivalent

VCC Health Sciences Math Assessment with 80% or completion of Math for Health Sciences (Math 1054) with 80%

Biology 12 with a minimum grade of C or equivalent

NURS 1602 Human Anatomy and Physiology with a minimum grade of 68% or equivalent within the last 3 years 600 Hours of work experience, within the last two years, in a care facility where care is provided to a group of Gerontology clients. Work experience must be verified by an official employer letter. Individualized home care experience is not acceptable.

Knowledge Assessment Examination with a minimum grade of 68%

Practicing HCAs, RCAs, HS/RCAs with a certificate from the BC Public Post-Secondary System are exempt from this examination.

Practicing HCAs, RCAs, HS/RCAs not from the BC Public Post-Secondary System will be required to take the Knowledge Assessment Exam ~~an examination~~ to validate equivalency to Vancouver Community College's ~~College's~~ HCA program outcomes. If applicants are unsuccessful on the exam the first time, they may rewrite the exam once. **Upon Acceptance into the program:**

Proof of English Language Proficiency Requirements:

As English is the language of study in BC, students must meet English language proficiency (ELP) at an appropriate level to be accepted into the provincial Practical Nursing program.

These requirements can be satisfied through one of the ~~following:~~ **following:-**

Three years of full-time, face-to-face secondary or post-secondary education at an accredited institution where English is the medium of instruction and is also one of the country's official languages. English as a Second Language/Additional Language (ESL/AL) courses are not included in this three-year calculation.

Academic International English Language Testing System (IELTS) with minimum scores of:

Speaking 7.0

Listening 7.5

Reading 6.5

Writing 7.0

Overall Band Score 7.0

~~3.-~~ Canadian English Language Benchmarks Assessment for Nurses (CELBAN) with minimum scores **of (CELBAN is only suitable for those who have studied Nursing in a country other than Canada): ~~of:~~**

Speaking 8.0

Listening 10.0

Reading 8.0

Writing 7.0

Internationally Trained Nurses:

Applicants with educational documents not from a Canadian or American institution must complete a comprehensive evaluation of education from International Credential Education Service

(ICES) <https://www.bcit.ca/ices/> in addition to the above admissions requirements. Applicants will be referred to the Department to assess eligibility.

Internationally trained nurses interested in applying to the program are recommended to meet with the Department Head before applying. Please contact the Practical Nursing Department Head at 604.871.7000 ext 5130.

Upon Acceptance into the program:

~~Writing 7.0 *—CELBAN is only suitable for those who have studied Nursing in a country other than Canada Pre-Calculus 11 with a minimum grade of C or equivalent or Foundations of Math 11 with a minimum grade of C or equivalent VCC Health Sciences Math Assessment with 80% or completion of Math for Health Sciences (Math 1054) with 80% Biology 12 with a minimum grade of C or equivalent NURS 1602 Human Anatomy and Physiology with a minimum grade of 68% or equivalent within the last 3 years 600 Hours of work experience, within the last two years, in a care facility where care is provided to a group of Gerontology clients. Work experience must be verified by an official employer letter. Individualized home care experience is not acceptable. Knowledge Assessment Examination with a minimum grade of 68% Practicing HCAs, RCAs, HS/RCAs with a certificate from the BC Public Post-Secondary System are exempt from this examination. Practicing HCAs, RCAs, HS/RCAs not from the BC Public Post-Secondary System will be required to take an examination to validate equivalency to Vancouver Community College's HCA program outcomes. If applicants are unsuccessful on the exam the first time, they may rewrite the exam once~~

Upon Acceptance into the program:

Criminal Record Check:

Criminal Record Check: In accordance to the Criminal Records Review Act, all individuals who work with vulnerable adults and/or children must complete a Criminal Records Check through the Ministry of Justice. ~~Applicants~~ **Justice. Applicants** to the program will be responsible for any costs incurred in the Criminal Record check.

~~Current CPR Level C: C—CPR Level C includes the following:~~

CPR Level C includes the following:

Adult/Child/Baby CPR – one rescuer

Adult/Child CPR –two rescuer

Adult/Child/Baby – choking

CPR certificates other than CPR Level C must be accompanied by documentation indicating the certificate includes the **above. Please note that in Health Care your CPR expires one year from the date of issue.**

~~above. Please note that in Health Care your CPR expires one year from the date of issue.~~ Current status is required for all clinical and practicum **experiences.**

~~experiences:~~

TB skin test:

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

Immunization Record:

VCC School of Health Sciences Immunization Record must be completed.

Immunizations in the following are strongly recommended:

Diphtheria/Tetanus/Pertussis

Polio

Measles, Mumps & Rubella

Varicella (Chicken pox)

Hepatitis B

Influenza

Clinical Facilities:

Clinical ~~facilities~~ ~~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.

Regulations stipulate that a properly fitted respiratory mask must be used when providing care to patients with suspected, known, or probable cases of acute respiratory infections. The respiratory mask must be a N95 respirator that is individually fitted by a trained and certified person. This individual mask fitting should be done just prior to beginning your program and is good for one year and must be performed annually. The original certificate must be presented to your program during the first week of classes.

~~Note: If your educational documents are not from a Canadian or American institution, contact the International Credential Evaluation Service (ICES).~~

Prior Learning Assessment & Recognition (PLAR)

None

Program Duration & Maximum Time for Completion

The Practical Nursing Access diploma is thirteen (13) months in length. Students must complete the diploma within two (2) years from the initial start date to the completion date.

Program Learning Outcomes

Graduates of this diploma will have acquired the knowledge and abilities to:

Apply the *Entry to Practice Competencies for Licensed Practical Nurses (2013)* to provide safe, competent, culturally safe and ethical care.

Practice within relevant legislation, BCCNP Standards of Practice Framework for LPNs: Scope of Practice Standards; Professional Standards; and Practice Standards (2014) as set out by the Health Professions Act of British Columbia and the BCCNP.

Value and engage in continuous learning to maintain and enhance competence.

Practice in collaboration with other members of the health care team to meet the collective needs of their clients.

Participate in interprofessional problem solving and decision making processes.

Advocate for and facilitate change reflecting evidence-informed practice.

Make systematic practice decisions that are client specific and consider client acuity, complexity, variability, and available resources.

Use critical thinking, clinical judgment and knowledge of assessment to plan, implement, and evaluate the agreed upon plan of care.

Develop a collaborative relationship with clients by connecting, sharing and exploring with them in a caring environment.

Provide culturally safe, person-centered care across the lifespan that recognizes and respects the uniqueness of each individual and is sensitive to cultural safety, cultural humility and diversity.

Provide leadership, direction, assignment, and supervision of unregulated care providers as appropriate.

Identify one's own values, biases, and assumptions on interactions with clients and other members of the health care team.

Instructional Strategies, Design, and Delivery Mode

This diploma program is offered on a full time basis and is divided into three levels. Each level must be successfully completed before the next one can be started. A major emphasis of this program is active student participation. Throughout the program the instructors will encourage the students to become increasingly more self-directed and responsible for their own learning. Students are expected to come to class well prepared for active participation in classroom, nursing lab and clinical activities.

Course guides provide direction of learning in preparation, in course activities and reflection of the content. The instructor acts as facilitator and expert to promote an environment conducive for learning through activities such as guided discussion, debate, audio-visual presentation, group activities, skill building exercises and simulation. Some courses may be offered in a blended delivery mode.

Level Access provides the foundation for the development of nursing practice and introduces the learner to the healthy adult, the older adult and concepts related to aging and chronic illness in various settings.

Level three examines a continuum of care in the community health setting and applies concepts from level one, two and three in the management of stable clients across the lifespan.

Level four integrates knowledge from previous levels and examines concepts related to the care of the medical/surgical client.

Each level is supported by a Consolidated Practice Experience (CPE) which reinforces the learning that has taken place within each level.

Eligibility to enter the Consolidated Practice Experience at the end of each level is dependent upon the successful completion of all of the other courses within that level. Each level must be successfully completed before the next one can be attempted.

A final practice experience or preceptorship prepares the learner for the role and expectations of the graduate.

Evaluation of Student Learning

Students' progress in the classroom, nursing lab and clinical setting will be evaluated. Theoretical concepts may be evaluated through multiple choice exams, case studies and written assignments. Assessment of clinical practice will be based on mid-term and final evaluations.

The passing grade for all courses is 68% with exception of Pharmacology Theory at 80% and Math at 100%; and Integrated Nursing Practice theory at 75% and all practical components Satisfactory (S).

If a student fails a course, there is an opportunity to write a comprehensive supplemental exam for a passing grade of 68%. **Students are only eligible to write a supplemental exam if they are within 4% of the passing grade (i.e. if the passing grade is 68% then failing grades between 64-67% are eligible to write a supplemental). No supplemental exam is allowed for a grade of lower than 64%. A total of two supplemental exams are permitted.**

If a course is not completed satisfactorily, a student may apply to repeat the course the next time it is offered, providing there is space available and the Department Head's approval is granted. Prior to returning, the student may be required by the PN Progressions Committee to complete and successfully pass one of the Success in the Practical Nursing courses.

If a student is transferring into the PN program from another institution, the student will be required to complete and successfully pass one of the Success in Practical Nursing courses.

In the Practical Nursing Diploma program, a student may repeat only two courses throughout the entire program. If a student fails three courses, he/she will exit the program. If there are extenuating circumstances, a nursing student may appeal to have this policy waived to allow for a third registration.

Note: All of the above is monitored by the Practical Nursing Department.

Recommended Characteristics of Students

A caring attitude.

A sincere interest in people of all ages who require all levels of care. This includes individuals who are: mentally or physically disabled, experiencing life threatening situations, confused or requiring rehabilitation.

Proficiency in the English language (reading/writing/listening/speaking) is essential.

Basic computer skills: email, word processing and internet searching.

Good manual dexterity.

Any supportive courses in human biology, psychology, sociology, first aid or previous related work experience or education would be an asset.

A basic foundation in mathematical calculations of decimals, fractions, and metric conversions.

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

For information about being a practical nurse, please review [Becoming a Licensed Practical Nurse in Canada: Requisite Skills and Abilities](#) at www.bccnp.ca

Note: The British Columbia College of Nursing Professionals asks each licensure applicant about criminal offences. If you have ever been convicted of a criminal offence (other than a minor traffic violation) you should consider whether your application for licensure would be accepted. Licensing is mandatory in B.C. for Licensed Practical Nurses.

Courses

Plan of Study Grid

		Credits
Term Two		
“Term Two” refers to the “Access Level” which combines levels 1 and 2 of the B.C. Practical Nursing Provincial Curriculum.		
<u>NURS 2101</u>	Professional Communication A	1.5
<u>NURS 2102</u>	Professional Practice A	1.5
<u>NURS 2103</u>	Health Promotion A	1
<u>NURS 2104</u>	Variations in Health A	2
<u>NURS 2105</u>	Pharmacology A	2
<u>NURS 2106</u>	Integrated Nursing Practice A	6
<u>NURS 2107</u>	Consolidated Practice Experience A	4
	Credits	18
Term Three		
<u>NURS 3001</u>	Professional Communication 3	1
<u>NURS 3002</u>	Professional Practice 3	1
<u>NURS 3003</u>	Health Promotion 3	1
<u>NURS 3004</u>	Variations in Health 3	1.5
<u>NURS 3005</u>	Integrated Nursing Practice 3	4
<u>NURS 3006</u>	Consolidated Practice Experience 3	2
	Credits	10.5
Term Four		
<u>NURS 4001</u>	Professional Communication 4	1
<u>NURS 4002</u>	Professional Practice 4	1
<u>NURS 4003</u>	Health Promotion 4	1
<u>NURS 4004</u>	Variations in Health 4	2
<u>NURS 4005</u>	Integrated Nursing Practice 4	6
<u>NURS 4006</u>	Consolidated Practice 4	6.5
<u>NURS 4007</u>	Transition to Preceptorship	1
<u>NURS 4008</u>	Preceptorship	6
	Credits	24.5
	Total Credits	53

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

Transcript of Achievement

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 49 obtained from letter grades as follows:

Grading Standard

Transcript of Achievement

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 68%	2.67
C+	64-67		2.33
C	60-63		2.00
C-	55-59		1.67
D	50-54		1.00
F	0-49		0.00
S		Satisfactory - student has met and mastered a clearly defined body of skills and performances to require 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	
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.

This note being added to the Prerequisite section will identify the opportunity for Internationally Educated Nurses (IENs) to apply to the Access to Practical Nursing (APN) program. IEN's often have education and experience higher than that of a Health Care Assistant and make suitable candidates for the APN program. We have accepted these students in the past but feel it would be beneficial to make the option more apparent to potential students.

Are there any expected costs to this proposal.

Consultations

Consultated Area	Consultation Comments
Registrar's Office	Met with Denis Seremba on April 12th to discuss the current process of reviewing applications from Internationally Educated Nurses (IENs) . By identifying in the PCG the potential option for IEN entry to the APN Program, there is a reduction in barriers for applicants. Applicants would receive credit for past nursing education and experience as reviewed by the PN Department Leaders.

Additional Information

Provide any additional information if necessary.

~~Both the Access to Practical Nursing and the Practical Nursing Programs are affected by these revisions. The courses in Level 3 & 4 of both programs are the same, therefore updates will be provided to only the Access PCG and Access level course outlines.~~

Supporting documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.

These fields are used by Marketing to help populate some of the information about your program on the website. If you have suggestions or edits to these sections, contact webmaster@vcc.ca.



DECISION NOTE

PREPARED FOR: Education Council

DATE: June 11, 2019

ISSUE: Changes to evaluation plan for NURS 3264 Nursing Clinical Practice 6

BACKGROUND:

The Bachelor of Science in Nursing department is proposing changes to the evaluation plan for NURS 3264 Nursing Clinical Practice 6: Care of the Acutely Ill Adult. There are two components of the evaluation plan: 1) a series of clinical evaluations where student must receive a "S" Satisfactory grade on each evaluation; and 2) examinations of the theory portion of the course where students receive a letter grade. Students also received a letter grade for a patient teaching assignment completed in the clinical setting that was worth 30 percent of the letter grade. The department is concerned that students who are doing poorly on the examinations are passing due to a strong grade on the patient teaching assignment. BSN students must take a comprehensive, cumulative NCLEX exam after graduation, and this is the final course on acute care skills. Students must be fully prepared to pass that exam in order to be licensed.

DISCUSSION:

Suzanne Touahria, Department Leader of the BSN program, presented this proposal. She explained the context of this course to Curriculum Committee members to justify the high level of examinations. The Committee also recognized an error in how the hours were listed. All 270 hours should be considered clinical. There is no change to the overall number of hours.

This course could have been approved at the Curriculum Committee level, as the changes only involved the evaluation plan, but the Chair did not notice.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, revisions to NURS 3264 Nursing Clinical Practice 6: Care of the Acutely Ill Adult.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: May 30, 2019

Course Change Request

Date Submitted: 05/09/19 5:17 pm

Viewing: **NURS 3264 : Nursing Clinical Practice 6**

Last edit: 05/22/19 1:24 pm

Changes proposed by: rklann

Programs
referencing this
course

[44: Bachelor of Science Nursing \(First Year Entry\).](#)

Course Name:

Nursing Clinical Practice 6: Care of the Acutely Ill Adult

Effective Date: September 2019

School/Centre: Health Sciences

Department: Baccalaureate Nursing(5031)

Contact(s)

In Workflow

1. **5031 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 12:14 pm
Todd Rowlatt
(trowlatt): Approved
for 5031 Leader
2. 05/10/19 12:23 pm
Jo-Ellen Zakoor
(jzakoor): Rollback
to 5031 Leader for
SHS Dean
3. 05/10/19 12:41 pm
Todd Rowlatt
(trowlatt): Approved
for 5031 Leader
4. 05/13/19 12:01 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
5. 05/22/19 1:25 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Suzanne Touahria	stouahria@vcc.ca	604 871 7000/5131

Banner Course Nursing Clinical Practice 6

Name:

Subject Code: NURS - Nursing

Course Number 3264

Year of Study **3rd Year Post-secondary**

Credits: 9

Course Description:

This course focuses on the nursing knowledge, skills and abilities required to provide complex care and manage critical health changes encountered in high acuity. Selected medical-surgical conditions are simulated in the laboratory to prepare the student for the clinical environment. Students draw on existing knowledge of human anatomy and physiology to perform assessments of body systems affected by pathophysiological states. Nursing knowledge regarding the physiologic changes and responses to trauma, surgery and acute medical illnesses is integrated. The nurses' role in collaborating with the physician and multidisciplinary team members to meet the holistic needs of the client is emphasized. The cooperative clinical experience supports the consolidation of learning.

This course is part of the full-time Nursing (BScN) Advanced Entry, Nursing (BScN) Year **3** ~~1~~-Entry Programs.

Course Pre-Requisites (if applicable):

NURS 3160, NURS 3163, NURS 3164, MATH 1111, NURS 3265

Course Co-requisites (if applicable):

NURS 3262, NURS 3263, NURS 3266

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

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

CLO #1	Perform accurate assessments for higher acuity health conditions. conditions
CLO #2	Apply knowledge of pathophysiology to case-studies, simulations and clinical situations. situations

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

CLO #3	Perform nursing skills required for complex care and co-morbidities. co-morbidities
CLO #4	Implement nursing interventions and symptom management during trauma care or rapidly changing conditions utilizing simulations and or experiences in clinical setting.
CLO #5	Demonstrate collaboration in higher acuity simulations and clinical situations. situations
CLO #6	Demonstrate ability to perform complex wound management. management
CLO #7	Use self reflection and constructive feedback to assess, evaluate and modify own practice in the lab and acute clinical care setting. setting

Instructional

Strategies:

Simulation, Case study work, Demonstration, Skill Development

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory

Passing grade:

S =72% for theory and all other components of the evaluation plan must be *Satisfactory - See Below

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Other	S/U	Laboratory: Integration Assessments Laboratory/clinical: Integration Assessments:
Other	S/U	Laboratory: Student Self-evaluation Laboratory/clinical: Self-evaluation:Lab
Other	S/U	Clinical: Student Self-evaluation Laboratory/clinical: Self-evaluation:Clinical
Other	S/U	Laboratory: Instructor evaluation Laboratory/clinical: Instructor-evaluation:Lab

Type	Percentage	Brief description of assessment activity
Other	S/U	Clinical: Instructor evaluation Laboratory/clinical: Instructor evaluation: Clinical
Assignments Other	S/U 20	Clinical Assignments Theory: Structured Journal
Participation	10	Theory: Group Participation
Assignments	S/U	Pre-class assignments
Exam	S/U	Theory: Drug Calculation Exam *Satisfactory = 100% with 2 attempts
Quizzes/Tests Midterm Exam	60 30	Theory: Quizzes - Formative Theory: Midterm Exam
Final Exam	40	Theory: Final Exam - Summative

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

270 ~~126~~

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

- Body systems assessment for complex care and co-morbidities
- Care of intravascular devices
- IV medications

Course Topics:

- **Intradermal injections**
- **Code** ~~code~~-management
- **Diagnostic** ~~diagnostic~~ tests
- Case studies
- ~~Nurse-physician collaboration~~
- **Nurse-physician collaboration**
- **Communicating with the health care team when rapid changes occur in higher acuity transitions**
- **Simulated** ~~simulated~~ clinical pathways
- ~~Intradermal injections~~
- Quality practice environments

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

Provide a rationale for this proposal:

Attached is the Curriculum Change Request for NURS 3264 PASSED in our BSN Curriculum Committee on April 10, 2019.

Attached is the Curriculum Change Request as recommended by the Health Sciences Curriculum Committee on May 7, 2019

This request is to change the Evaluation and Grading of this course. No changes are being made to the Course Learning Outcomes or the Content of this course. Rationale is itemized in the attached request, but in summary, there is concern that students who are doing poorly on exams in NURS 3264 are passing this course due to a

Patient Teaching Assignment completed in the clinical setting that is presently worth 30% of the course grade. The reallocation of marks for the class would then be in alignment with other XX64 Courses in the BSN program.

Rationale for the 40% Summative Exam: BSN students have to take a comprehensive, cumulative, summative NCLEX exam after completing our BSN nursing program. We have an obligation to gradually increase our students' ability to take a computerized, cumulative nursing exam. This is the final exam on acute care skills in our BSN program before graduation.

The above plan would evaluate student knowledge progressively throughout and at the end of the course. It also takes out a single, heavily weighted clinical assignment.

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

No extra costs

Consultations

Additional Information

Provide any additional information if necessary.

Supporting documentation:

[Curriculum Change Request form - NURS 3264 Evaluation percentages - March 22, 2019.doc](#)

[Curriculum Change Request form - NURS 3264 Evaluation percentages - May 7 from SHS Curriculum Committee Recommendations.doc](#)

Reviewer

Comments

Jo-Ellen Zakoor (jzakoor) (05/10/19 12:23 pm): Rollback: rollback for approval



DECISION NOTE

PREPARED FOR: Education Council

DATE: June 11, 2019

ISSUE: New course: SIGN 1110 Advanced ASL

BACKGROUND:

The ASL & Deaf Studies department is proposing a new course: SIGN 1110 Advanced ASL. This course is designed as a pilot for teaching ASL online, as the department is also developing an ASL Level 1 online course using curriculum development funding. They will be testing online learning activities and the Kaltura and Zoom platforms.

It is also designed to provide students graduating from the ASL & Deaf Studies program an opportunity to maintain their skills. Douglas College has suspended their 2019 intake for their Interpreting Diploma, which was the destination program for many of our students. The College is in discussion with Douglas about bringing the Interpreting program over to VCC.

Given that this is a pilot course, it has no credit and will have no tuition.

DISCUSSION:

David Wells, Dean of Arts and Sciences, presented this proposal. Curriculum Committee asked about the outcomes and topics, as they are similar to the ASL courses within our certificate program. Dean Wells responded that these are starting points for discussions among the students, with the primary goal being skill maintenance.

Several minor tweaks were made, including making it clear that it is an online course in the Course Description. The pre-requisites required some clarification; the committee Chair worked with the department after the meeting to ensure the correct pre-requisite was listed.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the new course: SIGN 1110 Advanced ASL.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: May 30, 2019

Course Change Request

New Course Proposal

Date Submitted: 05/09/19 2:13 pm

Viewing: **SIGN 1110 : Advanced ASL**

Last edit: 05/24/19 9:18 am

Changes proposed by: bcarmichael

Course Name:
Advanced ASL

Effective Date: September 2019

School/Centre: Arts & Sciences

Department: ASL & Deaf Studies Part Time(1952)

Contact(s)

In Workflow

1. 1952 Leader
2. SAS Dean
3. Curriculum Committee Chair
4. EDCO Chair
5. Records
6. Banner

Approval Path

1. 05/08/19 4:49 pm
Vincent Chauvet (vchauvet):
Approved for 1952 Leader
2. 05/09/19 11:01 am
Nicole Degagne (ndegagne):
Rollback to Initiator
3. 05/09/19 2:21 pm
Vincent Chauvet (vchauvet):
Approved for 1952 Leader
4. 05/09/19 2:46 pm
David Wells (dwells): Approved for SAS Dean
5. 05/24/19 9:25 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.

Name	E-mail	Phone/Ext.
Brenda Carmichael	bcarmichael@vcc.ca	x

Banner Course Advanced ASL

Name:

Subject Code: SIGN - Sign Language Studies

Course Number 1110

Year of Study 1st Year Post-secondary

Credits: 0

Course Description:

SIGN 1110 is an advanced ASL course which focuses on developing ASL language communication skills as well as improving fluency, articulation, and socio-cultural competencies. By the end of SIGN 1110 Advanced ASL, students will be able to meet ASLPI level 2.5/5. This course is taught online.

Course Pre-Requisites (if applicable):

SIGN 3100 ASL 3 or equivalent

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 expanded student discourse
CLO #2	Execute advanced ASL structure and vocabulary
CLO #3	Utilize role-shift variations
CLO #4	Illustrate formal storytelling
CLO #5	Integrate text analysis
CLO #6	Deliver formal/informal presentations

Instructional**Strategies:**

Students employ strategies to communicate clearly and effectively in partner interactions, group interactions and in presenting information to a group. Students' ASL skills are developed using a language lab and interacting with guest speakers as well as to develop communication skills in conversation, role rehearsals and group activities. Socio-cultural competencies are embedded in ASL skills and strategies, and demonstrated through the use of video-taping and feedback.

The instructor uses multiple strategies to achieve the learning outcomes including: ongoing needs analysis, group work, coaching, one-on-one consultations, videos, lectures, and demonstrations.

Course delivery and instruction will be conducted online.

Evaluation and Grading

Grading System: Letter Grade (A-F)
70

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	
Project	25	Presentation
Participation	20	
Final Exam	25	Final Presentation

Hours by Learning Environment Type

Lecture, Seminar, Online

60

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Narrative skills using different themes and topics such as: Narrating Unforgettable Moments, Describing Accidents, and Storytelling in ASL

Informal and formal presentations

Conversational skills used in everyday discussion incorporating: Sharing Interesting Facts, Explaining Rules, and Discussing Health Conditions

Language skills needed to explain ideas, or concepts; or to illustrate how and why things work, such as: Making Major Decisions with a focus on money matters and the processes by which people go through when making major decisions; or How to translate written text into ASL.

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

Provide a rationale for this proposal:

The purpose of this course is twofold: As a result of Douglas College suspending their 2020 intake for the interpreting program, the Advanced ASL Online course is designed to assist VCC graduating students an opportunity to continue to advance their ASL skills in preparation for entry into the interpreting programs for 2020.

Additionally, the Advanced ASL Online class is designed as a test pilot for our proposed ASL Level 1 online course, which has received approval from the CD Funding Proposals. ASL Level 1 is scheduled to be available for registration January 2020. We are using the Advanced ASL course to test the feasibility of learning activities and Kaltura / Zoom platform before going "LIVE" with our ASL Level One Online course.

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

Consultations

Consulted Areas

Consultation Comments

Consulted Areas	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	Met with Andy Sellwood, John Love, and Andrew Dunn multiple times January-May 2019.
Faculty/Department	Met with DADS and DHH instructors for consultation and feedback;
Registrar's Office	Consult with Denis Seremba and Nicole Degagne.
Library	Consult copyright and DVD usage from DawnSign Press

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Nicole Degagne (ndegagne) (05/09/19 11:01 am): Rollback: additional revisions required

Key: 8608

[Preview Bridge](#)



DECISION NOTE

PREPARED FOR: Education Council

DATE: June 11, 2019

ISSUE: Revisions to admission requirements related to vaccinations in the Professional Cook 2 Advanced Certificate

BACKGROUND:

The Culinary Arts department is proposing to remove the requirement for immunizations and TB skin tests from its Professional Cook 2 program. This is the same change EDCO saw for Professional Cook 1 and the Culinary Arts Diploma at the May 2019 meeting of Education Council. Immunizations and TB tests are not standard practice in the industry, and the risks to clients are limited. They plan on improving education on the topic for students, and manage immunization expectations with departmental guidelines.

DISCUSSION:

Ysabel Sukic, Assistant Department Leader of Culinary Arts, presented this proposal. She explained the background and department's reaction. Curriculum Committee accepted the rationale for the changes.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Professional Cook 2 Advanced Certificate.

PREPARED BY: Todd Rowlett, Chair, Curriculum Committee

DATE: May 30, 2019

Program Change Request

Date Submitted: 05/13/19 9:17 am

Viewing: **Professional Cook 2 Advanced**

Certificate

Last approved: 02/04/19 2:23 pm

Last edit: 05/13/19 2:21 pm

Changes proposed by: ysukic

In Workflow

1. 5409 Leader
2. SHP Dean
3. Curriculum Committee Chair
4. EDCO Chair

Program Name:

Professional Cook 2 Advanced Certificate

Credential Level: Advanced Certificate

Effective Date: **August** ~~January~~ 2019

School/Centre: Hospitality, Food Studies & Applied Business

Department: Professional Cook 2 (5409)

Contact(s)

Approval Path

1. 05/13/19 9:20 am
Collin Gill (cgill):
Approved for 5409
Leader
2. 05/13/19 9:55 am
Dennis Innes
(dinnnes): Approved
for SHP Dean
3. 05/22/19 11:35 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Sep 13, 2018 by
Ysabel Sukic (ysukic)
2. Oct 1, 2018 by Todd
Rowlatt (trowlatt)
3. Feb 4, 2019 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Ysabel Sukic	ysukic@vcc.ca	8474

Program Content Guide

Goal

To prepare learners for advancement in the food industry by providing an authentic learning experience in industry kitchens to further develop their culinary knowledge, skills, and professionalism.

Admission Requirements

ITA Professional Cook 1 Certificate of Qualification

English 10 or equivalent

Math 10 or equivalent

Valid Food Safe Level 1 Certificate

OR

~~Department Head Approval Upon acceptance: An immunization record showing current vaccinations for tetanus, hepatitis A and influenza. Negative TB skin test, or if the skin test is positive, then proof of a negative TB chest X-ray valid for one year. The department will provide students with all the necessary information on how to complete these requirements once registered.~~ **Department Head Approval**

Applicants must be able to physically handle; all seafood including but not limited to fish & shellfish, beef, lamb, pork, all types of poultry, all types of game, all dairy products, and all associated by-products required to meet the program outcomes. Any other known food allergies must be disclosed.

Applicants with a VCC Baking & Pastry Certificate or Baking & Pastry Red Seal Certificate may be exempt from [CULI 2507](#) Advanced Baking.

Prior Learning Assessment & Recognition (PLAR)

n/a

Program Duration & Maximum Time for Completion

The program is 16 weeks. Students have a maximum of three years to complete the credential.

Program Learning Outcomes

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

Apply advanced cookery skills and theoretical knowledge to the preparation, presentation and service of a range of dishes and beverages for a commercial hospitality environment.

Evaluate advanced product for consistency and accuracy in yield, flavor, texture, and overall appearance according to product specifications and standards.

Plan, design and write menus for culinary establishments that reflect nutritional and specific dietary needs.

Adhere to industry health, safety and employment standards in preparation, and handling and storage of food and equipment.

Adapt the knowledge, skills and attitudes necessary for success and sustainable professional practice in the culinary arts.

Reflect on performance and practice to identify and develop advanced professional skills needed to further advance in the culinary industry.

Instructional Strategies, Design, and Delivery Mode

The Professional Cook 2 Advanced Certificate is designed to meet the training needs of the Industry and the required training objectives established by the Industry Training Authority (ITA). Courses are delivered 4 days per week over 16 weeks.

The program is delivered in fully operational industrial kitchens, service outlets and classroom settings. Working in authentic service kitchens and outlets provides opportunity for students to further develop their practical cooking and professional skills. Classroom instruction is designed for students to develop theoretical knowledge and skills required for advancement in the Culinary Industry.

The program design is based on a learning-centred and experiential approach whereby students learn through experience working in authentic culinary work settings. Active student learning and participation is emphasized to promote the development of knowledge, skills and attitudes required for advancement in the food industry. Professional skills, such as teamwork, critical thinking, self-reflection and communication, are also emphasized throughout the program.

Evaluation of Student Learning

Evaluation of student learning includes both summative and formative assessments. Summative evaluations of students' theoretical, practical and professional skills are conducted through exams, practical assessments, course assignments and portfolios. Formative assessments allow instructors to provide students with feedback on their progress and learning needs. At the same time, students are given an opportunity to self/peer assess and demonstrate and reflect on their learning through portfolios

Students must receive a minimum 70% in each course to receive the VCC Professional Cook 2 Advanced Certificate.

Students who do not achieve the 70% minimum required to pass a course are allowed to continue in the program and must enroll in make-up courses to meet the requirements for certification.

Students who receive VCC's Professional Cook 2 Advanced Certificate are eligible to take the ITA's theoretical and practical exams required for the ITA certification.

Recommended Characteristics of Students

It is strongly recommended that applicants consider the daily tasks associated with working in a professional kitchen. These include the following Essential Skills Requirements:

Physical condition and stamina to meet the demands of the culinary industry e.g. lift 50lbs.

Ability to stand for long periods of time e.g. 5 hours or more

Good motor skill coordination

Ability to multi-task, with strong and efficient organizational and time management skills

Strong reading, comprehension and study skills

Work independently

Maturity, interpersonal & communication skills

Some creativity is an asset

Courses

Course List

Code	Title	Credits
CULI 2501	Kitchen Management	1
CULI 2502	Purchasing & Receiving	2
CULI 2503	Restaurant Customer Service	2
CULI 2504	Nutritional Menu Development	1
CULI 2505	Advanced Cookery	2
CULI 2506	Global & Vegetarian Cuisine	2
CULI 2507	Advanced Baking	5
CULI 2508	Restaurant Line Cooking	1.5
CULI 2509	Appetizers & Platters	1.5
CULI 2510	Advanced Butchery-Charcuterie	1.5

Code Title

Total Credits

19.5

Transcript of Achievement

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

Transcript of Achievement

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-	70-75	Minimum Pass	2.67
C+			2.33
C			2.00
C-			1.67
D			1.00
F	0-69	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 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.

Transcript of Achievement

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-	70-75	Minimum Pass	2.67
F	0-69	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
Course Standings			
R		Audit- No Credit	N/A
EX		Exempt- Credit granted	N/A
TC		Transfer Credit	N/A

Rationale and Consultations

Provide a rationale for this proposal.

aligning admission requirements with other culinary programs

Are there any expected costs to this proposal.

Consultations

Additional Information



DECISION NOTE

PREPARED FOR: Education Council

DATE: June 11, 2019

ISSUE: Revisions to the Professional Cook 1 Certificate (EAL Cohort) program

BACKGROUND:

The Culinary Arts department is proposing significant revisions to the PC1 (EAL Cohort) program. The changes align this program with the changes made in the PC1 Plus stream and the Culinary Arts Diploma Year 1. It will now align with the current ITA outcomes.

It also splits the EAL material into three courses with the credits increasing to 18 from 8 due to the changes to the C.1.4 Assignment of Credits to Courses policy. In order to avoid a significant increase in cost to students, Dennis Innes, Dean of Hospitality, Food Studies & Applied Business, and David Wells, Dean of Arts & Science, have arranged additional Ministry funding to support these students.

DISCUSSION:

Ysabel Sukic, Assistant Department Leader of Culinary Arts, presented this proposal. Ken McMorris, Assistant Department Head in EAL Pathways, spoke to the EAL courses. Most of the content matches the existing PC1 curriculum, and there were no concerns. The Committee noted one error in the hours for the two practicum courses; both were changed to 70 hours.

Les Apouchtine from the Registrar's Office again expressed concern with the September 2019 effective date. Dean Innes and Mr. Apouchtine will discuss between Curriculum Committee and the Education Council meeting.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, revisions to the Professional Cook 1 Certificate (EAL Cohort) program and five courses.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: May 30, 2019

Program Change Request

Date Submitted: 05/03/19 10:35 am

Viewing: **Professional Cook 1 Certificate (EAL Cohort)** ~~Culinary Arts Certificate~~

Last approved: 12/18/17 6:38 am

Last edit: 05/22/19 11:40 am

Changes proposed by: ysukic

In Workflow

1. **5401 Leader**
2. **5404 Leader**
3. **SHP Dean**
4. **Curriculum Committee Chair**
5. **EDCO Chair**

Program Name:

Professional Cook 1 Certificate (EAL Cohort) ~~Culinary Arts Certificate~~

Credential Level: Certificate

Effective Date: **September 2019**

School/Centre: Hospitality, Food Studies & Applied Business

Department Culinary Arts **ESL (5404)** ~~(5401)~~

Contact(s)

Approval Path

1. 07/06/18 11:53 am
Collin Gill (cgill):
Approved for 5401
Leader
2. 07/12/18 3:05 pm
Dennis Innes
(dinnes): Rollback to
Initiator
3. 03/11/19 12:41 pm
Collin Gill (cgill):
Approved for 5401
Leader
4. 03/12/19 2:07 pm
Collin Gill (cgill):
Approved for 5404
Leader
5. 03/13/19 12:04 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/15/19 9:11 am
Todd Rowlatt
(trowlatt): Rollback
to SHP Dean for
Curriculum
Committee Chair

- 73
7. 03/22/19 10:22 am
Nicole Degagne
(ndegagne):
Rollback to Initiator
 8. 05/03/19 11:30 am
Collin Gill (cgill):
Approved for 5401
Leader
 9. 05/03/19 11:31 am
Collin Gill (cgill):
Approved for 5404
Leader
 10. 05/09/19 7:52 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
 11. 05/22/19 11:40 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 18, 2017 by
clmig-jwehrheim

Name	E-mail	Phone/Ext.
Ysabel Sukic	ysukic@vcc.ca	8474

Program Content Guide

Goal

The Culinary Arts Certificate is designed to meet the need for qualified cooks in the hospitality industry. Graduates will be able to obtain employment as line cooks or third cooks in hotel kitchens, restaurants, catering companies, airport flight kitchens, trains, cruise ships, camps and institutional kitchens and will also have completed the technical training for entry into Professional Cook Level 3 of the BC Industry Training Authority (ITA) Apprenticeship Program. **To prepare EAL learners** For students requiring English language support, the program offers additional in-class and workplace training to help them improve their English language proficiency and job search skills for employment in the **food industry by providing an authentic learning experience in industry kitchens to develop their culinary knowledge, skills, and professionalism with English language support.** **Canadian labour market:** Students receive a VCC certificate upon successful completion of the program. Students who complete Term 1 and choose to discontinue the program will receive a VCC Professional Cook 1 Certificate.

Admission Requirements

~~English 10 or equivalent~~ ~~Math 10 or equivalent~~ ~~Food Safe Level 1 Certificate~~ This program is Canadian Language Benchmarked at Listening 7, Speaking 7, Reading 7 and Writing 6; or TOEFL: 68; or IELTS: Overall 5.5, with no band less than 5.0. For students requiring English language support, admission requirements are: ~~Math 10 or equivalent~~ Proof of completion of VCC Lower Intermediate English or equivalent, which includes a Canadian Language Benchmark of Listening 5, Speaking 5, Reading 5 and Writing 4; TOEFL: 45; or IELTS: overall 4.5, with no band less than **4.0** ~~4.0~~

Math 10 or equivalent

Applicants must be able to physically handle; all seafood including but not limited to fish & shellfish, beef, lamb, pork, all types of poultry, all types of game, all dairy products, and all associated by-products required to meet the program outcomes. Any other known food allergies must be disclosed.

Applicants with a VCC Baking & Pastry-ESL Certificate or Baking & Pastry Red Seal Certificate may be exempt from CULI 1504 Baking Techniques.

Applicants with a Meat Cutter's Red Seal Certificate may be exempt from CULI 1505 Butchery.

Prior Learning Assessment & Recognition (PLAR)

n/a

~~Applicants with relevant industry experience may challenge some courses in the program through PLAR. Permission for the challenge must be obtained from the department head and the challenge must occur prior to the program start.~~

Program Duration & Maximum Time for Completion

The program is 40 weeks. Students have a maximum of three years to complete the credential.

~~The program is 48 weeks in length offered over two terms. For students requiring English language support, the duration is 56 weeks with longer hours of classroom attendance in the first term.~~

Program Learning Outcomes

~~Upon successful completion of the Culinary Arts Certificate, graduates will be able to: Prepare a variety of culinary items for institutional, casual dining, fine dining, and buffet service and retail sale; Evaluate product outcomes for consistency and accuracy in yield, flavour, texture and overall appearance according to product specifications and standards;~~

Apply cookery skills Serve food and theoretical knowledge to the preparation, presentation and service of alcoholic beverages in a range of dishes and beverages for a commercial hospitality environment.

~~variety of food service settings according to Serving It Right standards;~~

Evaluate product outcomes for consistency and accuracy in yield, taste, flavour, texture and overall appearance according to product specifications and standards. standards;

Identify and describe the Implement principles of nutrition and balanced food combinations kitchen management for institutional menus. inventory and cost control;

~~Develop menus based on nutritional health and dietary needs;~~ Adhere to industry **health, health and safety and employment** standards in the preparation, handling and storage of **food and equipment. food;**

Apply the knowledge, skills and attitudes necessary for success and sustainable professional practice in the culinary arts.

Reflect on performance and practice to enhance professional skills needed to enter and advance in the culinary industry.

~~Implement principles of kitchen management for inventory and cost control;~~ Communicate clearly and professionally in English using industry-specific language and sociocultural practices; ~~Practice professional etiquette and personal hygiene during production;~~ ~~Work effectively as a team member during production and service.~~

Instructional Strategies, Design, and Delivery Mode

The Professional Cook 1 Certificate (EAL Cohort) is designed to meet the training needs of the Industry and the required training objectives established by the Industry Training Authority (ITA). Courses are delivered 4 days per week over 40 weeks.

The **program** ~~Culinary Arts Certificate focuses on practical skill development and~~ is delivered **primarily** in **fully operational industrial kitchens, VCC kitchens and food-service outlets and classroom settings.** ~~outlets. Students spend one month in each of the teaching kitchens and service outlets where instructional activities include demonstration, hands-on practice, and group discussion. Culinary theory is taught in a classroom setting and uses a combination of lecture, class discussion, and independent study to promote the development of professional practice in the food industry. A four-week industry practicum provides students with the opportunity to further develop their basic culinary skills prior to progressing into the advanced level courses. A major emphasis of the program is active student participation. Working in authentic service kitchens~~ **Students are encouraged to become self-directed and outlets provides opportunity responsible for students to develop** their **English language, practical cooking own-learning and professional skills.** ~~to come to class well prepared for active participation in classroom and kitchen activities. Classroom instruction, including~~ **For students requiring English language support,** an English **language course, course,** **Foodsafe level 1 Level 1,** and two **short** practicum courses are **designed for students to develop theoretical knowledge and skills required for success provided in the culinary industry. term one.**

The program design is based on a learning-centred and experiential approach whereby students learn through experience in authentic culinary work settings. **Active student learning** ~~Culinary theory is taught in a classroom setting and participation is emphasized~~ **uses a combination of lecture, class discussion, and independent study to promote the development of knowledge, skills and attitudes required for success in professional practice in the food industry. Professional skills, such as teamwork, critical thinking, self-reflection and communication, are also emphasized throughout the program.**

Evaluation of Student Learning

Evaluation of student learning includes both summative and formative assessments. ~~A number of written and practical exams will be given during each course*.The number and complexity of exams is dependent upon the course content and duration.In addition, several formal kitchen projects will be assigned and graded.~~**Summative evaluations of students' theoretical, practical and** ~~Daily performance including~~ professional ~~attitude, attendance, hand~~ skills are conducted through exams, practical assessments, and skills using kitchen equipment and tools will ~~determine the~~ course assignments and portfolios. ~~mark.~~ **Formative assessments allow instructors to provide students with feedback on their progress and learning needs. At the same time, students are given an opportunity to self/peer assess and demonstrate and reflect on their learning through portfolios. Students must receive a minimum 70% in each course to receive the Professional Cook 1 Certificate (EAL Cohort).**

Students who do not achieve the 70% minimum required to pass a course are allowed to continue in the program and must enroll in make-up courses to meet the requirements for certification.

~~Details of evaluation techniques will be provided during the first day of the program.All evaluations will be consistent with the college grading system:~~

~~* Students are required to achieve a minimum of 70% in all courses and exams.~~

Recommended Characteristics of Students

It is strongly recommended that applicants consider the daily tasks associated with working in a professional kitchen. These include the following **Essential Skills Requirements:** ~~physical and mental characteristics:~~ Physical condition and stamina to meet the demands of the culinary industry **e.g. lift 50lbs.**

Ability to stand for long periods of time e.g. 5 hours or more

Good motor skill coordination

Ability to multi-task, with strong and efficient organizational **and time management** skills

Strong reading, comprehension and study skills

Ability to work independently

Maturity, interpersonal & communication skills

Some creativity is an asset

Courses

Course List

Code	Title	Credits
CULI-1120	Safety, Sanitation & Equipment	2
CULI-1121	Basic Kitchen Skills	2
CULI-1122	Hot and Cold Sandwiches	2
CULI-1124	Hot & Cold Breakfast Cooking	2
CULI-1125	Kitchen Mgmt & Health Care	1
CULI-1126	Stock, Soup & Sauce Cooking	2

Code	Title	Credits
CUL11127	Cold Kitchen	1
CUL11130	Vegetable and Starch Cooking	1
CUL11131	Meat and Poultry Cooking	1
CUL11132	Seafood Cooking	1
CUL11133	Vegetari Entrees, Pasta & Soup	1
CUL11135	Meat, Poultry, Seafood Cutting	4
CUL11136	Meat, Poultry, Seafood Cooking	2
CUL11137	Vegetable, Egg, Starch, Pasta	2
CUL11140	Baking and Desserts 1	4
CUL11145	Culinary Practicum	4
CUL1241	Dining Room Service Procedures	2
CUL1242	Alcoholic Beverage Service	2
CUL1253	Appetizers and Hors d'oeuvres	1
CUL1254	Soups, Veges, Starches & Salad	0.5
CUL1255	Specialty Desserts	1
CUL1256	Kitchen Management & Nutrition	0.5
CUL1257	Meat, Poultry, Seafood Entrees	1
CUL1261	Appetizers and Salads	1
CUL1262	Vegetables, Starches & Soups 1	1
CUL1263	Entrees and Sauces 1	1
CUL1264	Baking and Desserts 2	1
CUL1270	Baking and Desserts 3	1
CUL1271	Appetizer, Salads, Buffet Prep	1
CUL1272	Vegetables, Starches & Soups 2	1
CUL1273	Entrees and Sauces 2	1
ELSK 1018	English for Culinary Arts 1	6
CULI 1501	Kitchen Orientation	5
CULI 1502	Culinary Techniques	4
CULI 1503	Garde Manger & Breakfast	4
ELSK 1028	English for Culinary Arts 2	6
CULI 1504	Baking Techniques	4
CULI 1505	Butchery	4
CULI 1182	Cook Practicum 1-Introductory	2
ELSK 1038	English for Culinary Arts 3	6
CULI 1506	Cook Chill Production Kitchen	4
CULI 1507	Flavour Principles & Menus	1
CULI 1508	Short Order Cafe	4
CULI 1183	Cook Practicum 2 -Advanced	2
Total Credits		52

~~For students requiring English language support, the additional courses are: Program Total Credits for Students~~

~~Requiring English Language Support:60~~ This guide is intended as a general guideline only. The college reserves the right to make changes as appropriate

Course List

Code	Title	Credits
CUL1128	English for Culinary Arts 1	8
CUL1184	Culinary Arts ESL Practicum 1	2
CUL1185	Culinary Arts ESL Practicum 2	2

Transcript of Achievement

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

Transcript of Achievement

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-	70-75	Minimum Pass	2.67
C+			2.33
C			2.00
C-			1.67
D			1.00
F	0-69	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 Grade Standings	Percentage	Description	Grade Point Equivalency

R	Audit. No Credit	N/A ⁸⁰
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.

Culinary ESL program requires updating to align with the rest of the Professional Cook 1 programs - and ITA learning outcomes.

Name changed to reflect current practice. Department code changed .

English course divided into 3 new courses, one per term.

Are there any expected costs to this proposal.

Credits have gone from 8 to 18. This will impact cost - EAL English portion may be funded to keep costs down.

Consultations

Consultated Area	Consultation Comments
Faculty/Department	Update overdue
Registrar's Office	update PCG requested by Karen Crosset
Other	EAL (ken McMoriss, Helga Mankoff and Carrie Lagget) involved with the changes to the English course

Additional Information

Course Change Request

Date Submitted: 03/18/19 8:35 am

Viewing: **CULI 1182 : Cook Practicum 1**

Introductory 1-Introductory

Last edit: 05/22/19 11:41 am

Changes proposed by: ysukic

Programs referencing this course
[13: Professional Cook 1 Certificate \(EAL Cohort\)](#)

Course Name:
Cook Practicum 1-Introductory

Effective Date: September 2019

School/Centre: Hospitality, Food Studies & Applied Business

Department: Culinary Arts(5401)

Contact(s)

In Workflow

1. **5401 Leader**
2. **SHP Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/18/19 12:40 pm
Collin Gill (cgill): Approved for 5401 Leader
2. 05/09/19 7:51 pm
Dennis Innes (dinnes): Approved for SHP Dean
3. 05/22/19 11:40 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
Ysabel Sukic	ysukic@vcc.ca	8474

Banner Course Name: Cook Practicum **1 Introductory 1-Introductory**

Subject Code: CULI - Culinary Arts

Course Number: 1182

Year of Study: **1st Year Post-secondary**

Credits: 2

Course Description:

~~Students After the sixth month of culinary training, students~~ are **placed in their introductory sent to** industry **practicum** positions for a period of two weeks. During this time students are exposed to the daily routine of the basic institutional kitchen while utilizing both their language and culinary skills learned to date. **Students work closely with their instructor and practicum supervisor to develop a work plan.**

~~Students are evaluated by their supervisors in the location of their placement and periodically monitored by their VCC culinary instructor.~~ This course is part of the full-time **Professional Cook 1 Certificate (EAL Cohort) program. Cooking—ESL Program.**

Course Pre-Requisites (if applicable):

CULI 1128, CULI 1501, CULI,1502, CULI 1503, CULI 1504, CULI 1505

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	Perform basic kitchen procedures
CLO #2	Communicate using basic kitchen terminology and concepts
CLO #3	Adhere to industry kitchen standards

Instructional

Strategies:

Supervised practicum

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory

Passing grade:

70%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Practicum	100	The instructor will work closely with the practicum supervisor to assess student achievement of the work plan

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum **70**

Self Paced / Individual Learning

Course Topics

Course Topics:

Kitchen standards and procedures

Kitchen communication

Teamwork

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

Professional Cook 1 EAL

Additional Information

Course Change Request

Date Submitted: 03/18/19 8:40 am

Viewing: **CULI 1183 : Cook Practicum 2 Advanced**

~~Cooking Practicum 2 -Advanced~~

Last edit: 05/22/19 11:42 am

Changes proposed by: ysukic

Programs referencing this course
[13: Professional Cook 1 Certificate \(EAL Cohort\)](#)

Course Name: **Cook Practicum 2 -Advanced**

Effective Date: September 2019

School/Centre: Hospitality, Food Studies & Applied Business

Department: Culinary Arts(5401)

Contact(s)

In Workflow

1. **5401 Leader**
2. **SHP Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/18/19 12:40 pm
Collin Gill (cgill):
Approved for 5401 Leader
2. 05/09/19 7:50 pm
Dennis Innes (dinnes): Approved for SHP Dean
3. 05/22/19 11:40 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
Ysabel Sukic	ysukic@vcc.ca	8474

Banner Course Name: **Cook Practicum 2 Advanced** ~~Cooking Practicum 2 -Advanced~~

Subject Code: CULI - Culinary Arts

Course Number: 1183

Year of Study: **1st Year Post-secondary**

Credits: 2

Course Description:

After **CULI 1508** in ~~the eighth month of~~ culinary training, students return to the industry for an additional two weeks. During this time students further their practical training by joining the staff of advanced institutional and hotel kitchens to further develop their skills and experience the daily routine of these environments. During this time they are evaluated by their supervisors and are periodically monitored by their VCC culinary instructor.

This course is part of the full-time **Professional Cook 1 Certificate (EAL Cohort) program.** ~~Cooking—ESL Program.~~

Course Pre-Requisites (if applicable):

CULI 1128, CULI 1501, CULI 1502, CULI 1503, CULI 1504, CULI 1505, CULI 1182, CULI 1506, CULI 1507, CULI 1508

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	Perform entry-level kitchen procedures
CLO #2	Communicate using entry-level kitchen terminology and concepts
CLO #3	Adhere to industry kitchen standards

Instructional Strategies:

Supervised practicum

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Other	100	Combination of attendance and participation

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum **70**

Self Paced / Individual Learning

Course Topics

Course Topics:

Kitchen standards and procedures

Kitchen communication

Teamwork

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

Professional Cook 1 EAL

Prov

Additional Information

Course Change Request

Date Submitted: 03/11/19 1:44 pm

Viewing: **ELSK 1018** ~~CUL-1128~~ : English for

Culinary Arts 1

Last edit: 03/11/19 1:44 pm

Changes proposed by: kmcmorris

Programs
referencing this
course

ELSK 1018:

~~13: Professional Cook 1 Certificate (EAL Cohort)~~

Course Name:

English for Culinary Arts 1

Effective Date: September 2019

School/Centre: **Arts & Sciences** ~~Hospitality, Food Studies & Applied Business~~

Department: **EAL(3366)** ~~Culinary Arts(5401)~~

Contact(s)

In Workflow

1. **5401 Leader**
2. **3366 Leader**
3. **SHP Dean**
4. **SAS Dean**
5. **Curriculum Committee Chair**
6. **EDCO Chair**
7. Records
8. Banner

Approval Path

1. 03/08/19 1:55 pm
Nicole Degagne (ndegagne):
Rollback to Initiator
2. 03/11/19 2:33 pm
Collin Gill (cgill):
Approved for 5401 Leader
3. 04/09/19 9:43 am
Nicole Degagne (ndegagne):
Approved for 3366 Leader
4. 04/09/19 11:02 am
Nicole Degagne (ndegagne):
Approved for SHP Dean
5. 04/10/19 8:56 am
David Wells (dwells): Approved for SAS Dean
6. 05/22/19 11:40 am
Todd Rowlatt

88
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Ken McMorris	kmc Morris@vcc.ca	7259

Banner Course English for Culinary Arts **1**

Name:

Subject Code: **ELSK - English Language Skills** ~~CULI - Culinary Arts~~

Course Number **1018** ~~1128~~

Year of Study 1st Year Post-secondary

Credits: **6** ~~8~~

Course Description:

This course provides ongoing English language support for learners of English as an additional language as they acquire the skills of a Culinary Arts professional. ~~This course introduces learners to vocabulary and pronunciation specific to the field of culinary arts.~~ It provides an introduction to the food industry and to the language and communication skills required for success as a cook. Job search strategies and **socio-cultural** ~~sociocultural~~ competencies appropriate to the Canadian workplace will be introduced and practiced. Students receive Foodsafe Level 1 training and prepare for practicum placements in English speaking professional kitchens.

This course is part of the full-time Culinary Arts **program.** ~~progam-~~

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	Identify various roles and businesses in the culinary arts industry
CLO #2	Identify Explain general concepts and professional vocabulary specific to culinary arts
CLO #3	Identify and describe culinary ingredients, tools and and equipment
CLO #4	Identify appropriate socio-cultural practices in a culinary arts context Practice professional etiquette
CLO #5	Identify and describe communication skills needed to work in a professional kitchen Participate and communicate as a team member
CLO #6	Identify and apply Use effective study skills to support learning
CLO #7	Identify and describe Use job search skills to seek secure employment
	Practice the principles of FoodSafe Level 1

Instructional

Strategies:

class discussion, role-rehearsals, coaching, and cooperative learning **groups, labs, moodle groups**

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory
S=70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments Participation	40 30	5-7 Reading and Writing assignments attendance, punctuality, engagement in class activities
Quizzes/Tests Assignments	25 20	8-10 Listening and Reading Comprehension, Vocabulary quizzes reading comprehension, written assignments

Type	Percentage	Brief description of assessment activity
Assignments Quizzes/Tests	35 10	7-8 oral communication tasks including presentations and role-rehearsals such as clarification, requests, and conflict resolution (socio-cultural competencies) interviewing
Lab Work	20	listening comprehension, pronunciation (language lab)
Assignments	20	oral presentations

Hours by Learning Environment Type

Lecture, Seminar, Online

133 ~~360~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

0

Practicum

0

Self Paced / Individual Learning

0

Course Topics

Course Topics:

Culinary concepts, procedures and vocabulary

Giving and receiving direction

Seeking and providing clarification

Professional and social communication

Common workplace values, beliefs and attitudes

Study skills

Resume ~~and cover letter~~ writing

Job search skills

~~Interview skills~~

Foodsafe Level 1

Presentation skills

Course Topics:**Reflective writing**

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.

The School, Department, Subject Code and Course Number were changed after meeting with Denis Seremba and Leah St. Louis, as well as correspondence with Dennis Innis, David Wells, Karen Crossett and Ysabel Sukic. The goal is to have the English language courses in this program funded through the ESL government funding, and the changes in course codes and numbers should result in easier identification to meet the criteria for funding. This will also apply to ELSK 1028 and ELSK 1038, also part of this proposal.

Supporting
documentation:

Reviewer
Comments

Nicole Degagne (ndegagne) (03/08/19 1:55 pm): Rollback: Rolled back as requested.

Key: 1633

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 03/11/19 1:46 pm

Viewing: **ELSK 1028 : English for Culinary Arts 2**

Last edit: 05/07/19 12:48 pm

Changes proposed by: kmcmorris

Programs
referencing this
course
[13: Professional Cook 1 Certificate \(EAL Cohort\)](#)

Course Name:
English for Culinary Arts 2

Effective Date: September 2019

School/Centre: Arts & Sciences

Department: EAL(3366)

Contact(s)

In Workflow

1. **3366 Leader**
2. **SAS Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/08/19 1:55 pm
Nicole Degagne
(ndegagne):
Rollback to Initiator
2. 04/09/19 9:43 am
Nicole Degagne
(ndegagne):
Approved for 3366
Leader
3. 04/09/19 10:50 am
David Wells
(dwells): Approved
for SAS Dean
4. 05/22/19 11:40 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Ken McMorris	kmcmorris@vcc.ca	7259

Banner Course Name: English for Culinary Arts 2

Subject Code: ELSK - English Language Skills

Course Number 1028

Year of Study 1st Year Post-secondary

Credits: 6

Course Description:

This course builds upon the communication skills of a Culinary Art professional developed in English for Culinary Arts 1. Learners gain strategies to develop their professional vocabulary, reading skills, writing skills and oral communication skills required for success as a cook. Additional job search strategies and socio-cultural competencies appropriate to the Canadian workplace will be introduced and practiced.

This course is part of the full-time Culinary Arts 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	Demonstrate professional vocabulary specific to culinary arts
CLO #2	Identify and describe culinary ingredients, tools, and equipment
CLO #3	Apply appropriate socio-cultural practices in a culinary arts context
CLO #4	Practice effective communication skills needed to work in a professional kitchen
CLO #5	Practice effective study skills to support learning
CLO #6	Practice job search skills to seek employment

Instructional
Strategies:

class discussion, role-rehearsals, coaching, and cooperative learning groups, labs, Moodle

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S=70%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	5-7 Reading and Writing assignments
Quizzes/Tests	25	8-10 Listening and Reading Comprehension, Vocabulary quizzes
Assignments	35	7-8 oral communication tasks including presentations and role-rehearsals such as clarification, requests, and conflict resolution (socio-cultural competencies)

Hours by Learning Environment Type

Lecture, Seminar, Online

133

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

0

Practicum

0

Self Paced / Individual Learning

0

Course Topics

Course Topics:

Culinary concepts, procedures and vocabulary
Giving and receiving direction
Seeking and providing clarification
Professional and social communication
Common workplace values, beliefs and attitudes
Study skills

Course Topics:

Resume and cover letter writing

Job search skills

Interview skills

Writing emails

Presentations

Research

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

Nicole Degagne (ndegagne) (03/08/19 1:55 pm): Rollback: Rolled back as requested.

Key: 8576

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 03/11/19 1:51 pm

Viewing: **ELSK 1038 : English for Culinary Arts 3**

Last edit: 05/07/19 12:48 pm

Changes proposed by: kmcmorris

Programs
referencing this
course
[13: Professional Cook 1 Certificate \(EAL Cohort\)](#)

Course Name:
English for Culinary Arts 3

Effective Date: September 2019

School/Centre: Arts & Sciences

Department: EAL(3366)

Contact(s)

In Workflow

1. **3366 Leader**
2. **SAS Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/08/19 1:56 pm
Nicole Degagne
(ndegagne):
Rollback to Initiator
2. 04/09/19 9:43 am
Nicole Degagne
(ndegagne):
Approved for 3366
Leader
3. 04/09/19 10:51 am
David Wells
(dwells): Approved
for SAS Dean
4. 05/22/19 11:41 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Ken McMorris	kmcmorris@vcc.ca	7259

Banner Course Name: English for Culinary Arts 3

Subject Code: ELSK - English Language Skills

Course Number 1038

Year of Study 1st Year Post-secondary

Credits: 6

Course Description:

This course continues to develop the English language skills of learners of an additional language in the field of culinary arts and builds on the skills learned in English for Culinary Arts 2. It focuses especially on the communication skills required to communicate effectively as a cook and on the job search skills required to enter the workforce as a culinary arts professional. Students prepare for practicum placements in English-speaking professional kitchens.

This course is part of the full-time Culinary Arts 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	Apply professional vocabulary specific to culinary arts
CLO #2	Identify and describe culinary ingredients, tools, and equipment
CLO #3	Integrate appropriate socio-cultural practices into a professional culinary arts context
CLO #4	Demonstrate and apply effective communication needed to work in a professional kitchen
CLO #5	Apply effective study skills to support learning
CLO #6	Apply job search skills to seek employment

Instructional

Strategies:

class discussion, role-rehearsals, coaching, and cooperative learning groups, labs, Moodle

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S=70%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	5-7 Reading and Writing assignments
Quizzes/Tests	25	8-10 Listening and Reading Comprehension, Vocabulary quizzes
Assignments	35	7-8 oral communication tasks including presentations and interviews (socio-cultural competencies)

Hours by Learning Environment Type

Lecture, Seminar, Online

133

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

0

Practicum

0

Self Paced / Individual Learning

0

Course Topics

Course Topics:

Culinary concepts, procedures and vocabulary

Giving and receiving direction

Seeking and providing clarification

Professional and social communication

Common workplace values, beliefs and attitudes

Course Topics:

Study skills

Resume and cover letter writing

Job search skills

Interview skills

Presentations

Entrepreneurship

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

Nicole Degagne (ndegagne) (03/08/19 1:56 pm): Rollback: Rolled back as requested.

Key: 8579

[Preview Bridge](#)



DECISION NOTE

PREPARED FOR: Education Council

DATE: June 11, 2019

ISSUE: Revisions to the Computer Systems Technology Diploma program

BACKGROUND:

The Computer Systems department is proposing significant revisions to its Computer Systems Technology Diploma program. This program has not yet been taught at VCC. Reza Nezami has been recently hired as the new Department Leader, and has made revisions to the curriculum to bring it up to date with the current state of technology in the field and in the local labour market. There are no major changes to the program outcomes or admission requirements, but there are a large number to the courses. Every course has been edited, some with only minor changes, but some completely new.

The major changes are:

1. More descriptive names and updated content throughout.
2. Combining the Communication and the Workplace Behaviour courses into one course.
3. Combining a series of courses into one IT Development Project course.
4. A focus throughout on both web and mobile applications, a foundation in software development and programming, and the ability to act both as a systems administrator and as a network specialist.
5. Seven courses have been replaced and are recommended for deactivation.

DISCUSSION:

Mr. Rezami presented this proposal. He has moved quickly since being hired to update the curriculum to prepare for the launch of the program in September 2019.

Curriculum Committee had extensive feedback, mostly focused on a lack of alignment in some courses between learning outcomes, descriptions, topics and evaluation plans. Mr. Rezami worked with Andy Sellwood from the Centre for Teaching, Learning and Research, on adjusting CSTP 1101, 1207, 2204 and 2208 after the meeting. He also worked with Natasha Mandryk from the Math department on aligning the two Math courses CSTP 1108 and 2108. All of the revisions have been made.

Les Apouchtine from the Registrar's Office acknowledged the need for the updates but expressed concern about the change in program credits and its impact on tuition. He registered concern around the amount of work required to operationalize these changes before September as well. Brett Griffiths, Dean of Trades, Technology, and Design will work with Finance to manage the concerns around tuition.

Curriculum Committee's vote on this item was unusually split: 5 in favour, 3 opposed, and 5 abstentions.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, revisions to the Computer Systems Technology Diploma program and courses.

THAT Education Council approve the deactivation of seven courses as part of these revisions: CSTP 1102, 1107, 2103, 2105, 2203, 2206, and 2207.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: May 30, 2019

Program Change Request

Date Submitted: 05/13/19 2:35 pm

Viewing: **Computer Systems Technology Diploma**

Last approved: 06/18/18 8:52 am

Last edit: 05/27/19 5:59 pm

Changes proposed by: rnezami

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**

Program Name:

Computer Systems Technology Diploma

Credential Level: ~~Advanced~~-Diploma

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology (4702)

Contact(s)

Approval Path

1. 05/13/19 2:54 pm
Reza Nezami
(rnezami): Approved for 4702 Leader
2. 05/13/19 2:59 pm
Brett Griffiths
(bgriffiths): Approved for CTT Dean
3. 05/29/19 11:45 am
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee Chair

History

1. Jun 18, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
A. Reza Nezami (Department Head)	rnezami@vcc.ca	6047646682

Program Content Guide

Goal

The goal of this program is to prepare students for a career as a computer systems technologist. Computer systems technologists solve computer-related issues for businesses, government agencies, utilities, law enforcement agencies, health services providers, educational institutions and more. Graduates from this program can choose to specialize in areas including programming, software design, mobile application programming, data communications, security and web design.

Admission Requirements

Grade 12 graduation or equivalent.

English 12 with a C (60%) or equivalent, or English Language Proficiency at the grade 12 level

Pre-calculus 12 or Principle of Math 12 with a minimum grade of C (60%).

Or

A minimum grade of C+ (67%) in one of the followings:

Pre-calculus grade 11

Foundations of Mathematics grade 12

Foundations of Mathematics grade 11

Principles of Mathematics 11

Applications of Mathematics 11

Applications of Mathematics 12

Prior Learning Assessment & Recognition (PLAR)

PLAR is not available for this program

Program Duration & Maximum Time for Completion

This program is a two-year full time program, this program must be completed within a maximum of 5 years.

Program Learning Outcomes

This program is designed for individuals who wish to obtain employment in the Information Technology Industry as Mobile Applications Programmer, Computer Programmer, and Network Administrator.

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

Design, install and manage local area networks

Develop and design computer programs in various programming languages

Develop and design interactive web pages with multimedia components

Design and develop interactive mobile application for mobile devices

Install ~~Install,~~ and configure computer hardware and software

Perform systems analysis and design

Program apps for mobile devices

Provide end-user technical support services

Troubleshoot and repair hardware problems

Instructional Strategies, Design, and Delivery Mode

This program is delivered face-to-face and in blended learning modes. Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

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 ~~To receive a diploma, a student~~ must achieve a minimum grade of **C+ C (60-63%)** in **CSTP 1105**

Introduction to Programming to continue to Term 2 of the program.

~~each course.~~

To receive a Diploma in Computer Systems Technology, a student must achieve a minimum grade of C (60-63%) in each course.

Recommended Characteristics of Students

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
 Enthusiastic, positive attitude
 Initiative, self-starter work habits
 Flexibility, adaptability

Courses

Plan of Study Grid

First Year

Term One

	Credits
<u>CSTP 1101</u> Communication and Workplace Behaviour (Combined 1101 (Organizational Behavior) and 1107 (Workplace communication))	3
CSTP 1102 Data Communications and Networking 1	-
<u>CSTP 1103</u> Data and Document Management Fundamentals	3
<u>CSTP 1104</u> Computer Systems Administration	5
<u>CSTP 1105</u> Introduction to Programming	4
<u>CSTP 1106</u> Website Development	3
CSTP 1107 Workplace Communication	-
<u>CSTP 1108 Applied Mathematics</u>	2
Credits	20

Term Two

<u>CSTP 1201</u> Introduction to Database Management Systems (DBMS)	4
<u>CSTP 1202</u> Introduction to Data Communication and Networking	3
<u>CSTP 1203</u> Introduction to Server Administration	2
CSTP 1204 Software Analysis and Design	-
<u>CSTP 1205</u> Programming in C++	4
<u>CSTP 1206</u> Introduction to Internet Programming & Web Applications	3
<u>CSTP 1207</u> Technical Communication	2
Credits	18

Term Three

<u>CSTP 1204 Software Analysis and Design</u>	3
<u>CSTP 1301</u> IT Project Management	2
<u>CSTP 1302</u> Windows Programming	4
<u>CSTP 1303</u> Introduction to Client-Server Computing	3

<u>CSTP 1304</u> User Interface Design	2
<u>CSTP 1305</u> Algorithm Analysis and Data Structure	3
Credits	17
Second Year	
Term One	
CSTP-2101 Database Management and Storage	-
CSTP-2102 Enterprise Systems Support	-
CSTP-2103 IT-Development Project 1	-
CSTP-2104 Windows Interactive Application Programming	-
CSTP-2105 IT-Development Project Management 1	-
CSTP-2106 Introduction to Computer Security	-
CSTP-2107 Advanced Internet Programming & Web Applications	-
CSTP-2108 Mathematics for Programmers	-
Credits	0
Term Four	
<u>CSTP 2101</u> Database Management and Storage	3
<u>CSTP 2102</u> Enterprise Systems Support	3
<u>CSTP 2104</u> Windows Interactive Application Programming	3
<u>CSTP 2106</u> Introduction to Computer Security	3
<u>CSTP 2107</u> Advanced Internet Programming & Web Applications	4
<u>CSTP 2108</u> Mathematics for Programmers	2
Credits	18
Term Five	
<u>CSTP 2201</u> Linux Operating System and Networking	3
<u>CSTP 2202</u> Network Server Administration	3
CSTP-2203 Enterprise Server Administration	-
<u>CSTP 2204</u> IT Development Project	5
<u>CSTP 2205</u> Android Mobile Application Programming	3
CSTP-2206 Advanced Mobile Application Programming	-
CSTP-2207 IT-Development Project Management 2	-
<u>CSTP 2208</u> Career Path Search	1
Credits	15
Term Six	
<u>CSTP 2301</u> Emerging Technologies	3
<u>CSTP 2302</u> Advanced Server Administration	3
<u>CSTP 2303</u> Computer System Security Threats and Solutions	3
<u>CSTP 2305</u> iOS Mobile Application Programming	3
Credits	12
Total Credits	100

~~Total Program Credits: 98.0~~ This guide is intended as a general guideline only. The college reserves the right to make changes as appropriate.

Transcript of Achievement

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

Transcript of Achievement

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		2.67
C+	64-67		2.33
C	60-63	Minimum Pass	2.00
C-	55-59		1.67
D	50-54		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
Course Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit granted.	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.
2. 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

number of assigned course credit values. This cumulative GPA shall be determined and stated on the **108**

Transcript at the end of each Program level or semester.

3. 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 changes proposed have come as a result of researching current IT marketplace, local and global IT companies' needs and expectation for fresh IT graduates, and current IT opening shortage areas.

The changes have been under consultation with Andy Sellwood from Center of Teach, Learn, and Research. Also Todd Rowlett from Curriculum Committee has reviewed the changes and made their comments. From Registrar Office, Denis Seremba has been kept in loop on the changes coming.

The grand plan of changes are to update the program to be more in line with current state of IT industry, the local and immediate needs in terms of employment and current technologies in use. I have also has kept a close look on BCIT offerings which are comprehensive and much more in line with BC needs than the original program from Sask Tech where the first version of our CST was inspired from. The program description, outcomes and student requirements have stayed unchanged. The change are all in courses. VCC CST program target is to prepare students for IT industry in 3 close branches: to have a good foundation in software development in general in both system and higher level environments; to be able to develop, maintain, upgrade, debug, and tune Web and Mobile applications; to have a solid foundation as a system administrator and network specialist in small to midsize business environments. The changes to the course have been done to make these goals more clear and conduit towards these targets.

Again, it is important to realize IT topics are very fluent and every few years a whole new set of technologies become new mainstreams and we need to keep updating our IT programs to reflect this. The changes bellow are in in this spirit and all enhance and advance the main program targets.

In very likelihood in future we will provide specialization for these branches by providing optional courses student will take to specialize further. The current changes are hinted at at each course bellow, and further details can be seen in course leaf page. In general there are 3 tyeps of changes:

- 1) Many course names have been changed so they are more descriptive of their contents. For example "System Administration 1/2/3" has been changed to more descriptive names that depicts the step-wise advancement in the topic of network server administration in CSTP1203, CSTP1303, and CSTP 2302.
- 2) Many courses contents have been merged and moved to be included under more appropriate course titles.
- 3) Some courses have been moved around to respect the dependencies better.
- 4) One new course have been added, which is CSTP1108. It is because we needed to split the only mathematics course into two to be able to divide the content and add more relevant content under proper course title.

Are there any expected costs to this proposal.

No specific extra cost is envisioned to occur as a result of the proposed changes to CST program.

Consultations

Consultated Area	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	consulted with Andy Sellwood
Library	Todd Rowlett
Registrar's Office	Denis Seremba

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.

These fields are used by Marketing to help populate some of the information about your program on the website. If you have suggestions or edits to these sections, contact webmaster@vcc.ca.

Marketing Description

What you will learn

What to expect

Reviewer

Comments

Course Change Request

Date Submitted: 05/13/19 10:31 am

Viewing: **CSTP 1101 : Communication & Work**

Behav ~~Organizational Behaviour~~

Last approved: 08/03/18 4:46 am

Last edit: 05/29/19 9:28 am

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Communication and Workplace Behaviour ~~Organizational Behaviour~~

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 11:21 am
Nicole Degagne
(ndegagne):
Approved for 4702
Leader
2. 05/13/19 11:22 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/29/19 9:33 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami (Department Head) -	rnezami@vcc.ca -	-

Banner Course **Communication & Work Behav**Name: ~~Organizational Behaviour~~

Subject Code: CSTP - Computer Systems Technology

Course Number 1101

Year of Study 1st Year Post-secondary

Credits: 3

Course Description:

Learners will study human behaviour in organizations and develop the skills needed to deal with people at work. Topics include: individual behaviour, values, interpersonal relationships and communications, groups and team dynamics, organizational culture, leadership, and change. Additionally, learners will study these aspects of human behavior within the context of diverse formal organizations.

Students will examine the communication skills required in the workplace. The focus will be on the communication process, and practice of effective interpersonal communication techniques and conflict resolution, and basic workplace writing.

Course Pre-Requisites (if applicable):

Admission to the Computer Systems Technology diploma program

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 #2	Explain the fundamentals of workplace communication Explain how our perceptions, personalities, and emotions shape our behaviour.
CLO #2 #1	Explain how our perceptions, personalities, values, and emotions shape our behavior Describe organizational behaviour.
CLO #3	Explain effective team-building skills and conflict resolution Explain how values influence behaviour.

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

CLO #4	Explain how power and organizational politics and culture relate to performance Apply various motivational models to improve performance.
CLO #5	Explain the benefits of, and the challenges faced with group decision making Develop effective teambuilding skills.
CLO #6	Use the appropriate leadership style in a situation using leadership theory Explain conflict management.
CLO #7 #8	Explain organizational change and strategies to overcome resistance to change Use the appropriate leadership style in a situation using leadership theory.
CLO #8 #7	Describe various motivational models to improve performance Explain how power and organizational politics relate to performance.
CLO #9	Apply workplace writing skills Explain the benefits of, and the challenges faced with group decision making.
CLO #10	Describe organizational culture.
CLO #11	Explain organizational change and strategies to overcome resistance to change.

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	4 assignments
Quizzes/Tests	10 20	
Midterm Exam	15 20	
Final Exam	20	

Type	Percentage	Brief description of assessment activity
Project	15	Group presentation

Hours by Learning Environment Type

Lecture, Seminar, Online

40 ~~60~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

20

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Organizational behaviour

Perceptions, personalities and emotions

Values and behaviour

Motivational models to improve performance

Effective team building skills

Conflict management

Organizational politics

Interpersonal and oral communication strategies

~~Leadership styles~~

Organizational culture and change

The fundamentals of workplace communication skills

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

Date Submitted: 05/13/19 10:36 am

Viewing: **CSTP 1103 : Data & Doc. Mgmt.**

Fundamentals

Last approved: 08/03/18 4:45 am

Last edit: 05/15/19 11:37 am

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Data and Document Management Fundamentals

Effective Date:

September 2019

School/Centre:

Trades, Technology & Design

Department:

Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 11:21 am
Nicole Degagne
(ndegagne):
Approved for 4702
Leader
2. 05/13/19 11:26 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:06 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	-

Banner Course Data & Doc. Mgmt. Fundamentals

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 1103

Year of Study 1st Year Post-secondary

Credits: 3

Course Description:

Learners will be introduced to **the basics of a document management such as creating, modifying, formatting, displaying, system used to create, retrieve and processing process unstructured data as in a typical workplace. quick and efficient manner. This includes both structured and unstructured data, mostly in text format. Learners will be familiarized with popular document management apps such as Microsoft Word, Spreadsheet, Google Doc, Google Sheets, Google Charts, XML formatting, and document versioning tools such as git. Students will learn about the functionality and features of document management. Use of industry standard electronic spreadsheets will illustrate data management concepts with a focus on information management.**

Course Pre-Requisites (if applicable):

Admission to the Computer Systems Technology diploma program

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 a personal information manager
CLO #2	Create a spreadsheet
CLO #3	Use application integration
CLO #4	Manage spreadsheet data tables
CLO #5	Generate charts

Upon successful completion of this course, students will be able to:	
CLO #5 #7	Automate tasks using macros and scripts
CLO #6	Visualize data using charts and graphs Manage multiple worksheets and workbooks
CLO #7 #8	Use SharePoint application and its features applications
CLO #8 #10	Manage document work-flow with SharePoint
CLO #9	Use XML files for data management Use SharePoint social media features
CLO #10	Use a common versioning system such as Git

Instructional
Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	50 40	4 assignments
Midterm Exam	25 30	
Final Exam	25 30	

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Document Management Systems ~~Personal information manager~~

Spreadsheet

Application integration

Spreadsheet data tables **and charts**

~~Charts~~

XML file format ~~Workbooks and worksheets management~~

Macros

SharePoint apps

Document workflow with SharePoint

File versioning Systems ~~SharePoint social media features~~

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: 05/13/19 10:39 am

Viewing: **CSTP 1104 : Computer Operating**

Systems Admin Fundamentals

Last approved: 08/03/18 4:46 am

Last edit: 05/13/19 3:47 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Computer Operating Systems **Administration Fundamentals**

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 11:21 am
Nicole Degagne
(ndegagne):
Approved for 4702
Leader
2. 05/13/19 11:26 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:06 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course **Computer ~~Operating~~ Systems Admin**Name: **Fundamentals-**

Subject Code: CSTP - Computer Systems Technology

Course Number 1104

Year of Study 1st Year Post-secondary

Credits: **5 3**

Course Description:

This course introduces students ~~Students will gain the knowledge and skill required to the computer (PC) as install and configure desktop computers and other devices in a system, both hardware and software. Windows business environment.~~ **Students learn PC hardware and peripheral components: their role, how to connect, install, configure, and troubleshoot issues. This also includes basic safety and operational procedures. **

For software, students will gain knowledge of the fundamentals of Operating Systems (OS). They will acquire the skills needed to install and configure desktop computers and other devices in a business environment. Topics include OS architecture, file and disk management, BIOS and UEFI, multi-boot, virtual machines, software installation/removal, performance tuning, backing up and protecting data, and troubleshooting. The basics of networking, security, virus protection, and firewalls are also covered.

Students will be introduced to the basics of other major OS such as Linux and Apple's iOS. Theoretical knowledge will **cover** ~~be based upon~~ the Microsoft 70-698 Installing and Configuring Windows 10 course.

Course Pre-Requisites (if applicable):

Admission to the Computer Systems Technology diploma program

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 Computer components and peripherals

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

CLO #2	Practice the maintenance of hardware
CLO #3	Explain the fundamentals of Operating Systems in general
CLO #4 #1	Plan and install an operating system
CLO #5 #2	Configure an operating system
CLO #6 #3	Performance tune a Windows computer Configure networking
CLO #7 #4	Configure storage and data access
CLO #8 #5	Install and configure a Virtual Machine Manage applications
CLO #9 #6	Configure security settings
CLO #10 #7	Perform file and disk management Manage an operating system
CLO #11 #8	Setup multi-boot system Maintain an operating system
CLO #12 #9	Configure Manage a Linux desktop operating system
CLO #13 #10	Configure Manage an Apple desktop operating system
CLO #14	Use Windows System Restore capabilities to recover the Windows OS
CLO #15	Customize BIOS and UEFI settings
CLO #16	Use Windows PowerShell for basic PC management operations
CLO #17	Start, stop, and disable Windows services
CLO #18	Manage the PC using the Windows Control Panel

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
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Type	Percentage	Brief description of assessment activity
Lab Work Assignments	40 33	4 assignments in form of lab work, each 10% Three assignments worth 11% each
Midterm Exam	30 34	A mixture of Microsoft test questions and OS setup work, to be done in lab.
Final Exam	30 33	A mixture of Microsoft test questions and OS setup work, to be done in lab.

Hours by Learning Environment Type

Lecture, Seminar, Online

50 ~~30~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

50 ~~30~~

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Computer hardware components

Operational and Safety procedures

Operating system

Operation system ~~and network~~ configuration

Storage and data access

Application management

Security setting

Linux desktop operating system

Apple desktop operating system

Computer network and firewall configuration

Course Change Request

Date Submitted: 05/13/19 10:50 am

Viewing: **CSTP 1105 : Introduction to Programming**

Last approved: 08/03/18 4:46 am

Last edit: 05/15/19 11:39 am

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Introduction to Programming

Effective Date:

September 2019

School/Centre:

Trades, Technology & Design

Department:

Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 11:21 am
Nicole Degagne
(ndegagne):
Approved for 4702
Leader
2. 05/13/19 11:28 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:06 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course Introduction to Programming

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 1105

Year of Study 1st Year Post-secondary

Credits: 4

Course Description:

This is an introductory course on programming. Learners will develop problem-solving skills through the use of detailed algorithms and be introduced to structured and object oriented design techniques. The course content includes standard program syntax, variable types, operators, input/output statements, decision and loop control structures, methods, encapsulation, instantiating and using objects. **The course is taught in Python to keep the focus on programming language-neutral.**

Course Pre-Requisites (if applicable):

Admission to the Computer Systems Technology diploma program

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	Explain programming terminology
CLO #2	Describe processes involved in programming
CLO #3	Create a program using tools and styling conventions conventions.
CLO #4	Create a program that uses variables
CLO #5	Create a program that uses input and output
CLO #6	Use a debugging tool tool.
CLO #7	Create a program that uses strings.

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

CLO #8	Create a program that uses operators.
CLO #7 #9	Create a program using decision statements statements.
CLO #8 #10	Create a program using repetition structures structures.
CLO #9 #11	Create a program using methods methods.
CLO #10 #12	Create a program using objects and object oriented techniques techniques.
CLO #11 #13	Design reusable classes through simple inheritance and interfaces interfaces.
CLO #14	Design extensible classes through polymorphism.

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C+ €

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	60 40	one programming assignment per week, except 2 weeks of exams. 4 assignments
Midterm Exam	20 30	
Final Exam	20 30	

Hours by Learning Environment Type

Lecture, Seminar, Online

40

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

60

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Programming processes and terminology

Programming tools and style conventions

Using variables in programming

Using input and output

Debugging tool

Strings and operators

Using a ~~Java~~ program to create decision statements

Repetition structures

Object techniques

Polymorphism

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

CST PCG

Additional Information

Provide any additional information if necessary.

Course Change Request

Date Submitted: 05/13/19 10:55 am

Viewing: **CSTP 1106 : Website ~~Web-Site~~**

Development

Last approved: 08/03/18 4:45 am

Last edit: 05/13/19 3:52 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Website ~~Web-Site~~ Development

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 11:21 am
Nicole Degagne
(ndegagne):
Approved for 4702
Leader
2. 05/13/19 11:45 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:06 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course Name: **Website** ~~Web Site~~ Development

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number: 1106

Year of Study: 1st Year Post-secondary

Credits: 3

Course Description:

This course covers the fundamentals of website development and design using Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and JavaScript. ~~Students will learn how to use HyperText Markup Language (HTML) to develop Web pages for delivery over the World Wide Web. Students Focus will learn be on~~ how to **create structured websites using HTML; how plan and develop HTML documents to use the most up to date CSS styles to create responsive, visually-interesting pages and captivating graphical designs; build a Web site based on W3 standards and how to implement client-side script enhance HTML documents using current techniques such as Cascading Style Sheets (CSS) and site management using basic concepts in JavaScript to access Document Object Model (DOM) elements, to validate web forms, and to perform site management.** ~~current software.~~

Course Pre-Requisites (if applicable):

Admission to the Computer Systems Technology diploma program

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 Explore the basics of the World Wide Web and Hyper Text Markup Language (HTML) (HTML).
CLO #2	Create hypertext documents documents.
CLO #3	Design web Web pages using fonts, colours and graphics graphics.
CLO #4	Design web Web pages using multimedia resources resources.

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

CLO #5	Design web Web -pages using tables and columns tables .
CLO #6	Use XML to create web documents Web documents .
CLO #7	Design websites Web sites -formatted using Cascading Style Sheets (CSS) (CSS) .
CLO #8	Create web forms Create Web page forms .
CLO #9	Use tools to provide consistent website design Web site design .
CLO #10	Design device independent websites
CLO #10	Identify introductory JavaScript features such arrays, loops, and conditional statements
CLO #11	Implement basic client-side programming using JavaScript for accessing DOM elements and processing form data

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	50 40	5 4 -assignments
Midterm Exam	25 30	
Final Exam	25 30	

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

The basics of the World Wide Web and HyperText Markup Language (HTML).

Hypertext documents

Web pages: fonts, colours and graphics

Web pages: multimedia resources

Web pages: tables

XML

Cascading Style Sheets (CSS)

Web page: forms

Intelligent websites using javascript ~~Independent websites~~

Client-Server, DOM

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

CST PCG

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 05/13/19 11:02 am

Viewing: **CSTP 1108 : Applied Mathematics**

Last edit: 05/29/19 11:39 am

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Applied Mathematics

Effective Date:

September 2019

School/Centre:

Trades, Technology & Design

Department:

Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 11:21 am
Nicole Degagne
(ndegagne):
Approved for 4702
Leader
2. 05/13/19 11:46 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/29/19 11:45 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Reza Nezami	rnezami@vcc.ca	6047646682

Banner Course Name: Applied Mathematics

Subject Code: CSTP - Computer Systems Technology

Course Number: 1108

Year of Study 1st Year Post-secondary

Credits: 2

Course Description:

The purpose of this course is to give students a strong mathematical foundation for future technical and programming courses. This course deals with linear systems of equations and various common function types and their properties. Students will learn how to solve linear equations and how to draw graphs of common functions such as polynomials, periodic functions, logarithmic and exponential functions. In addition, the basics of number representation in computer science are studied.

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	Explain different types of functions commonly used in software development
CLO #2	Demonstrate the ability to convert numbers from one base to another
CLO #3	Demonstrate the ability to draw the general graph of a function using its properties
CLO #4	Solve a linear system of equations with at most 3 unknowns
CLO #5	Describe how integer and floating point numbers are represented digitally
CLO #6	Describe how text characters are represented in computer programs

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	50	5 assignments
Midterm Exam	25	
Final Exam	25	

Hours by Learning Environment Type

Lecture, Seminar, Online

40

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Function types

Linear equations

Positional numeration system

Graphing of functions

Base-n arithmetic

Number and character representation in code

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

Date Submitted: 05/13/19 11:13 am

Viewing: **CSTP 1201 : Intro to Database Mgmt**

Systems Management

Last approved: 08/03/18 4:46 am

Last edit: 05/13/19 3:56 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Introduction to Database Management **Systems (DBMS)**

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:54 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 2:59 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:06 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course	Intro to Database Mgmt Systems
Name:	Management
Subject Code:	CSTP - Computer Systems Technology
Course Number	1201
Year of Study	1st Year Post-secondary
Credits:	4 6

Course Description:

In this course students will learn how to manage SQL database systems, including performing basic database administration. Students will learn how to configure a database to support different applications and to perform tasks such as creating users and database schema, applying constraints, setting up access control, assigning memory, defining storage structures and manipulating data. Since database administration does not end after the database is created, students will learn the importance of backup and recovery strategy. Students will become familiar with fundamental concepts in the field such as transnational operations, ACID property, backup and redundancy, data integrity, various database roles (database admin, database programmer, database designer), database normal forms, join operations, and how to perform queries. ~~Students will receive instruction and practice using an industry standard database management application program. Learners design queries, forms and reports to manage an underlying database and create functions and procedures to add advanced functionality to the database management system.~~

Course Pre-Requisites (if applicable):

CSTP 1105 –Introduction to Programming

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 database tools with an existing database
CLO #2	Create databases and tables, transaction logs and database snapshots tables

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

CLO #3	Apply data relationships to maintain data integrity
CLO #4	Create queries that select data from tables
CLO #5	Compose queries that select and manipulate data
CLO #6	Design forms to create a user interface
CLO #7	Explain physical database design considerations. Manage data using forms
CLO #8	Create reports to summarize and consolidate data
CLO #9	Code procedures and functions for database management systems
CLO #9 #10	Implement basic security for logins, databases and objects Apply advanced functionality to forms and reports
CLO #10	Explore performance tuning and troubleshooting strategies

Instructional
Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	4 project assignments, could be individual or team projects 4 assignments
Midterm Exam	20 30	
Final Exam	20 30	
Participation	5	
Project	15	Final project

Hours by Learning Environment Type

Lecture, Seminar, Online

40 ~~60~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

40 ~~60~~

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Database tools ~~with an existing database~~

Databases and tables

Data relationships

Queries and tables

Queries and manipulating data

Microsoft SQL Server 2016 ~~User interface~~

Forms and reports functionality

Code procedures and functions

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

CST PCG

Additional Information

Course Change Request

Date Submitted: 05/13/19 11:16 am

Viewing: **CSTP 1202 : Intro to Data Com &**

Networking Hardware

Last approved: 08/03/18 4:45 am

Last edit: 05/13/19 3:57 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Introduction to Data Communication and Networking Hardware

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:54 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 2:59 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:06 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course **Intro to Data Com & Networking Hardware**

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 1202

Year of Study 1st Year Post-secondary

Credits: **3 2**

Course Description:

~~Students will be introduced to various computer hardware components. Topics include the terminology associated with computer systems and peripherals. In this course learners Learning will study be provided with the fundamentals of opportunity to install components, connect peripherals, and configure computer networking, protocols, components, major networking technologies and systems of modern networks, using operational and will be able to configure, manage, and troubleshoot modern networks. safety procedures.~~

The topics include TCP/IP protocol suite, multiplexing/switching techniques, basic error detection and correction, elementary data link protocols, flow control and an introduction to routing and congestion control issues, multiple access protocols, networking and inter-networking devices, LANs and WANs.

This course presents content required in the objectives of the CompTIA Network+ certification exam. Basics of Cloud computing and network security will be presented as well.

Course Pre-Requisites (if applicable):

CSTP 1104 Computer System Administration ~~Admission to the Computer Systems Technology diploma program~~

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 computer networks and network media Apply operational and safety procedures

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

CLO #2	Identify computer components
CLO #2 #3	Identify major types of network implementations Install and configure components and peripherals
CLO #3 #4	Configure the TCP/IP protocol Recommend computer components
CLO #4 #5	Identify major TCP/IP services Practice the maintenance of hardware
CLO #5 #6	Describe WAN infrastructures Demonstrate professionalism
CLO #6	Identify components of cloud computing and virtualization
CLO #7	Describe methods of preventing security breaches
CLO #8	Identify components of remote networking
CLO #9	Identify methods of network management

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	15	
Lab Work	20	
Midterm Exam	30 25	
Final Exam	30 35	
Participation	5	

Hours by Learning Environment Type

Lecture, Seminar, Online

20 ~~15~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

40 ~~25~~

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Computer networks and media ~~Operational and safety procedures~~

Network implementations ~~Computers components~~

TCP/IP protocol and services ~~Installation and configuration~~

WAN infrastructures ~~Maintenance of hardware~~

Remote networking ~~Professionalism~~

Network management and troubleshooting

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

CST PCG

Additional Information

Provide any additional information if necessary.

Supporting

documentation:

Course Change Request

Date Submitted: 05/13/19 11:18 am

Viewing: **CSTP 1203 : Intro to Server**

Administration Systems Administration 1

Last approved: 08/03/18 4:46 am

Last edit: 05/13/19 3:59 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Introduction to Server Administration ~~Systems Administration 1~~

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:54 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 2:59 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:07 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course **Intro to Server Administration Systems**Name: **Administration 1**

Subject Code: CSTP - Computer Systems Technology

Course Number 1203

Year of Study 1st Year Post-secondary

Credits: 2

Course Description:

In this course students will install and configure **Windows Microsoft** Server **2016 2012** for use as a network operating system. Learners will install and configure basic network services such as Active Directory, Domain Name Services (DNS), Dynamic Host Configuration Protocol (DHCP) services and virtualization.

Course Pre-Requisites (if applicable):

CSTP 1104 **Computer –Operating** Systems **Administration Fundamentals**

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 network software Network Software
CLO #2	Configure basic network services Configure Basic Network Services
CLO #3	Manage remote management Remote Management
CLO #4	Manage server virtualization Server Virtualization
CLO #5	Manage adapter configurations Adapter Configurations
CLO #6	Manage Active Directory
CLO #7	Manage network security Network Security

Instructional**Strategies:**

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25	
Midterm Exam	25	
Final Exam	30	
Lab Work	20	4 labs 5% each

Hours by Learning Environment Type

Lecture, Seminar, Online

15

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

25

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Network software installation

Basic network services

Server virtualization

Adapter configurations

Course Topics:

Active directory

Network security

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

CST PCG

Additional Information

Provide any additional information if necessary.

Supporting

documentation:

Reviewer

Comments

Key: 8419

[Preview Bridge](#)

Course Change Request

Date Submitted: 05/13/19 11:21 am

Viewing: **CSTP 1204 : Software ~~Systems~~ Analysis & ~~and~~ Design**

Last approved: 08/03/18 4:46 am

Last edit: 05/13/19 4:01 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Software ~~Systems~~ Analysis and Design

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:54 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:01 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:07 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course **Software Systems**-Analysis & ~~and~~-Design

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 1204

Year of Study 1st Year Post-secondary

Credits: **3 2**

Course Description:

In this course students are exposed to the pillars of the Software Development Life Cycle (SDLC). Students explore and apply the concepts required to analyze, design, create, install and document a systems **project through individual and team exercises.** ~~project.~~ Learners will be exposed to key project management concepts and practices.

Using Object Oriented Design (OOD), students learn how to identify classes and build the domain model. Additionally, learners ~~are will be~~ introduced to an industry standard modeling graphical ~~language: language.~~ **Unified Modeling Language (UML).** Students learn the features of various **Software Development Life Cycle (SDLC) patterns such as the Agile iterative model and the WaterFall model.** Learners will learn the **key players and stakeholders in a typical project and their roles.** Various testing types such as **unit testing, feature testing, regression testing, user acceptance testing, smoke test, and functional testing are also introduced.**

Course Pre-Requisites (if applicable):

CSTP 1105 ~~-~~Introduction to Programming

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 software life cycle
CLO #2	Explain project management concepts

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

CLO #3	Analyze methods for initiating a project
CLO #4	Prepare project analysis and plans
CLO #5	Prepare project plans
CLO #5 #6	Prepare UML models for software design
CLO #6 #7	Design software using object-oriented best practices
CLO #7 #8	Prepare project tests
CLO #8 #9	Prepare a software project for deployment
CLO #9	Analyze user feedback in order to refine a design and grow a system

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	3 assignments
Midterm Exam	30	
Final Exam	30	
Participation	10	

Hours by Learning Environment Type

Lecture, Seminar, Online

30 ~~15~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30 25

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

The software life cycle

Project management concepts

The methods for initiating projects

Project analysis

UML models for software design

Using object-oriented to design software

Project tests

Software project for deployment

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

CST PCG

Additional Information

Provide any additional information if necessary.

Supporting

documentation:

Course Change Request

Date Submitted: 05/13/19 11:36 am

Viewing: **CSTP 1205 : ~~Intermediate~~ Programming in C++**

Last approved: 08/03/18 4:46 am

Last edit: 05/13/19 4:03 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

~~Intermediate~~ Programming in C++

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:54 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:02 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:08 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course **Intermediate** Programming in **C++**

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 1205

Year of Study 1st Year Post-secondary

Credits: **4 3**

Course Description:

This is an intense hands-on course on the most popular system and app development language: C++.

Students **(equipped with** ~~will receive a further introduction to~~ **the basics concepts** of programming from **CSTP 1105)** go on to cover the basics of C++ and its powerful features. ~~object-oriented programming.~~

Topics include classes, object life cycle, memory management and smart pointers, program execution life-cycle, an introduction to the Standard Template Library (STL), the basics of exception handling, and finally the basics of threads and processes in C++.

~~Learners will study the design of classes and objects, and utilize standard file input/output techniques. The main goal of this course is for students to~~ **Additionally, learners will** become **fully** familiar with **the landscape of programming with C++** and **to be comfortable using its common and modern features** ~~able to manipulate such advanced data structures~~ **as well as to have the confidence to debug, optimize, and restructure existing code in a general application development context.** ~~stacks and queues. The course content includes introductory Graphical User Interface (GUI) and thread-based programming.~~

Course Pre-Requisites (if applicable):

CSTP 1105 –Introduction to Programming

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	Design reusable classes through inheritance and interfaces
--------	--

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

CLO #2	Design extensible classes through polymorphism
CLO #3	Create recursive methods
CLO #3 #4	Troubleshoot a defective program and debug it program.
CLO #4 #5	Develop programs using test driven development techniques
CLO #5 #6	Perform basic I/O(Input-Output) from/to a buffer or a file Analyze common array algorithms for searching and sorting
CLO #6 #7	Design robust C++ programs using appropriate exception handling
CLO #7 #8	Use common algorithms and containers in C++ Standard Template Library Use dynamic data structures
CLO #9	Design programs that present information through a Graphical User Interface (GUI)
CLO #10	Design programs for data storage and retrieval from files
CLO #8 #11	Create programs that use multi-threading efficiently multithreading
CLO #9 #12	Use template data types Create programs that use network programming techniques

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	50 30	One assignment per week, except the 2 weeks of exams 3 assignments
Midterm Exam	20 30	

Type	Percentage	Brief description of assessment activity
Final Exam	25 30	
Participation	5 10	

Hours by Learning Environment Type

Lecture, Seminar, Online

40 ~~30~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

40 ~~35~~

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Inheritance and interfaces

Polymorphism

Memory Management ~~Recursive methods~~

Defective program troubleshooting

Test driven development techniques

Exception Handling ~~Dynamic data structures~~

Standard Template Library ~~Graphical User Interface (GUI)~~

Data storage and retrieval from files

Multithreading programs

Smart Pointers ~~Network programming techniques~~

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

Date Submitted: 05/13/19 11:45 am

Viewing: **CSTP 1206 : Internet Programming**

Program & Apps ~~Web App 1~~

Last approved: 08/03/18 4:45 am

Last edit: 05/13/19 4:06 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Introduction to Internet Programming & Web Applications **1**

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:54 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:05 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course Internet **Programming Program** & **Apps Web**

Name: ~~App 1~~

Subject Code: CSTP - Computer Systems Technology

Course Number 1206

Year of Study 1st Year Post-secondary

Credits: **3 2**

Course Description:

In this course students learn how to design and develop a software application that works through browsers or the internet. Students will learn about various web application development technologies, and how to create a web application using a modern MVC (Model-View-Controller) framework which communicates with an Apache server.

In a small team of 2-4, students will build a robust Representational State Transfer (REST)ful webapp back-end to complement their chosen projects. The team will collaborate using a shared Git repository and Gitflow workflow. ~~Students will explore and practice the development of client-side Web applications. Learners will use JavaScript to improve Web page design, validate forms, detect browsers, create cookies, and detect and respond to user actions.~~

Course Pre-Requisites (if applicable):

CSTP 1105 ~~–~~Introduction to Programming

CSTP 1106 **Website** ~~–Web Site~~ Development

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	Setup a suitable webapp development environment Identify how JavaScript functions with Web pages
CLO #2	Build a basic to advanced RESTful webapp back-end Use JavaScript language constructs

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

CLO #3	Build distributed capabilities into an MVC service-web application Construct custom JavaScript objects
CLO #4	Use common representation/transport/application protocols for distributed systems Use the Browser Object Model
CLO #5	Demonstrate proper team collaboration for application development Manage form data with JavaScript
CLO #6	Use collaborative workflow to develop an application Create Dynamic HTML (DHTML) Web pages
CLO #7	Use a shared code repository to develop an application Manage state information and security
CLO #8	Use Ajax to dynamically update web pages
CLO #8	Construct a valid and well-formed XML (eXtensible Markup Language) document, and constrain it with a DTD (Document Type Definition)

Instructional Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project Assignments	60 40	Chosen project by students teams is developed in stages, and each stage has a % mark, assigned by instructor 4 assignments with 10% each
Participation Midterm Exam	10 30	
Final Exam	30	

Hours by Learning Environment Type

Lecture, Seminar, Online

25 ~~15~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

35 ~~25~~

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

MVC distributed application framework ~~JavaScript:functions with Web pages~~

RESTful webapp back-end ~~JavaScript:language constructs~~

XML (eXtensible Markup Language) document using DOM(Document Object Model) constraint
~~JavaScript:custome objects~~

Git and Gitflow (for code versioning) ~~The Browser Object Model~~

Representation/transport/application protocols for distributed system ~~JavaScript:managing data~~

~~Dynamic HTML (DHTML) Web pages~~

~~State information and security~~

~~Using Ajax to dynamically update web pages~~

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

CST PCG

Course Change Request

Date Submitted: 05/13/19 11:52 am

Viewing: **CSTP 1207 : Technical Communication**

Last approved: 08/03/18 4:45 am

Last edit: 05/29/19 9:29 am

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Technical Communication

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:54 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:06 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/29/19 9:33 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
A. Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course Technical Communication

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 1207

Year of Study 1st Year Post-secondary

Credits: **2 3**

Course Description:

In this course students ~~Students~~ will be introduced to the basic principles of effective technical writing in the computer industry. The necessity of following company standards for documentation will be emphasized. Learners will review grammar and style, and learn technical formats and report design. The production of technical documentation for a variety of user groups will ~~also~~ be a course focus. **Students will learn how to write effective business correspondence and instructions and how to deliver a formal oral presentation. Student will also learn the basics of resume preparation and cover letter writing.**

Course Pre-Requisites (if applicable):

CSTP **1101** ~~1107—Workplace~~ Communication **and Workplace Behaviour**

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	Identify documentation types required in the workplace
CLO #2	Conduct situational analyses
CLO #3	Plan documentation
CLO #4	Draft technical documentation
CLO #5	Perform revisions and editing of documentation
CLO #6	Design technical documentation and reports

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

CLO #7	Demonstrate effective presentation skills
CLO #8	Prepare a resume and write a professional cover letter for a job posting

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	30	Midterm
Assignments	20	Sample bibliography, summary
Assignments	20	Memo/workplace document, recommendations report
Assignments	20	Presentations, cover letters, and resumes Instructions, document design
Quizzes/Tests	10	Technical style quiz

Hours by Learning Environment Type

Lecture, Seminar, Online

20 ~~30~~

Lab, Clinical, Shop, Kitchen,

Studio, Simulation

20 ~~30~~

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Documentation types required in the workplace

Situational analyses

Planning documentation

Technical documentation

Revisions and editing of documentation

Technical documentation and reports

Technical editing techniques**Presentation skills****Resume and Cover letter**

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

CST PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer

Comments

Course Change Request

Date Submitted: 05/13/19 12:00 pm

Viewing: **CSTP 1301 : IT ~~Systems~~-Project**

Management

Last approved: 08/03/18 4:45 am

Last edit: 05/13/19 4:09 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

IT ~~Systems~~-Project Management

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:54 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:06 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course **IT Systems-Project Management**

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 1301

Year of Study 1st Year Post-secondary

Credits: 2

Course Description:

In this course students will learn how to develop and implement an IT project plan. Students will gain experience in small systems analysis, design and implementation. Given Students will be assigned to groups, prepare and participate in project meetings, given the specifications for a software system, **students plan and and** work as a team to develop a system for the client. **Students are exposed to Project Management best practices. Students will assume a role, analyse and prepare required documents, participate in project meetings, assess risk, plan for quality testing, perform schedule management, and maintain budget requirements. Student are introduced to Microsoft Project, Microsoft Sharepoint, and will receive an overview of common project management concepts through a hands-on approach. The emphasis Emphasis** is on **project the software** development as a process, **with and** collaboration and **proper** communication between **team members and the project stakeholders. group members.**

Course Pre-Requisites (if applicable):

~~CSTP 1201--Introduction to Database Management~~ ~~CSTP-1204~~ **Software** ~~--Systems~~ Analysis and Design ~~CSTP 1205--Intermediate Programming-~~

Course Co-requisites (if applicable):

~~CSTP 1303--Systems Project Management~~

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Apply project processes in a team environment
CLO #2	Use project management skills to manage systems project

Upon successful completion of this course, students will be able to:	
CLO #2 #3	Prepare project requirements document
CLO #3 #4	Generate acceptance test results
CLO #4 #5	Generate analysis and design models
CLO #5 #6	Define fundamental project management terminology Create a software implementation of a project design
CLO #6 #7	Determine stakeholders Generate unit test results
CLO #7 #8	Identify the deliverables Use software version control
CLO #8 #9	Plan project phases and milestones Prepare user manual and installation manual for systems project
CLO #9	Use Microsoft Project and Sharepoint effectively
<p>Instructional Strategies:</p> <p>Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.</p>	

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	Software project release 1
Assignments	30	Software project release 2
Assignments	20	Peer assessment
Participation	20	

Hours by Learning Environment Type

Lecture, Seminar, Online

15 ~~10~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

25 ~~30~~

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Project processes in a team environment

Project requirement document

Models: analysis and design

Software implementation of a project design

Perform scheduling of tasks and resources ~~Unit test results~~

Devise estimates and a budget ~~Software version control~~

User manual and installation manual ~~for systems project~~

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

CST PCG

Additional Information

Course Change Request

Date Submitted: 05/13/19 12:05 pm

Viewing: **CSTP 1302 : Windows Mobile**

Application Programming

Last approved: 08/03/18 4:46 am

Last edit: 05/13/19 4:10 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Windows Mobile Applications Programming

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:55 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:09 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:08 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course **Windows** ~~Mobile Application~~ Programming

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 1302

Year of Study 1st Year Post-secondary

Credits: **4** ~~2~~

Course Description:

In this course students will become familiar with the basics of Windows in general and specifically Windows 10 capabilities from a developer's point of view. Students learn to develop applications with Windows 32 Bit (Win32) Application Programming Interface (API) using C or C# programming language. Later they will learn how to integrate Win32 calls into C# by creating unmanaged C# applications. Topics include Windows messaging, input from keyboard and mouse, timers, menus and resources, dialog boxes, clipboard, graphics, threading, accessing the microphone and speakers, and working with dynamic link libraries. ~~Students will develop mobile application programs. Studies will focus on the Android mobile environment and include an understanding of the mobile application development environment. Learners will develop simple and advanced mobile applications as well as understand mobile environment limitations and security issues with mobile applications. Additionally, learners will have an opportunity to publish mobile applications.~~

Course Pre-Requisites (if applicable):

CSTP 1205 ~~Intermediate~~ Programming **in C++**

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	Explain the basic functionalities of each component of Windows Operating System Use mobile application development tools
--------	--

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

CLO #2	Explain how messages are processed in Win32 Create a mobile application that uses basic user interface concepts
CLO #3	Capture keyboard, mouse, and timer events Create a mobile application that uses advanced user interface concepts
CLO #4	Explain and use device contexts, clipping window, brushes, etc. for standard graphics Create a mobile application that interacts with other Applications
CLO #5	Add menus, buttons, and other child windows Create a mobile application that stores and accesses data on a device
CLO #6	Create dialog boxes using the Visual Studio editor and use these dialog boxes in an application Create a mobile application that uses mobile device features
CLO #7	Use device independent bitmaps Create a mobile application for deployment on a mobile device
CLO #8	Demonstrate the basics of concurrent programming under windows O/S with common synchronization methods Create a mobile application incorporating advanced Android development concepts
CLO #9	Debug programs using a variety of methods including break points, traces, and code stepping
CLO #10	Integrate Win32 and C# creating unmanaged C# code

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Other	5 10	Project proposal
Assignments	50 45	3 assignments worth 15% each

Type	Percentage	Brief description of assessment activity
Project	25 35	
Final Exam Participation	20 10	Peer assessment

Hours by Learning Environment Type

Lecture, Seminar, Online

30 ~~10~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

50 ~~30~~

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Window ~~Mobile~~-application development tools

Windows ~~Mobile~~-applications: basic user interface concepts

~~Mobile-application:advanced user interface concepts~~

Windows ~~Mobile~~-application that interacts with other Applications

Windows ~~Mobile~~-application that stores and accesses data on a device

Windows ~~Mobile~~-application that uses **input devices** ~~mobile device features~~

Win32 API ~~Mobile-application for deployment on a mobile device~~

C# unmanaged code interaction with Win32 applications ~~Mobile-application incorporating advanced Android development concepts~~

Dynamic link library usage in Windows Applications

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

Date Submitted: 05/13/19 12:17 pm

Viewing: **CSTP 1303 : Client-Server Computing**

~~Systems Project Management~~

Last approved: 08/03/18 4:45 am

Last edit: 05/22/19 3:39 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Introduction to Client-Server Computing ~~Systems Project Management~~

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:55 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:09 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course **Client-Server Computing Systems Project**

Name: **Management**

Subject Code: CSTP - Computer Systems Technology

Course Number 1303

Year of Study 1st Year Post-secondary

Credits: 3

Course Description:

~~Students will practice project management, documentation, meeting and presentation skills. In this course As contributors to a computer system development project, students will prepare for and participate in project meetings, prepare project management documentation, manage progress using project management techniques, maintain storage of~~ **are introduced to the fundamentals of developing a distributed computer system based project documentation and deliver a presentation on the project to the client/server paradigm. The challenges, the tools and techniques, and various characteristics of mobile vs desktop environments with respect to the Client-Server application model are analysed. Students will develop distributed applications using sockets, datagrams, pipes and FIFO buffers, using low-level tools such as C++ or windows API(Application Programming Interface) such as COM (Common Object Model), RPC (Remote Procedure Call), and various web technologies, based on the experience and preferences of the instructor.**

The goal for this course is to make students aware, through hands-on work, of the challenges of a networked application, such as performance, delays, reliability, scalability, and security issues.

Course Pre-Requisites (if applicable):

CSTP 1204 **Software** ~~Systems~~ Analysis and Design

CSTP **1205 Programming in C++**

CSTP 1302 Windows Programming (or concurrently) ~~1207 Technical Communication~~

Course Co-requisites (if applicable):

~~CSTP 1301 Systems Project~~

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

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

CLO #1	Analyze requirements and design goals for client server and distributed system Use project management skills to manage systems project
CLO #2	Analyze, debug, and identify bottlenecks in a distributed system Prepare project plan for systems project
CLO #3	Use common tools for developing distributed systems in web, mobile and desktop environments Use client meetings to facilitate the progress of the systems project
CLO #4	Explain key concepts in networking and client/server software systems Use a documentation management system
CLO #5	Perform maintenance, optimization, and restructuring of an existing basic networked system Prepare release plans for systems project
CLO #6	Present a systems project

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40 30	Software project release 1
Participation Assignments	5 30	In group assignments and lab-work Software project release 2
Lab Work Assignments	25 20	Peer-assessment
Final Exam Participation	30 20	

Hours by Learning Environment Type

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

40

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Client/Server architecture

~~Project management skills to manage systems project.~~

Network programming

~~Project plan for systems project.~~

Networking protocols

~~Facilitation the progress of the systems project.~~

Network lag, packet analysis

~~Documentation management system.~~

Distributed system

~~Plans for systems project.~~

Performance analysis and debugging ~~Systems project presentation.~~

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

CST PCG

Additional Information

Course Change Request

Date Submitted: 05/13/19 12:20 pm

Viewing: **CSTP 1304 : User Website-Interface**

Design

Last approved: 08/03/18 4:45 am

Last edit: 05/15/19 12:00 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

User Website-Interface Design

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:55 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:10 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course **User Website**-Interface Design

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 1304

Year of Study 1st Year Post-secondary

Credits: 2

Course Description:

This hands-on course is an introduction to User eXperience/User Interface (UX/UI) for websites, mobile applications, and information systems. Students will plan and create a small website **or a UI-centric mobile app** following **UI/UX current** best practices, **including** analyzing website **requirements and user interaction. requirements.** Using those requirements and following usability guidelines, learners will design a site that works well on both desktop and mobile devices applying responsive web design. Students will choose and create appropriate media for website content.

Course Pre-Requisites (if applicable):

CSTP 1206 **Introduction to** -Internet Programming & Web Applications **±**

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	Explain Discuss the importance of the user interface to websites
CLO #2	Plan websites or UI for a mobile app Plan websites
CLO #3	Apply usability principles to websites
CLO #4	Create responsive websites
CLO #5	Create mobile-dedicated websites
CLO #6	Create appropriate media for websites

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	3 assignments worth 10% each
Quizzes/Tests	25 30	3 quizzes worth 10% each
Project	30 25	
Other	15	Project presentation

Hours by Learning Environment Type

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

20

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:
The importance of the user interface to websites and mobile applications
Website Websites -planning
Usability principles
Responsive websites

Course Topics:

Mobile-dedicated websites

Appropriate media for websites

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

CST PCG

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Key: 8427

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/13/19 12:21 pm

Viewing: **CSTP 1305 : Algorithms & Data Structure**

Last edit: 05/13/19 4:15 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Algorithm Analysis and Data Structure

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:55 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:10 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Reza Nezami	rnezami@vcc.ca	6047646682

Banner Course Name: Algorithms & Data Structure

Subject Code: CSTP - Computer Systems Technology

Course Number: 1305

Year of Study: 1st Year Post-secondary

Credits: 3

Course Description:

Students learn the fundamentals of algorithm design and analysis through hands-on practice with various popular algorithms and data structures used in software development. Students learn how to analyze the time and space complexity of an algorithm and learn how to test and choose the right solution for a non-trivial programming problem. The emphasis is on developing practical skills as well as the conceptual mastery of efficient algorithm selection. Important data structures covered in this course include: Arrays and Vectors, Trees and Graphs. Popular algorithms and design strategies covered include: Recursion vs Iteration, Divide and Conquer, Greedy Techniques and basic sorting algorithms.

Course Pre-Requisites (if applicable):

CSTP 1205 Programming in C++

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	Examine fundamentals of Algorithm Analysis
CLO #2	Efficiently analyse an algorithm's requirements and performance
CLO #3	Apply proper algorithms and choose the right data structure to solve practical problems
CLO #4	Identify algorithmic bottlenecks in an application code and suggest solutions
CLO #5	Deduce time and space complexity of common algorithms

Instructional**Strategies:**

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	60	6 assignments, each 10%
Midterm Exam	20	
Final Exam	20	

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

The fundamentals of algorithm analysis

Vectors and Arrays

Iteration vs Recursion

Time and space lower bound complexity

Pseudo-code

Divide and Conquer

Greedy Algorithms

Binary Trees

Rationale and Consultations

Course Change Request

Date Submitted: 05/13/19 12:24 pm

Viewing: **CSTP 2101 : Database Management & Storage Systems**

Last approved: 08/03/18 4:45 am

Last edit: 05/13/19 4:18 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Database Management **and Storage Systems**

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:55 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:11 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course Database Management & Storage Systems-

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 2101

Year of Study 2nd Year Post-secondary

Credits: 3

Course Description:

This is an advanced course ~~Students will receive instruction and practice~~ in **database management systems, planning, designing and accessing data storage and related topics. in a relational database.** **Students learn about modern computer system storage requirements, SaaS (Storage as a Service), raw storage media and volume management, Redundant Array of Inexpensive Disks (RAID) system configuration, remote file systems, and various levels of access (file level vs block level).**

~~Learners will study the theory behind relational databases, relational database nomenclature and optimizing database design through normalization.~~ **On the** ~~Additionally, learners will create queries and manipulate a relational database~~ **side, students learn how using standard SQL statements (including using SQL in a procedural environment to backup and perform recovery on a database in a fast create procedures, functions and efficient manner and to tune the database to maximize performance. triggers).** **Backup and recovery topics include: instance and media recovery structures, configuring** ~~Learners will study the theory behind relational databases, relational database archiving mode, user-managed backup and recovery, automatic backup and recovery, nomenclature and optimizing database maintenance, importing and exporting, and loading data. design through normalization.~~

Course Pre-Requisites (if applicable):

CSTP 1201 –Introduction to Database Management **Systems (DBSM)**

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:

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

CLO #1	Describe the components and function of enterprise storage database management systems
CLO #2	Explain the potential causes of database failures Model users' data requirements using conceptual modeling techniques
CLO #3	Identify and configure instance and media recovery structures Transform data models into normalized database designs
CLO #4	Configure the database archiving mode on a database Maintain entity and referential integrity through constraints
CLO #5	Perform user managed / automatic backups Implement relational database designs
CLO #6	Setup a "Storage as a Service" (SaaS) using Azure and tune and maintain it Design SQL statements to modify data
CLO #7	Perform user managed / automatic recovery on a database Design SQL statements to retrieve data from multiple tables.
CLO #8	Design Views
CLO #9	Discuss transaction management and concurrency control
CLO #10	Embed non-procedural queries in a procedural language
CLO #11	Discuss query optimization techniques

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	4 assignments 10% each
Project Quizzes/Tests	20	
Midterm Exam	20	
Final Exam	20	

Hours by Learning Environment Type

Lecture, Seminar, Online

30 ~~20~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30 ~~60~~

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Components and functions of database management systems (DBMSs)

Model users' data requirements using conceptual modeling techniques

Transform data models into normalized database designs

Referential integrity through constraints

Relational database designs and design views

SQL statements to modify data and to retrieve data from multiple table

Transaction management and concurrency control

Non-procedural queries

Query optimization techniques

Rationale and Consultations

Course Change Request

Date Submitted: 05/13/19 12:27 pm

Viewing: **CSTP 2102 : Enterprise Systems Support**

Last approved: 08/03/18 4:45 am

Last edit: 05/13/19 4:19 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Enterprise Systems Support

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:55 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:12 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:08 pm
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course Enterprise Systems Support

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 2102

Year of Study 2nd Year Post-secondary

Credits: **3 2**

Course Description:

In this course students ~~Students~~ will gain valuable expertise in assessing, documenting and responding to an assortment of help desk situations. Learners will acquire knowledge regarding computer deployment in an enterprise environment. Additionally, learners will also deploy anti-virus software, monitor software license **compliance**, ~~compliance~~ and perform network resource inventory in an enterprise environment.

Course Pre-Requisites (if applicable):

CSTP 1104 Computer Systems Administration ~~CSTP 1202—Hardware~~

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 Appropriate Responses to Help Desk Situations
CLO #2	Describe Systems Management Software
CLO #3	Use Software to Discover and Organize Network Resources
CLO #4	Manage Inventory in A Large Organization
CLO #5	Create Queries and Reports in Systems Management Software
CLO #6	Demonstrate Software Deployment
CLO #7	Use Endpoint Protection to Protect Client Computers

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

CLO #8 Manage Software License Compliancy

CLO #9 Use Enterprise Level Hardware

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	4 assignments at 10% each
Midterm Exam	30	
Final Exam	30	

Hours by Learning Environment Type

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

40 ~~30~~

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Appropriate Responses to Help Desk Situations

Course Topics:

Systems Management Software

Software to Discover and Organize Network Resources

Inventory in A Large Organization

Queries and Reports in Systems Management Software

Software Deployment

Endpoint Protection to Protect Client Computers

Software License Compliancy

Enterprise Level Hardware

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

CST PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Key: 8429

[Preview Bridge](#)

Course Change Request

Date Submitted: 05/13/19 12:37 pm

Viewing: **CSTP 2104 : Windows Interactive App**

Prog. ~~Advanced Programming 1~~

Last approved: 08/03/18 4:45 am

Last edit: 05/13/19 4:22 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Windows Interactive Application Programming ~~Advanced Programming 1~~

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:55 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:13 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course **Windows Interactive App Prog. Advanced**

Name: **Programming 1**

Subject Code: CSTP - Computer Systems Technology

Course Number 2104

Year of Study 2nd Year Post-secondary

Credits: 3

Course Description:

In this hands-on course students will build upon their previous generic programming courses to build graphical user interfaces and design Windows application software. The Windows platform is the predominant OS (Operating System) and it has a complex ecosystem for developing advanced GUI (Graphical User Interface)-based applications. Students will program with C# using .NET framework, XAML (eXtensible Application Markup Language), and Windows Forms to build industry standard GUI-rich applications with interesting and sophisticated back-ends.

It is important that student use modern programming constructs and well-known patterns such as classes and objects, interfaces, observers, abstract factories in their projects in this course. ~~Students will study the use of predefined abstract data types and user defined abstract data types to improve program modularity. Studies will include the design and implementation of abstract data types using object-oriented data structures. Additionally, topics will include alternative implementations of data structures and sorting techniques using interfaces, collections and iterators.~~

Course Pre-Requisites (if applicable):

CSTP 1205 ~~Intermediate~~ Programming in C++

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 the C# language to build Console and Windows Form applications Combine appropriate programming constructs to implement advanced algorithms
--------	--

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

CLO #2	Use common Windows controls including Form, TextBox, Button, and Label Describe an abstract data type
CLO #3	Write executable and Class Library Assemblies, using the C# language Create linked list data structure using abstract data types
CLO #4	Use multiple projects, in a Visual Studio Solution Generate a class from the abstract data type—Binary Tree
CLO #5	Implement exception handling to build robust applications Generate a class from the abstract data type—Balanced Binary Tree
CLO #6	Use various Input/Output (I/O) system Generate a class from the abstract data type—Hash Table
CLO #7	Implement the latest .NET features including LINQ, Lambdas, and Extension Methods Generate a class from the abstract data type—Graph
CLO #8	Implement graph algorithms to solve common problems
CLO #9	Implement advanced sorting algorithms
CLO #10	Develop a solution to a problem using collections

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project Assignments	70 40	4 assignments worth 10% each
Midterm Exam	20	

Type	Percentage	Brief description of assessment activity
Final Exam	30 20	

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30 ~~35~~

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

C# Programming ~~Programming and advanced algorithms~~

Microsoft .NET framework ~~Abstract data type~~

Windows Forms and Dialogs ~~Abstract data type—Binary Tree~~

Visual Studio and MSDN Library ~~Abstract data type—Balanced Binary Tree~~

Exception Handling ~~Abstract data type—Hash Table~~

Class Assembly and EXE in C# ~~Generate a class from the abstract data type~~

.NET collection classes ~~Graph algorithms to solve common problems~~

~~Advanced sorting algorithms~~

~~Solving problem using collections~~

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

Date Submitted: 05/13/19 12:42 pm

Viewing: **CSTP 2106 : Intro to Computer Security**

Security 1

Last approved: 08/03/18 4:45 am

Last edit: 05/13/19 4:24 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Introduction to Computer Security Security 1

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:55 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:13 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course **Intro to Computer Security** ~~Security 1~~

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 2106

Year of Study 2nd Year Post-secondary

Credits: 3

Course Description:

In this course students ~~Students~~ will learn the fundamentals of computer security. **Students learn the principles of computer and information security in general, and become familiar with the fundamentals of designing a secure system both from a hardware and software point of view.**

Students will become familiar with security policies, the principles of cryptography, the basics of authentication, data protection concepts, how access control systems work, and software security. In general, learners will become familiar with the principles, practices, and analysis of developing secure software systems. Additionally, students will learn to recognize several areas of security attacks, examine current security measures and evaluate techniques to enhance existing measures. ~~Students will also examine methods to maintain the integrity of an organizations network infrastructure and day-to-day operations.~~

Course Pre-Requisites (if applicable):

CSTP **1104 Computer Systems Administration** ~~1102-Data Communications and Networking 1-~~CSTP **1202 Introduction to Data Communication and Networking** ~~1203-Systems Administration 1-~~

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	Discuss Security Fundamentals
CLO #2	Describe main types of security policies Identify Security Threats and Vulnerabilities

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

CLO #3	Articulate the principles of security design Examine Data, Application and Host Security
CLO #4	Evaluate Network Security
CLO #5	Understand Access Control, Authentication and Account Management
CLO #6	Evaluate the Use of Certificates
CLO #7	Describe Compliance and Operational Security
CLO #8	Explain Risk Management
CLO #9	Discuss Troubleshooting and managing Security Incidents
CLO #10	Describe Planning Business Continuity and Disaster Recovery

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	labs and 2 assignments
Project Midterm Exam	20	1 of 2
Midterm Exam	20	2 of 2
Final Exam	30	

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30 35

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Security Fundamentals

Security Threats and Vulnerabilities

Data, Application and Host Security

Network Security

Access Control, Authentication and Account Management

The Use of Certificates

Compliance and Operational Security

Risk Management

Troubleshooting and managing Security Incidents

~~Planning Business Continuity and Disaster Recovery~~

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

CST PCG

Additional Information

Provide any additional information if necessary.

Course Change Request

Date Submitted: 05/13/19 4:29 pm

Viewing: **CSTP 2107 : Adv Internet Prog. Internet Program & Web Apps App 2**

Last approved: 08/03/18 4:45 am

Last edit: 05/23/19 11:35 am

Changes proposed by: trowlatt

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Advanced Internet Programming & Web Applications 2-

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/14/19 8:24 am
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/14/19 8:48 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/29/19 9:29 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course **Adv Internet Prog. Internet Program** & Web
Name: **Apps App 2**

Subject Code: CSTP - Computer Systems Technology

Course Number 2107

Year of Study 2nd Year Post-secondary

Credits: 4

Course Description:

In this course students will learn about advanced web technologies which provide the possibility of building fully dynamic web-centric applications. This is an intensive, hands-on, project-based, team-oriented course in which students in a team of 2-4 become familiar with "full stack" web development. This course introduces new database models such as NoSQL or MongoDB in the context of developing an end-to-end web application development using MVC architecture.

The technologies used focus on a current modern stack, such as MEAN (MongoDB, Express.js, AngularJS), LAMP (Linux, Apache, MySQL, Python), and others. This course requires students to learn to program in Javascript in various environments.

By the end of this course, students ~~Students~~ will be able to participate ~~receive instruction and practice~~ in the ~~the~~ development of secure data-driven business web applications in various domains. ~~of server-side Web applications. Learners will learn how to write scripts that allow remote users to interface with databases existing on a World Wide Web server. Students will become familiar with Hypertext Preprocessor (PHP), Structured Query Language (SQL), and Ajax.~~

Course Pre-Requisites (if applicable):

CSTP **1206 Introduction to** ~~1206~~ Internet Programming & Web Applications ~~1~~

CSTP 1304 **User** ~~Website~~ Interface Design

Course Co-requisites (if applicable):

~~CSTP 2101 Database Management Systems~~

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

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

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

CLO #1	Setup a development environment and tool-chain as required by the chosen development stack Construct Web pages using basic PHP language features
CLO #2	Develop secure data-driven business web applications Construct secure Web pages using PHP objects
CLO #3	Develop completely dynamic web applications Manage SQL database tables
CLO #4	Use advanced HTML, CSS, and JavaScript techniques to develop client-side web software Create secure PHP objects to connect to a SQL server
CLO #5	Develop client-side Single Page Applications using a technology like Angular, React, or Ember Design secure PHP Web pages to retrieve data stored in a SQL database
CLO #6	Deploy web applications to the cloud (e.g. AWS, Azure) Design secure PHP Web pages to modify data stored in a SQL database
CLO #7	Expose data through Web API so that it can be consumed from Single Page Applications Apply PHP state management features
CLO #8	Implement token and/or session based authentication Use Ajax and JavaScript Object Notation (JSON) features for retrieval of Web page data
CLO #9	Configure and manage a web server (such as Apache) that are compatible with the stack being used in the course Use Ajax and JSON features for storage of Web page data
CLO #10	Manage the code base / distribution using modern version control systems Develop a secure Web site using all the elements covered in this course

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
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Type	Percentage	Brief description of assessment activity
Project Assignments	60 40	One project per team, mark is assigned based on progress at each step and goals achievements 4 assignments 10 each
Quizzes/Tests	10 20	2 per class 10% each
Participation Midterm Exam	10 20	
Final Exam	20	

Hours by Learning Environment Type

Lecture, Seminar, Online

40

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

40

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Javascript ~~Web pages development using basic PHP language features~~

Full stack development ~~Web pages development using PHP objects~~

NoSQL databases ~~SQL database tables~~

Cloud services ~~Secure PHP objects to connect to a SQL server~~

Session-based authentication ~~Secure PHP Web pages to retrieve data stored in a SQL database~~

Web server management ~~Secure PHP Web pages to modify data stored in a SQL database~~

Data-driven web applications ~~PHP state management features~~

~~Ajax and JSON features for retrieval of Web page data~~

~~Use Ajax and JSON features for storage of Web page data~~

Secure data communication with server ~~Secure Web site using all the elements covered in this course~~

Course Change Request

Date Submitted: 05/13/19 12:47 pm

Viewing: **CSTP 2108 : Mathematics for Programmers** ~~Mathematics of Computation~~

Last approved: 08/03/18 4:45 am

Last edit: 05/30/19 10:27 am

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Mathematics for Programmers ~~Mathematics of Computation~~

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:55 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:13 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/29/19 11:45 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course Name: **Mathematics for Programmers** ~~Mathematics of Computation~~

Subject Code: CSTP - Computer Systems Technology

Course Number: 2108

Year of Study: 2nd Year Post-secondary

Credits: 2

Course Description:

This course deals with discrete mathematics, probability and statistics. Topics include the basics of Boolean logic, introduction to vector and matrix algebra, set theory, counting, and selected topics in combinatorics such as Graph theory and Coding theory. This results in students having basic familiarity with data distribution, probability ~~Students will investigate the characteristics of discrete and continuous systems from~~ **a situation out of all possible outcomes, and how basic statistical modeling, analysis, programming perspective and computations are performed** ~~compare and contrast programming techniques required for~~ **real-life applications.** ~~dealing with discrete system data (Boolean values, integer numbers, and character data) with those for continuous system data (floating point numbers). Students will also investigate the nature and propagation of error as a result of programming. Students will explore number systems and programming techniques for solving simultaneous equations, integrating functions, finding roots, compressing data and encrypting data.~~

Course Pre-Requisites (if applicable):

~~CSTP 1205 Intermediate Programming~~

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 proficiency with basic operations in Boolean algebra Describe the sources of computational error

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

CLO #2	Demonstrate the ability to perform basic arithmetic operations on vectors and matrices Write programs to calculate numeric quantities
CLO #3	Solve basic problems in counting theory involving combinations and permutations Write programs to solve problems involving simultaneous linear equations
CLO #4	Describe the basic concepts in applied probability and statistics Write programs for computing integrals of functions
CLO #5	Describe how to extract useful information from a statistical distribution Write programs to use matrix arithmetic to work with graphic objects
CLO #6	Describe the basics properties of graph structures Use complexity to evaluate algorithms
CLO #7	Implement data encryption algorithms
CLO #8	Implement data compression algorithms

Instructional Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	50 40	5 4 -assignments
Midterm Exam	25 30	
Final Exam	25 30	

Hours by Learning Environment Type

Lecture, Seminar, Online

40 ~~20~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Vectors and Matrices ~~The sources of computational error~~

Boolean Algebra ~~Programs to calculate numeric quantities~~

Counting theory and probability ~~Programs to solve problems involving simultaneous linear equations~~

Data sample distribution ~~Programs for computing integrals of functions~~

~~Programs to use matrix arithmetic to work with graphic objects~~

Statistical analysis and modelling ~~Complexity to evaluate algorithms~~

Combinatorics concepts ~~Data encryption algorithms~~

~~Data compression algorithms~~

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

CST PCG

Additional Information

Course Change Request

Date Submitted: 05/13/19 12:51 pm

Viewing: **CSTP 2201 : Linux OS & Networking**

~~Advanced Operating Systems~~

Last approved: 08/03/18 4:46 am

Last edit: 05/13/19 4:34 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Linux Operating System and Networking ~~Advanced Operating Systems~~

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:55 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:13 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course Name: **Linux OS & Networking** ~~Advanced Operating Systems-~~

Subject Code: CSTP - Computer Systems Technology

Course Number 2201

Year of Study 2nd Year Post-secondary

Credits: 3

Course Description:

This is a course for familiarizing students with Linux Operating System in detail. Students will learn to work with both the command line and graphical interfaces of the Linux operating system. In addition ~~students you~~ will learn about the file system, shell programming, ~~and~~ system ~~and~~ ~~and~~ network administration. Special emphasis will be placed on learning about Linux ~~networking networks~~ and ~~telecommunication. telecommunications studies-~~

Course Pre-Requisites (if applicable):

CSTP 1104 Computer Systems Administration ~~CSTP 1104- Operating System Fundamentals-~~

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 competency in using Linux in both command Line and Graphical User Interface (GUI) mode. mode
CLO #2	Describe the Linux File System
CLO #3	Perform administrative tasks with a scripting language
CLO #4	Perform system administration

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

CLO #5	Perform network administration
CLO #6	Manage a network
CLO #7	Manage Web content servers
CLO #8	Perform socket-based communications
CLO #9	Configure interoperability between Linux and Windows networks

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	50 20	
Midterm Exam	25 30	
Final Exam	25 35	
Participation	15	

Hours by Learning Environment Type

Lecture, Seminar, Online

30 ~~35~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30 ~~40~~

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Competency in using Linux in both Command Line and GUI mode

The Linux File System

Scripting Language

Basic System Administration

Basic Network Administration

Network management

Web Content Servers

Socket-based communications

Linux and Windows Networks

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

CST PCG

Additional Information

Provide any additional information if necessary.

Course Change Request

Date Submitted: 05/13/19 12:54 pm

Viewing: **CSTP 2202 : Network Server Systems**

Administration 2

Last approved: 08/03/18 4:46 am

Last edit: 05/13/19 4:36 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Network Server Systems-Administration 2-

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:55 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:14 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
A. Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course **Network Server Systems**-Administration 2-

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 2202

Year of Study 2nd Year Post-secondary

Credits: 3

Course Description:

In this course students ~~Students~~ will study advanced network administration skills by managing network servers and services. Students will study how to oversee a complex network environment and learn how to configure numerous network services with a variety of administrative tools.

Students will use **the** Microsoft Official Academic Course (MOAC) curriculum and training materials. On completion of this course, students will have covered the learning objectives required in the Microsoft 70-411 certification exam. The Computer Systems Technology program does not provide exams for Microsoft **certification but mock exams are provided for midterm and final exams of the course.** ~~certification.~~

Course Pre-Requisites (if applicable):

CSTP 1203 Introduction to Server Administration ~~CSTP-1102-Data Communications and Networking 1~~

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	Deploy servers
CLO #2	Maintain servers
CLO #3	Manage File Services
CLO #4	Manage data encryption
CLO #5	Manage network services

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

CLO #6	Manage remote access
CLO #7	Configure a Network Policy Server (NPS) Infrastructure
CLO #8	Configure Active Directory
CLO #9	Manage Active Directory
CLO #10	Manage Active Directory control policies

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	20	
Assignments	25 10	
Midterm Exam	25 35	Similar to 70-411 certification exam
Final Exam	30 35	Similar to 70-411 certification exam

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Servers deployment and maintenance

File Services management.

Data encryption

Network services management

Network Policy Server (NPS) Infrastructure

Active Directory configuration

Active Directory management

Active Directory control policies

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

CST PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Course Change Request

Date Submitted: 05/13/19 12:54 pm

Viewing: **CSTP 2204 : IT Development Project 2**

Last approved: 08/03/18 4:46 am

Last edit: 05/29/19 9:33 am

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

IT Development Project 2-

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:55 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:14 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/29/19 9:33 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course Name: IT Development Project ~~2~~

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number: 2204

Year of Study: 2nd Year Post-secondary

Credits: ~~5~~ 3

Course Description:

This is a group project course which will expose students to all aspects of project development. Students ~~will continue~~ work in a team ~~as part of~~ 3 to 6 to design, develop, manage, and deliver a ~~development team~~ on an IT **software application project to** ~~problem for~~ an external **(real or simulated) client.** ~~industry client that was started in CSTP 2103.~~

Students ~~Project~~ will study and employ ~~include~~ the practical and theoretical concepts obtained in ~~production and demonstration of functioning components of~~ the first year systems analysis and design courses by building an IT system. ~~system each release within deadlines set out in your project management documentation.~~ Learners will work as part of a development team on an IT problem for an external industry client. The project will include the production and demonstration of the functioning components of the system for each release within deadlines set out in the project management documentation.

Students will present the final product to the client.

Students will also practice project management, documentation, meeting and presentation skills. As a contributor to a computer system development project, learners will prepare for and participate in project meetings, prepare project management documentation, adapt project management processes as required, manage progress using project management techniques and manage storage of project documentation.

Course Pre-Requisites (if applicable):

CSTP **2101 Database** ~~2101-Database~~ Management and Storage Systems

CSTP **2104 Windows Interactive Application Programming** ~~2103-IT Development Project 1 CSTP 2105-IT Development Project Management 1~~

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	Adapt project processes in a team environment
CLO #2	Update project requirements for IT development project for an external client
CLO #3	Generate acceptance test results for IT development project for an external client
CLO #4	Adapt design models and analysis models to changing requirements for IT development project for an external client
CLO #5	Develop additional software for expanding product functionality for IT development project for an external client
CLO #6	Generate unit test results for IT development project for an external client
CLO #7	Use software version control
CLO #8	Revise user manual and installation manual for IT development project for an external client
CLO #9	Use project management skills to manage an IT development project for an external client
CLO #10	Use a content management system for documentation
CLO #11	Create release plans for an IT development project for an external client
CLO #12	Apply project monitoring techniques for an IT development project for an external client

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
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Type	Percentage	Brief description of assessment activity
Assignments	30	3 assignments
Midterm Exam	25	
Project	15 35	Project Concept Presentation
Project	15	Project Milestone Assignment
Project	20	Project Presentation
Project	25	Individual Student Project Work
Participation	25 10	Peer review. Assigned by project manager of the team.

Hours by Learning Environment Type

Lecture, Seminar, Online

15 ~~25~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

85 ~~35~~

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Project processes in a team environment

Project requirements for IT development project for an external client

Test results for IT development project for an external client

Design models and analysis models to changing requirements for IT development project for an external client

Additional software for expanding product functionality for IT development project for an external client

Unit test results for IT development project for an external client

Software version control

User manual and installation manual for IT development project for an external client

Plans for an IT development project for an external client

Course Change Request

Date Submitted: 05/13/19 12:57 pm

Viewing: **CSTP 2205 : Android Mobile App Programming** ~~Advanced Programming 2~~

Last approved: 08/03/18 4:45 am

Last edit: 05/13/19 4:39 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Android Mobile Application Programming ~~Advanced Programming 2~~

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:55 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:15 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course **Android Mobile App Programming Advanced**
 Name: **Programming 2**

Subject Code: CSTP - Computer Systems Technology

Course Number 2205

Year of Study 2nd Year Post-secondary

Credits: 3

Course Description:

This hands-on course concentrates on using the Android operating system as well as common related development environments like Android Studio, SDK (Software Development Kit) tools to build and deploy native Android applications in Java. Student learn to manage Android resources, design user interfaces with layouts, create Services, employ multi-threading paradigms, and make sure of REST (REpresentational State Transfer) endpoints. Other topics may include Location Based Services, network connectivity, and accessing Cloud services and data. Students will study structured programming techniques, a procedural language, functions, pointers, file input/output, records and dynamic memory management to create applications.

Course Pre-Requisites (if applicable):

CSTP **1205** ~~2104 Advanced~~ Programming in **C++ 1**

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 Android platform and architecture Design a solution to a problem using structured programming techniques
CLO #2	Perform Android development setup including SDK, Emulators and Development Environment Create a procedural language application from a structured programming design
CLO #3	Use Android SDK language libraries and functions when developing a mobile application procedural program

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

CLO #4	Develop User Interface in Android environment using its various gadgets and layouts Develop function libraries in a procedural language
CLO #5	Use Services on Android to run background tasks and services Develop code to reference and manipulate static memory with pointers
CLO #6	Use REST endpoints for service and data needs in mobile apps Develop code to reference and manipulate dynamic memory with pointers
CLO #7	Leverage Android Persistence capabilities to store user data in mobile apps Design records for the storage of non-homogeneous data
CLO #8	Explore Packaging and Publishing Android applications Develop code to create, manipulate, and store records
CLO #9	Explore advanced topics like Google Play APIs and other new advancements to Android platform

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	4 assignments worth 10% each
Project Midterm Exam	30	could be individual or team work
Final Exam	30	

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Android Platform ~~Problem-solving using structured programming techniques.~~

Android Studio and SDK ~~Procedural language application.~~

Java programming language

~~Developing a procedural program using language libraries and functions~~

Android services

~~Function libraries in a procedural language.~~

REST endpoints

~~Code to reference and manipulate static memory with pointers.~~

Google Play API

~~Code to reference and manipulate dynamic memory with pointers.~~

~~The storage of non-homogeneous data.~~

~~Code to create, manipulate, and store records.~~

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

CST PCG

Additional Information

Course Change Request

Date Submitted: 05/13/19 12:58 pm

Viewing: **CSTP 2208 : Career Path Search**

Last approved: 08/03/18 4:46 am

Last edit: 05/22/19 3:43 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:
Career Path Search

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:55 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:15 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:09 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course Career Path Search

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 2208

Year of Study 2nd Year Post-secondary

Credits: 1

Course Description:

In this course students ~~Students~~ will prepare a career path portfolio based on their accumulated skills, qualifications, **demo apps**, and accomplishments. Students will revise their resume and cover letter to target an IT job posting. In a simulated job interview, students will answer **behavioral** ~~behavioural~~ questions and demonstrate the use of a career path portfolio.

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	Develop a portfolio
CLO #2	Prepare a resume and cover letter
CLO #3	Demonstrate interview skills
CLO #4	Demonstrate effective job searching skills

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Portfolio	30	
Other	20	Prospecting email and generic resume
Other	20	Targeted resume and cover letter
Other	10	Job / Company search and filtering Behavioral answers
Other	20	Behavioral interview & analysis

Hours by Learning Environment Type

Lecture, Seminar, Online

10 ~~15~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

10 ~~15~~

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Portfolio

Resume and cover letter

Interview skills

Rationale and Consultations

Course Change Request

Date Submitted: 05/13/19 1:01 pm

Viewing: **CSTP 2301 : Emerging Technologies**

Last approved: 08/03/18 4:45 am

Last edit: 05/13/19 4:42 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:
Emerging Technologies

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:56 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:15 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:09 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course Emerging Technologies

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 2301

Year of Study 2nd Year Post-secondary

Credits: **3** ~~2~~

Course Description:

In this course students ~~Students~~ will study **new** ~~the subject of new/emerging technologies,~~ and **emerging technologies, and** ~~you~~ will examine how these technologies can change existing markets **and** ~~and~~ development environments. Students will gain experience in working with software and/or hardware that can be classified as part of the emerging technology paradigm. **This may include cloud computing, machine learning, virtualization technologies, or simulation technologies.**

Course Pre-Requisites (if applicable):

CSTP **2102** ~~2102~~ Enterprise Systems SupportCSTP **2202 Network Server** ~~2202 Systems~~ Administration ~~2 CSTP-2205 Advanced Programming 2-~~

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	Explain the dynamics of emerging technologies technologies.
CLO #2	Identify emerging technologies that are changing the marketplace marketplace.
CLO #3	Identify the processes required to implement emerging technologies technologies.
CLO #4	Develop a plan for introducing a new technology in a simulated workplace setting setting.
CLO #5	Implement the new technology in a simulated workplace setting setting.

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	20	Lab assignments
Midterm Exam	30	
Project	20	
Final Exam	30	

Hours by Learning Environment Type

Lecture, Seminar, Online

30 ~~20~~Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

The dynamics of emerging **technologies**
~~technologies-~~

Emerging technologies and **marketplace**
~~marketplace-~~

Course Topics:

Implementing emerging **technologies**

~~technologies.~~

Implementing the new technology in the simulated workplace **setting**

~~setting.~~

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

CST PCG

Additional Information

Provide any additional information if necessary.

Supporting

documentation:

Reviewer

Comments

Key: 8445

[Preview Bridge](#)

Course Change Request

Date Submitted: 05/13/19 1:02 pm

Viewing: **CSTP 2302 : Advanced Server Systems**

Administration 3

Last approved: 08/03/18 4:46 am

Last edit: 05/13/19 4:43 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Advanced Server Systems-Administration 3-

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:56 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:16 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:09 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
-Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course **Advanced Server** ~~Systems-Administration 3-~~

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 2302

Year of Study 2nd Year Post-secondary

Credits: **3 4**

Course Description:

In this course students ~~Students~~ will study the advanced configuration of services necessary to deploy, manage and maintain a Windows Server infrastructure in an Enterprise. Students will learn such skills as fault tolerance, certificate services, advanced file services, advanced access control, and identity federation.

Students will use **the** Microsoft Official Academic Course (MOAC) curriculum and training materials. On completion of this course, students will have covered the learning objectives required in the Microsoft 70-412 certification exam. The Computer Systems Technology program does not provide exams for Microsoft **certification, although internal exams are going to mock the certification exams.** ~~certification.~~

Course Pre-Requisites (if applicable):

CSTP **2202 Network Server** ~~2202-Systems-Administration 2-~~

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	Manage high availability services
CLO #2	Manage advanced file and storage services
CLO #3	Manage business continuity and disaster recovery
CLO #4	Manage advanced network services
CLO #5	Manage advanced Active Directory infrastructure

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

CLO #6	Manage Active Directory Federation Services (ADFS) (AD-FS)
CLO #7	Manage certificate services

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	50 40	4 assignments worth 10% each
Midterm Exam	25 30	Mock 70-412 certification exam
Final Exam	25 30	Mock 70-412 certification exam

Hours by Learning Environment Type

Lecture, Seminar, Online

20 ~~25~~

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

45 ~~65~~

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

High availability services **management** ~~management.~~

Course Topics:Advanced file and storage services **management**~~management.~~Business continuity and disaster **recovery**~~recovery.~~Advanced network **services**~~services.~~

Advanced Active Directory infrastructure

Active Directory Federation **Services**~~Services.~~Certificate services **management**~~management.~~

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

CST PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer

Comments

Course Change Request

Date Submitted: 05/13/19 1:03 pm

Viewing: **CSTP 2303 : Security Threats and Solutions Security-2**

Last approved: 08/03/18 4:46 am

Last edit: 05/13/19 4:44 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

Computer System Security Threats and Solutions Security-2

Effective Date: September 2019

School/Centre: Trades, Technology & Design

Department: Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:56 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:16 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:09 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
Reza Nezami -	rnezami@vcc.ca -	6047646682 -

Banner Course **Security Threats and Solutions** ~~Security-2~~

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 2303

Year of Study 2nd Year Post-secondary

Credits: 3

Course Description:

In this course students ~~Students~~ will learn various attack and defense methodologies. While exploring current and emerging security topics students will learn how computer security affects businesses and business data. Students will be introduced to the protection of an **organization's** ~~organizations~~ assets, intellectual property and employees as well as methods for maintaining business continuity. **Students will also examine methods to maintain the integrity of an organization's network infrastructure and day-to-day operations.**

Course Pre-Requisites (if applicable):

CSTP **2106 Introduction to Computer** ~~2106~~-Security ~~1~~CSTP **2202 Network Server** ~~2202~~-~~Systems~~-Administration ~~2~~

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	Evaluate Ethical Hacking
CLO #2	Apply the techniques of Information Gathering
CLO #3	Analyze attack and defence methodologies
CLO #4	Demonstrate mobile and wireless security
CLO #5	Demonstrate Internet of Things security

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

CLO #6	Discuss Cloud security
CLO #7	Investigate Social Engineering and corporate espionage prevention
CLO #8	Examine Cyber Warfare and advanced topics

Instructional**Strategies:**

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

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

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	2 assignments worth 15% each
Quizzes/Tests	20	2 quizzes worth 10% each
Project	25	
Final Exam	25	

Hours by Learning Environment Type

Lecture, Seminar, Online

25

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

35

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Ethical Hacking

The techniques of information gathering

Defence methodolgoies

Mobile and wireless security

Internet of Things security

Cloud security

Cyber Warfare

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

CST PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer

Comments

Key: 8446

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/13/19 1:05 pm

Viewing: **CSTP 2305 : iOS Mobile App Programming**

Last edit: 05/13/19 4:45 pm

Changes proposed by: rnezami

Programs
referencing this
course

[122: Computer Systems Technology Diploma](#)

Course Name:

iOS Mobile Application Programming

Effective Date:

September 2019

School/Centre:

Trades, Technology & Design

Department:

Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 2:56 pm
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/13/19 3:17 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:09 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
A. Reza Nezami	rnezami@vcc.ca	6047646682

Banner Course
Name:

iOS Mobile App Programming

Subject Code:

CSTP - Computer Systems Technology

Course Number

2305

Year of Study

2nd Year Post-secondary

Credits: 3

Course Description:

In this course students will study basic iOS application development for Apple mobile devices as well as cross platform application development for both Android and Apple devices. Studies will include an introduction to the programming language required to create applications for iOS mobile devices. Students will utilize a cross platform development tool to create a mobile application that can run on multiple platforms (this is the iOS version of CSTP 2205).

Course Pre-Requisites (if applicable):

CSTP 1205 Programming in C++

CSTP 1206 Introduction to Internet Programming & Web Applications

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	Discuss application development for iOS mobile devices
CLO #2	Explain basic programming constructs necessary for an iOS application
CLO #3	Develop software that can run on an iOS device using decisions and repetitions
CLO #4	Develop software that can run on an iOS device using object oriented concepts
CLO #5	Develop software that can run on an iOS device using advanced concepts
CLO #6	Explain the rationale for using a cross platform development tool to create applications

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

CLO #7	Develop a mobile application using a cross platform development tool that can run on multiple device platforms
CLO #8	Develop a mobile application using a cross platform development tool that can interact with other applications on the device

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	50	2 Assignments worth 25% each
Participation	5	
Quizzes/Tests	20	
Final Exam	25	

Hours by Learning Environment Type

Lecture, Seminar, Online

25

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

35

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Application development for iOS mobile devices.

Basic programming for an iOS application.

Software development for iOS device using decisions and repetitions.

Software development for iOS device using object oriented concepts.

Software development for iOS device using advanced concepts.

Cross platform development to create application

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

CST Diploma PCG

Additional Information

Provide any additional information if necessary.

Supporting

documentation:

Reviewer

Comments

Key: 8638

[Preview Bridge](#)

Course Change Request

A deleted record cannot be edited

Course Deactivation Proposal

Date Submitted: 05/10/19 12:48 pm

Viewing: **CSTP 1102 : Data Comm & Networking 1**

Last approved: 08/03/18 4:45 am

Last edit: 05/10/19 12:48 pm

Changes proposed by: trowlatt

Course Name:

Data Communications and Networking 1

Effective Date:

May 2019

School/Centre:

Trades, Technology & Design

Department:

Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 11:21 am
Nicole Degagne
(ndegagne):
Approved for 4702
Leader
2. 05/13/19 11:22 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 3:09 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
-	-	-

Banner Course Name:	Data Comm & Networking 1
Subject Code:	CSTP - Computer Systems Technology
Course Number	1102
Year of Study	1st Year Post-secondary
Credits:	3

Course Description:

Learners will study major networking technologies and systems of modern networks and be able to configure, manage and troubleshoot modern networks.

This course presents content required in the objectives of the CompTIA Network+ certification exam.

Course Pre-Requisites (if applicable):

Admission to the Computer Systems Technology diploma program

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 computer networks
CLO #2	Describe computer network media
CLO #3	Identify major types of network implementations
CLO #4	Configure the TCP/IP protocol
CLO #5	Identify major TCP/IP services
CLO #6	Describe WAN infrastructures
CLO #7	Identify components of cloud computing and virtualization

Upon successful completion of this course, students will be able to:	
CLO #8	Describe security concepts
CLO #9	Describe methods of preventing security breaches
CLO #10	Identify components of remote networking
CLO #11	Identify methods of network management
CLO #12	Describe network troubleshooting issues
<p>Instructional Strategies:</p> <p>Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.</p>	

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	33	Three assignments 11% each
Midterm Exam	34	
Final Exam	33	

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Computer networks and media

Network implementations

TCP/IP protocol and services

WAN infrastructures

Cloud computing and virtualization

Security concepts and the methods of preventing security breaches

Remote networking

Network management and troubleshooting

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?

Consultations

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Key: 8411

[Preview Bridge](#)

Course Change Request

A deleted record cannot be edited

Course Deactivation Proposal

Date Submitted: 05/10/19 9:57 am

Viewing: **CSTP 1107 : Workplace Communication**

Last approved: 08/03/18 4:46 am

Last edit: 05/10/19 9:57 am

Changes proposed by: trowlatt

Course Name:

Workplace Communication

Effective Date:

May 2019

School/Centre:

Trades, Technology & Design

Department:

Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/13/19 11:21 am
Nicole Degagne
(ndegagne):
Approved for 4702
Leader
2. 05/13/19 11:46 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 3:10 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
-	-	-

Banner Course Name: Workplace Communication

Subject Code: CSTP - Computer Systems Technology

Course Number: 1107

Year of Study: 1st Year Post-secondary

Credits: 3

Course Description:

Students will examine the employability skills required in the workplace. Focus will be on the communication process, and practice of effective interpersonal communication techniques and conflict resolution. Learners will use workplace writing and job search skills.

Course Pre-Requisites (if applicable):

Admission to the Computer Systems Technology diploma program

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	Examine fundamentals of workplace communication
CLO #2	Discuss conflict resolution techniques
CLO #3	Apply job-related interpersonal and oral communication strategies
CLO #4	Apply workplace writing skills
CLO #5	Use job search skills

Instructional Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Exam	40	Midterm and final
Assignments	25	Resume and cover letter
Assignments	20	Mock job interview
Assignments	15	Memo and email

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

The fundamentals of workplace communication

Conflict resolution techniques

Interpersonal and oral communication strategies

Workplace writing skills

Job search skills

Course Change Request

A deleted record cannot be edited

Course Deactivation Proposal

Date Submitted: 05/13/19 4:20 pm

Viewing: **CSTP 2103 : IT Development Project 1**

Last approved: 08/03/18 4:45 am

Last edit: 05/13/19 4:20 pm

Changes proposed by: trowlatt

Course Name:

IT Development Project 1

Effective Date:

May 2019

School/Centre:

Trades, Technology & Design

Department:

Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/14/19 8:20 am
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/14/19 8:47 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 3:12 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
-	-	-

Banner Course IT Development Project 1

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 2103

Year of Study 2nd Year Post-secondary

Credits: 2

Course Description:

Students will study and employ the practical and theoretical concepts obtained in first year systems analysis and design courses by building an IT system. Learners will work as part of a development team on an IT problem for an external industry client. The project will include the production and demonstration of functioning components of the system each release within deadlines set out in project management documentation.

Course Pre-Requisites (if applicable):

CSTP 1301 - Systems Project

CSTP 1303 - Systems Project Management

Course Co-requisites (if applicable):

CSTP 2101 - Database Management Systems

CSTP 2105 - IT Development Project Management 1

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Adopt project processes in a team environment for IT development project for an external client
CLO #2	Formulate project requirements for IT development project for an external client
CLO #3	Generate requirements document for IT development project for an external client

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

CLO #4	Generate acceptance test results for IT development project for an external client
CLO #5	Generate analysis and design models for IT development project for an external client
CLO #6	Create design models and analysis models to changing requirements for IT development project for an external client
CLO #7	Create a software implementation of a project design for an external client for IT development project for an external client
CLO #8	Generate unit test results for IT development project for an external client
CLO #9	Use software version control
CLO #10	Create user manual and installation manual for IT development project for an external client

Instructional Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	30	Release 1 evaluation
Project	30	Release 2 evaluation
Project	30	Final evaluation
Participation	10	

Hours by Learning Environment Type

Lecture, Seminar, Online

10

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

40

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Project process for IT development project for an external client

Project requirements for IT development project for an external client

Requirements document for IT development project for an external client

Acceptance test results for IT development project for an external client

Analysis and design models for IT development project for an external client

Design models and analysis models to changing requirements for IT development project for an external client

Software implementation of a project design for an external client for IT development project for an external client

Unit test results for IT development project for an external client

Software version control

User manual and installation manual for IT development project for an external client

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?

Consultations

Additional Information

Course Change Request

A deleted record cannot be edited

Course Deactivation Proposal

Date Submitted: 05/13/19 5:17 pm

Viewing: **CSTP 2105 : IT Development Project
Mgmt 1**

Last approved: 08/03/18 4:46 am

Last edit: 05/13/19 5:17 pm

Changes proposed by: trowlatt

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Course Name:

IT Development Project Management 1

Effective Date:

May 2019

School/Centre:

Trades, Technology & Design

Department:

Computer Systems Technology(4702)

Contact(s)

Approval Path

1. 05/14/19 8:20 am
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/14/19 8:47 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 3:12 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
-	-	-

Banner Course IT Development Project Mgmt 1

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 2105

Year of Study 2nd Year Post-secondary

Credits: 1

Course Description:

Students will practice project management, documentation, meeting and presentation skills. As a contributor to a computer system development project, learners will prepare for and participate in project meetings, prepare project management documentation, adapt project management processes as required, manage progress using project management techniques and manage storage of project documentation.

Course Pre-Requisites (if applicable):

CSTP 1301 - Systems Project

CSTP 1303 - Systems Project Management

Course Co-requisites (if applicable):

CSTP 2103 - IT Development Project 1

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

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

CLO #1	Use project management skills to manage an IT development project for an external client
CLO #2	Use client meetings to facilitate the progress of an IT development project for an external client
CLO #3	Use a content management system for documentation
CLO #4	Prepare release plans for an IT development project for an external client

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	4 assignments
Midterm Exam	30	
Final Exam	30	

Hours by Learning Environment Type

Lecture, Seminar, Online

10

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

10

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Project management skills to manage an IT development project for an external client

The progress of an IT development project for an external client

Content management system for documentation

Plans for an IT development project for an external client

Rationale and Consultations

Course Change Request

A deleted record cannot be edited

Course Deactivation Proposal

Date Submitted: 05/13/19 5:17 pm

Viewing: **CSTP 2203 : Enterprise Server Admin**

Last approved: 08/03/18 4:46 am

Last edit: 05/13/19 5:17 pm

Changes proposed by: trowlatt

Course Name:

Enterprise Server Administration

Effective Date:

May 2019

School/Centre:

Trades, Technology & Design

Department:

Computer Systems Technology(4702)

Contact(s)

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/14/19 8:23 am
Reza Nezami
(rnezami): Approved for 4702 Leader
2. 05/14/19 8:48 am
Brett Griffiths
(bgriffiths): Approved for CTT Dean
3. 05/22/19 3:13 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
-	-	-

Banner Course Name: Enterprise Server Admin

Subject Code: CSTP - Computer Systems Technology

Course Number: 2203

Year of Study: 2nd Year Post-secondary

Credits: 2

Course Description:

Students will continue to work as part of a development team on an IT problem for an external industry client that was started in CSTP 2103. Project will include the production and demonstration of functioning components of the system each released within deadlines set out in the project management documentation. Students will present the final product to the client.

Course Pre-Requisites (if applicable):

CSTP 2103- IT Development Project 1

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 enterprise computing architectures
CLO #2	Describe enterprise computing models
CLO #3	Plan enterprise computing solutions
CLO #4	Plan enterprise network solutions
CLO #5	Plan enterprise computing storage solutions
CLO #6	Plan enterprise computing services solutions
CLO #7	Plan enterprise computing security solutions.

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

CLO #8	Manage enterprise computing solutions
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Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	3 assignments
Midterm Exam	30	
Project	30	
Participation	10	

Hours by Learning Environment Type

Lecture, Seminar, Online

25

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

25

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Enterprise computing architectures

Course Topics:

Enterprise computing models

Enterprise computing solutions

Enterprise network solutions

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?

Consultations

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Key: 8438

[Preview Bridge](#)

Course Change Request

A deleted record cannot be edited

Course Deactivation Proposal

Date Submitted: 05/10/19 10:11 am

Viewing: **CSTP 2206 : Adv Mobile App Programming**

Last approved: 08/03/18 4:46 am

Last edit: 05/10/19 10:11 am

Changes proposed by: trowlatt

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Course Name:

Advanced Mobile Application Programming

Effective Date:

May 2019

School/Centre:

Trades, Technology & Design

Department:

Computer Systems Technology(4702)

Contact(s)

Approval Path

1. 05/13/19 11:21 am
Nicole Degagne
(ndegagne):
Approved for 4702
Leader
2. 05/13/19 11:46 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 3:13 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
-	-	-

Banner Course Adv Mobile App Programming

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 2206

Year of Study 2nd Year Post-secondary

Credits: 2

Course Description:

Students will study basic iOS application development for Apple mobile devices and cross platform development that work on Android and Apple devices. Studies will include an introduction to the programming language required to create applications for iOS mobile devices. As well, students will utilize a cross platform development tool to create a mobile application that can run on multiple platforms.

Course Pre-Requisites (if applicable):

CSTP 1206-Internet Programming & Web Applications 1

CSTP 1302-Mobile Applications Programming

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	Discuss application development for iOS mobile devices
CLO #2	Explain basic programming constructs necessary for an iOS application
CLO #3	Develop software that can run on an iOS device using decisions and repetitions
CLO #4	Develop software that can run on an iOS device using object oriented concepts

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

CLO #5	Develop software that can run on an iOS device using advanced concepts
CLO #6	Explain the rationale for using a cross platform development tool to create applications.
CLO #7	Develop a mobile application using a cross platform development tool that can run on multiple device platforms.
CLO #8	Develop a mobile application using a cross platform development tool that can interact with other applications on the device.

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	2 Assignments worth 20% each
Participation	15	
Quizzes/Tests	20	
Final Exam	25	

Hours by Learning Environment Type

Lecture, Seminar, Online

25

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

25

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Application development for iOS mobile devices.

Basic programming for an iOS application.

Software development for iOS device using decisions and repetitions.

Software development for iOS device using object oriented concepts.

Software development for iOS device using advanced concepts.

Cross platform development to create application

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?

Consultations

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Key: 8440

[Preview Bridge](#)

Course Change Request

A deleted record cannot be edited

Course Deactivation Proposal

Date Submitted: 05/13/19 5:18 pm

Viewing: **CSTP 2207 : IT Development Project
Mgmt 2**

Last approved: 08/03/18 4:46 am

Last edit: 05/13/19 5:18 pm

Changes proposed by: trowlatt

In Workflow

1. **4702 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Course Name:

IT Development Project Management 2

Effective Date:

May 2019

School/Centre:

Trades, Technology & Design

Department:

Computer Systems Technology(4702)

Contact(s)

Approval Path

1. 05/14/19 8:24 am
Reza Nezami
(rnezami): Approved
for 4702 Leader
2. 05/14/19 8:48 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 3:13 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Aug 3, 2018 by
Carlie Deans
(cdeans)

Name	E-mail	Phone/Ext.
-	-	-

Banner Course IT Development Project Mgmt 2

Name:

Subject Code: CSTP - Computer Systems Technology

Course Number 2207

Year of Study 2nd Year Post-secondary

Credits: 1

Course Description:

Students will continue project management work from CSTP 2105 and improve project management, documentation, meeting, presentation skills and make use of project monitoring techniques. As contributors to a computer system development project, students will prepare for and participate in project meetings, prepare project management documentation, adapt project management processes as required, manage progress using project management techniques, manage storage of project documentation and deliver a presentation on a project.

Course Pre-Requisites (if applicable):

CSTP 2103- IT Development Project 1

CSTP 2105- IT Development Project Management 1

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	Improve project management skills to manage an IT development project for an external client
CLO #2	Plan client meetings to efficiently facilitate the progress of an IT development project for an external client
CLO #3	Organize project documentation in content management system

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

CLO #4	Create release plans for an IT development project for an external client
CLO #5	Apply project monitoring techniques for an IT development project for an external client
CLO #6	Present an IT development project

Instructional

Strategies:

Instructional strategies include classroom lectures, demonstrations, group discussions, computer lab and hands-on practical work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	30	Presentation
Project	35	Part 1
Project	35	Part 2

Hours by Learning Environment Type

Lecture, Seminar, Online

10

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

20

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Appropriate Responses to Help Desk Situations

Systems Management Software

Software to Discover and Organize Network Resources

Inventory in A Large Organization

Queries and Reports in Systems Management Software

Software Deployment

Endpoint Protection to Protect Client Computers

Software License Compliancy

Enterprise Level Hardware

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?

Consultations

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Key: 8442

[Preview Bridge](#)



DECISION NOTE

PREPARED FOR: Education Council

DATE: June 11, 2019

ISSUE: New Program: Electronics Repair Technology Diploma

BACKGROUND:

The School of Trades, Technology, and Design is proposing a new program: a Diploma in Electronics Repair Technology. This program was developed in collaboration with Best Buy, and is designed to train students for the consumer electronics repair industry: computers, televisions, appliances, and mobile devices. It is a two-year diploma program, with the opportunity to exit the program after one year with a certificate.

A new department will be established for this program, and it will run in the Samsung lab.

DISCUSSION:

Feras Ghesen, Operations Manager for the School, presented this proposal. Curriculum Committee had some minor changes to recommend, including removing High School graduation from the admission requirements and some minor adjustments to the term structure.

The Committee has some concerns about the alignment between the course learning outcomes and the evaluation plans. The evaluation plans are, in general, vague and lacking the detail necessary to confirm alignment. This reflects the lack of a department leader and faculty at this point. For this reason, Curriculum Committee recommends this program be provisionally approved by EDCO. That process will provide more extensive support for a new department over the first offering of the credential, and also allow the Department Leader to make some adjustments to the courses prior to the January 2020 launch. This will hopefully avoid the last minute changes we have seen with a number of other new programs approved prior to the establishment of the department. Brett Griffiths, Dean of the School, agrees that this program is an excellent candidate for the provisional approval pathway.

RECOMMENDATION:

THAT Education Council provisionally approve, in the form presented at this meeting, the curriculum for the Electronics Repair Technology Diploma program, and recommend that the Board approve the program and credential.

PREPARED BY: Todd Rowlett, Chair, Curriculum Committee

DATE: May 30, 2019

Program Change Request

New Program Proposal

Date Submitted: 05/10/19 10:25 am

Viewing: **Electronics Repair Technology Diploma**

Last edit: 05/24/19 9:30 am

Changes proposed by: bgriffiths

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Ministry Review
6. Board of Directors

Program Name:

Electronics Repair Technology Diploma

Credential Level: Diploma

Effective Date: January 2020

School/Centre: Trades, Technology & Design

Department: Electronic Repair Technology (4101)
Electronics (4101)

Contact(s)

Approval Path

1. 05/10/19 9:02 am
Todd Rowlatt
(trowlatt): Rollback to Initiator
2. 05/10/19 9:49 am
Todd Rowlatt
(trowlatt): Rollback to Initiator
3. 05/10/19 10:50 am
Todd Rowlatt
(trowlatt): Approved for 4101 Leader
4. 05/10/19 10:52 am
Brett Griffiths
(bgriffiths): Approved for CTT Dean
5. 05/24/19 9:35 am
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
Brett Griffiths	bgriffiths@vcc.ca	7012

Name	E-mail	267 Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	7010

Program Content Guide

Goal

This diploma program is designed for people who wish to obtain employment in the consumer electronics repair industry as a computer repair technician, television repair technician, appliance repair technician and mobile device repair technician. Students may exit the program after completion of the first year of courses with a Certificate, or complete both years of the program to exit with a Diploma in Electronic Repair Technology.

Admission Requirements

English 11 with a C- or equivalent

OR Academic IELTS 6.0 (no band less than 5.5)

OR TOEFL 70

OR English Language Proficiency at the Grade 11 level

AND

Apprentice and Workplace Math 10 with a C- or equivalent

OR

Departmental approval based on relevant experience will be considered

Prior Learning Assessment & Recognition (PLAR)

None

Program Duration & Maximum Time for Completion

The program is 2-year diploma. The maximum time for completion is 5 years.

Program Learning Outcomes

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

Apply the skills and knowledge necessary to perform as an entry level computer repair technician, television repair technician, appliance repair technician and mobile device repair technician.

Evaluate completed repairs for consistency, accuracy and quality according to industry specifications and standards.

Adhere to industry health and safety standards in the repair and reconditioning of consumer electronics and appliances.

Practice professional etiquette and personal hygiene while performing repairs.

Work effectively as a team member while performing repairs.

Instructional Strategies, Design, and Delivery Mode

Daily instructional time is divided equally between classroom activity and practical workshop experience, with the proportion of workshop time increasing during the first three terms.

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

During the first week of instruction, students will be given an orientation to the program and the facilities of the College.

Evaluation of Student Learning

For each course in the program, a number of exams and formal lab projects will be undertaken by the students. The exact number of exams and lab projects will depend on the length and nature of each course.

As the students are being trained for employment, professional attitude, attendance, hand skills, skill diagnosing and repairing equipment will also impact the lab grade.

To receive a Diploma in Electronics Repair Technology, a student must achieve a minimum grade of C in each course.

Students who complete ELRT 1001, ELRT 1002, ELRT 1003, ELRT 1005, ELRT 1200, ELRT 1201, ELRT 1202, ELRT 1204, ELRT 2001, ELRT 2002 and ELRT 2003 with a C average (2.00 GPA), may exit with a Certificate in Electronics Repair Technology.

Recommended Characteristics of Students

Ability to communicate effectively in oral and written English.

Good finger and hand dexterity and hand-eye co-ordination for working with small electronic components.

Good logical and numerical problem-solving aptitude.

Ability to understand and follow oral and written instructions.

Methodical and well organized.

Personal hygiene suitable to a customer service environment.

Punctual and responsible.

Courses

Plan of Study Grid

First Year	Credits
ELRT 1001 Alternating Current (AC) Basics	3
ELRT 1002 Direct Current (DC) Circuit Analysis	3
ELRT 1003 Power Supply Fundamentals	3
ELRT 1004 Technical Skills 1	5
ELRT 1005 Introduction to Lean Six Sigma	1
ELRT 1200 Customer Service Essentials	1
ELRT 1201 Measurement & Instrumentation in Samsung Service	3
ELRT 1202 Samsung Systems and Controls	3
ELRT 1203 Technical Skills 2	5
ELRT 1204 Software for Repair Technicians	3
Credits	30
Second Year	
ELRT 2001 Introduction to Computer Hardware	3
ELRT 2002 Mobile Device Repair	3
ELRT 2003 LCD Monitor and Television Repair	3
ELRT 2004 Technical Skills 3	6
ELRT 2100 Business Mathematics	3
ELRT 2101 The Canadian Economy	3
ELRT 2102 Principles of Management	3
ELRT 2103 Communications in the Canadian Workplace	3
ELRT 2104 Organizational Behaviour	3
Credits	30
Total Credits	60

Transcript of Achievement

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

Transcript of Achievement

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		2.67
C+	64-67		2.33
C	60-63	Minimum Pass	2.00
C-	55-59		1.67
D	50-54		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

Course

Standings

R	Audit. No Credit	N/A
EX	Exempt. Credit granted.	N/A
TC	Transfer Credit	N/A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.
2. 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.
3. 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.

New Program

Are there any expected costs to this proposal.

Consultations

Consultated Area	Consultation Comments
Marketing & Communications	<p>Hi Feras:</p> <p>I'm late responding to this email, but did just want to let you know that I had a quick look at the program content guide (didn't look at anything else to do with courses) and that this will be on our radar for next spring. No other comments or feedback at this early stage.</p> <p>Just keep us in the loop on how things are proceeding and when we need to start thinking about enrollment support. Ideally it would be Apr 2020 or earlier if you're starting info sessions before then – and it would be good to keep in mind all of the events happening in the winter/spring (e.g. ECF, Try-a-Trade, Experience VCC, Counsellor's Day ...) for early promotion if possible/timing allows.</p> <p>Amanda</p>

Consultated Area	Consultation Comments
Library	<p>As a follow up from our Open Education Resources panel discussion yesterday, I was wondering if instructors that will teach courses in this new program will be interested in using OER resources? Among the courses offered for this program, I identified some areas where we potentially can find suitable resources:</p> <p>Business Mathematics The Canadian Economy Principles of Management Communications in the Canadian Workplace Organizational Behaviour Customer Service Essentials</p> <p>If there is interest, I will be happy to work directly with your instructors.</p> <p>Best wishes,</p> <p>Elena</p> <p>Elena Kuzmina E-resources, Collections and Open Resources Coordinator Vancouver Community College Library T: 604.871.7000, ext. 8346 E: ekuzmina@vcc.ca</p>
Advising & Recruitment	<p>Hi Feras,</p> <p>I apologize that I couldn't get feedback to you before April 22nd.</p> <p>The Advising Department reviewed that prerequisites and have the following feedback:</p>

Consultated Area	Consultation Comments
	<ul style="list-style-type: none"> • With regards to “ International students must have IELTS 6.0 (no band less than 5.5)”, how does this apply to domestic students? If we have applicants who are Canadian Citizen’s or Permanent Residents, who have not been educated in an English speaking country, and have international transcripts confirming high school graduation, will they be required to take an IELTS? Will you also accept a VCC ELA? Perhaps changing the wording may clarify this. See recommendation below. • So that the student have more options, you may want to refer to this English proficiency list, which captures English assessments at a grade 11 level, such as Ielts, Toefl and Cael. You may want to accept other assessments other than Ielts, to open up the program to a larger pool of applicants. • Regarding high school graduation certificate or GED, you will get mature students applying who don’t have high school graduation and will want the flexible admission policy to apply. Therefore, in lieu of the high school graduation, will you accept a resume, or will you require proof of English 11 or ABE Reading & Writing Assessment and math testing or proof of math apprenticeship 10 level? • Apprentice & workplace Math 10 – this course will be phased out due to the new BC k-12 curriculum. Should we also use the new terminology Workplace Mathematics 10? I don’t think we should eliminate the apprentice & workplace Math 10 title because we still will have many applicants who have taken this course throughout the years. <p>To maintain the consistency and VCC’s format, we recommend that you put the prerequisites in this order:</p> <ol style="list-style-type: none"> 1. Grade 12 graduation or Equivalent (we

Consultated Area	Consultation Comments
	<p>automatically accept GED as equivalent so does not need to be added)</p> <p>2. English Proficiency at a grade 11 level (link to English proficiency)</p> <p>3. Apprentice and workplace Math 10 (Workplace Mathematics 10) or equivalent or Math assessment (will need to determine the scores)</p> <p>If you would like to meet to discuss this, let me know.</p> <p>Thanks,</p> <p>Wendy</p> <p>Wendy Lafrance Supervisor VCC Academic Advising & Assessment Services wlafrance@vcc.ca 604 871-7000, extension 7193/8441</p>
Counselling	<p>Hello Feras,</p> <p>I have no specific feedback as it relates to Counselling Services for this Diploma. Good luck with this!</p> <p>Nona</p>
International Education	<p>Hi Feras,</p> <p>Thanks for sending this for feedback.</p> <p>The one question I have is regarding a practicum – I do not see this listed in the courses, so can you please let me know if there is a practicum included in this diploma.</p> <p>Thanks, Jennifer</p>

Consultated Area	Consultation Comments
Library	<p>Hello Brett,</p> <p>As a follow up from our Open Education Resources panel discussion yesterday, I was wondering if instructors that will teach courses in this new program will be interested in using OER resources? Among the courses offered for this program, I identified some areas where we potentially can find suitable resources:</p> <p>Business Mathematics The Canadian Economy Principles of Management Communications in the Canadian Workplace Organizational Behaviour Customer Service Essentials</p> <p>If there is interest, I will be happy to work directly with your instructors.</p> <p>Best wishes,</p> <p>Elena</p> <p>Elena Kuzmina E-resources, Collections and Open Resources Coordinator</p>

Consultated Area	Consultation Comments
Student Services	<p>Hi Feras.</p> <p>Thank you for the opportunity to comment. I have included some of my questions/feedback into the attached PCG Document using the 'Comments/Tracking' feature of WORD (see the 'bubbles').</p> <p>Having looked through the course outlines, I note the following questions:</p> <ul style="list-style-type: none">• Is the overall course grade meant to be based on 110% for the following courses:<ul style="list-style-type: none">o Measurement & Instrumentation in Samsung Serviceo Mobile Device Repairo LCD Monitor and Television Repair• Organizational Behaviour: The 'Outcome': "Describe the pillars of morality and the part that empathy plays in moral behaviour."--> Do we actually vet 'morality' anymore or is it, rather 'ethics' that we analyse? <p>Looking forward to serving these students.</p> <p>Cheers,</p> <p>Tanny Marks Arbiter of Student Issues, Student Development</p>

Consultated Area	Consultation Comments
Registrar's Office	<p>Hi Feras,</p> <p>Very exciting! Thanks for reaching out. I would prefer to steer away from the “D” in the subject code, which I assume refers to diploma. As we are seeing more programs offer short certificates or other types of credentials where courses might be shared for different credential types, I would like us to move away from the practice of including credential type in the subject code. So I would prefer something like ELRT. Does that work for you? I’m open to any suggestion as long as we ignore the credential type in the subject code.</p> <p>Thanks, Les</p> <p>Les Apouchtine Associate Registrar, Records & Systems Registrar’s Office T: 604.871.7000, ext. 7207 E: lapouchtine@vcc.ca</p>

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

[New Program Implementation Plan - Final.docx](#)

Marketing Information

FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.

These fields are used by Marketing to help populate some of the information about your program on the website. If you have suggestions or edits to these sections, contact webmaster@vcc.ca.

Marketing Description

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:17 am

Viewing: **ELRT 1001 : Alternating Current (AC) Basic**

Last edit: 05/15/19 12:00 pm

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

Alternating Current (AC) Basics

Effective Date:

January 2020

School/Centre:

Trades, Technology & Design

Department:

Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 9:03 am
Todd Rowlatt
(trowlatt): Rollback to Initiator
2. 05/10/19 9:49 am
Todd Rowlatt
(trowlatt): Rollback to Initiator
3. 05/10/19 10:50 am
Todd Rowlatt
(trowlatt): Approved for 4101 Leader
4. 05/10/19 10:52 am
Brett Griffiths
(bgriffiths): Approved for CTT Dean
5. 05/22/19 4:19 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
Brett Griffiths	bgriffiths@vcc.ca	7012

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	7010

Banner Course Alternating Current (AC) Basic

Name:

Subject Code: ELRT - Electronic Repair Technology

Course Number 1001

Year of Study 1st Year Post-secondary

Credits: 3

Course Description:

This course introduces students to the analysis and measurement of passive circuits driven by AC sources. In the laboratory, emphasis will be on measurement techniques and the use of test equipment.

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	Describe the differences of voltage, current, energy and power in AC versus DC.
CLO #2	Explain sinusoidal and non-sinusoidal waveform characteristics and values.
CLO #3	Apply basic circuit laws to analyze resistive circuits with AC inputs.
CLO #4	Measure the various characteristic values of AC circuits with test equipment.
CLO #5	Use phasor diagrams to analyze AC circuits.
CLO #6	Measure the response of various RC, RL, and RLC circuits.

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

CLO #7	Analyze the response of various RC RL, and RLC circuits.
CLO #8	Describe the resonant characteristics of RLC circuits and their applications.
CLO #9	Construct and measure basic filter configurations.
CLO #10	Measure and analyze the pulse response of reactive circuits.
CLO #11	Measure and analyze basic transformer circuits.
CLO #12	Troubleshoot faults in AC circuits.

Instructional

Strategies:

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	20	
Quizzes/Tests	30	3 quizzes
Assignments	30	3 lab assignments
Final Exam	20	

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

40

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Voltage, energy and power

Waveforms

Circuit analysis

Test equipment

Measurements

Troubleshooting

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

ERT PCG

Additional Information

Provide any additional information if necessary.

Supporting

documentation:

[ELRT 1001-Alternating Current \(AC\) Basics.docx](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:19 am

Viewing: **ELRT 1002 : DC Circuit Analysis**

Last edit: 05/15/19 12:03 pm

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

Direct Current (DC) Circuit Analysis

Effective Date:

January 2020

School/Centre:

Trades, Technology & Design

Department:

Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 9:03 am
Todd Rowlatt
(trowlatt): Rollback
to Initiator
2. 05/10/19 10:50 am
Todd Rowlatt
(trowlatt): Approved
for 4101 Leader
3. 05/10/19 10:52 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
4. 05/22/19 4:19 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
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Banner Course

DC Circuit Analysis

Name:

Subject Code: ELRT - Electronic Repair Technology

Course Number 1002

Year of Study 1st Year Post-secondary

Credits: 3

Course Description:

This course introduces the student to basic electrical laws and circuits. Series, parallel and complex DC circuits are investigated as well as basic electrical laws and theories. The use of basic hand tools and hardware identification will be introduced and some schematic drawing and interpretation will be covered.

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	Define charge, voltage, current, resistance, energy and power.
CLO #2	Interpret component labelling.
CLO #3	Recognize schematic symbols in a DC circuit.
CLO #4	Measure voltage, current and resistance using DC test equipment.
CLO #5	Use metric prefixes to express electronic values.
CLO #6	Analyze series, parallel and series-parallel DC circuits using Ohm's law, Kirchoff's Voltage law and Kirchoff's Current law.

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

CLO #7	Apply Thevenin's theorem, superposition, maximum power transfer theorem and several other theorems to DC circuits.
CLO #8	Analyze resistor-capacitor (RC) and resistor-inductor (RL) DC circuits.
CLO #9	Troubleshoot and isolate faults within basic electrical circuits.
CLO #10	Explain the basic principles of magnetic fields, electromagnetism and electromagnetic induction.

Instructional

Strategies:

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	20	
Quizzes/Tests	30	3 quizzes
Assignments	30	3 lab assignments
Final Exam	20	

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

40

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:
Charge, voltage, current, resistance, energy and power.
Component labelling.
Schematic symbols in a DC circuit.
Measurements.
Circuit analysis.
Magnetism.
Troubleshooting.

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:

[ELRT 1002-Direct Current \(DC\) Circuit Analysis.docx](#)

Reviewer

Comments

Todd Rowlett (trowlett) (05/10/19 9:03 am): Rollback: additional changes needed

Key: 8619

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:22 am

Viewing: **ELRT 1003 : Power Supply Fundamentals**

Last edit: 05/13/19 2:47 pm

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

Power Supply Fundamentals

Effective Date:

January 2020

School/Centre:

Trades, Technology & Design

Department:

Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 9:03 am
Todd Rowlatt
(trowlatt): Rollback
to Initiator
2. 05/10/19 10:51 am
Todd Rowlatt
(trowlatt): Approved
for 4101 Leader
3. 05/10/19 10:52 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
4. 05/22/19 4:19 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Brett Griffiths	bgriffiths@vcc.ca	7012
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Banner Course Power Supply Fundamentals
Name:

Subject Code: ELRT - Electronic Repair Technology

Course Number 1003

Year of Study 1st Year Post-secondary

Credits: 3

Course Description:

Knowledge from DC Circuit Analysis and AC Basics is applied in this course and the understanding of diodes, rectifiers, transistors, and amplifiers. Troubleshooting techniques will be applied.

Course Pre-Requisites (if applicable):

ELRT 1001, ELRT 1002

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 characteristics and biasing of diodes
CLO #2	Troubleshoot power supplies and diode circuits, using the APM approach
CLO #3	Describe and analyze transistors and amplifiers
CLO #4	Describe and analyze operational amplifiers
CLO #5	Explain the operation of a sample-and-hold circuit
CLO #6	Explain the operation of an analog-to-digital converter

Instructional

Strategies:

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to

reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	20	
Quizzes/Tests	30	3 quizzes
Assignments	30	3 lab assignments
Final Exam	20	

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

40

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Diodes
Transistors
Operational amplifiers
Instrument amplifiers
Active diode circuits

Course Topics:

Operational amplifier circuits

Measurement of strain pressure and flow rate

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

ERT PCG

Additional Information

Provide any additional information if necessary.

Supporting

documentation:

[ELRT 1003-Power Supply Fundamentals.docx](#)

Reviewer

Comments

Todd Rowlett (trowlatt) (05/10/19 9:03 am): Rollback: additional changes needed

Key: 8620

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:23 am

Viewing: **ELRT 1004 : Technical Skills 1**

Last edit: 05/13/19 2:51 pm

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

Technical Skills 1

Effective Date:

January 2020

School/Centre:

Trades, Technology & Design

Department:

Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 9:03 am
Todd Rowlatt
(trowlatt): Rollback
to Initiator
2. 05/10/19 10:51 am
Todd Rowlatt
(trowlatt): Approved
for 4101 Leader
3. 05/10/19 10:52 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
4. 05/22/19 4:19 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Brett Griffiths	bgriffiths@vcc.ca	7012
Feras Ghesen	fghesen@vcc.ca	7010

Banner Course

Technical Skills 1

Name:

Subject Code: ELRT - Electronic Repair Technology

Course Number 1004

Year of Study 1st Year Post-secondary

Credits: 5

Course Description:

Several technical skills will be introduced that will be applied throughout the program. This includes a keyboarding introduction, soldering skills, circuit layout and construction as well as identification and use of various hand tools and components.

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	Perform soldering
CLO #2	Demonstrate keyboarding skills
CLO #3	Explain and perform circuit layout and construction
CLO #4	Construct circuits
CLO #5	Use hand tools
CLO #6	Use measurement tools

Instructional

Strategies:

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that

provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	3 Lab assignments
Quizzes/Tests	40	4 quizzes worth 10% each
Final Exam	30	Practical skills laboratory examination

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

125

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Keyboarding

Soldering

Measurement instruments

Circuit construction

Tools and equipment

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

ERT PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

[ELRT 1004-Technical Skills 1.docx](#)

Reviewer

Comments

Todd Rowlatt (trowlatt) (05/10/19 9:03 am): Rollback: additional changes needed

Key: 8621

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:20 am

Viewing: **ELRT 1005 : Introduction to Lean Six Sigma**

Last edit: 05/13/19 2:51 pm

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

Introduction to Lean Six Sigma

Effective Date:

January 2020

School/Centre:

Trades, Technology & Design

Department:

Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 9:03 am
Todd Rowlatt
(trowlatt): Rollback to Initiator
2. 05/10/19 10:51 am
Todd Rowlatt
(trowlatt): Approved for 4101 Leader
3. 05/10/19 10:52 am
Brett Griffiths
(bgriffiths): Approved for CTT Dean
4. 05/22/19 4:19 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
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Banner Course Introduction to Lean Six Sigma
Name:

Subject Code: ELRT - Electronic Repair Technology

Course Number 1005

Year of Study 1st Year Post-secondary

Credits: 1

Course Description:

Students will be introduced to the Six Sigma or Lean Six Sigma methodology and apply their knowledge to transactional and operational processes, as well as products. Additionally, learners will be able to identify root causes of a moderately complexity problem and find and implement solutions.

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	Describe the Six Sigma or Lean Six Sigma methodology
CLO #2	Apply Lean Six Sigma methodology to transactional and operational processes, and products
CLO #3	Identify root causes of a moderately complexity problems
CLO #4	Find and implement solutions to problems

Instructional

Strategies:

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	40	4 quizzes worth 10% each
Other	30	Case study
Final Exam	30	

Hours by Learning Environment Type

Lecture, Seminar, Online

25

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:
Overview of Six Sigma
The evaluation process
Recognize and define phase
Measure phase
Analyze phase
Improve phase
Control phase
Overview of Lean

Course Topics:

Value stream mapping

Visual management

Toyota production system leadership values and Lean enterprise culture

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

ERT PCG

Additional Information

Provide any additional information if necessary.

Supporting

documentation:

[ELRT 1005-Introduction to Lean Six Sigma.docx](#)

Reviewer

Comments

Todd Rowlett (trowlatt) (05/10/19 9:03 am): Rollback: additional changes needed

Key: 8622

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:19 am

Viewing: **ELRT 1200 : Customer Service Essentials**

Last edit: 05/13/19 3:10 pm

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

Customer Service Essentials

Effective Date:

January 2020

School/Centre:

Trades, Technology & Design

Department:

Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 9:03 am
Todd Rowlatt
(trowlatt): Rollback
to Initiator
2. 05/10/19 10:51 am
Todd Rowlatt
(trowlatt): Approved
for 4101 Leader
3. 05/10/19 10:52 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
4. 05/22/19 4:19 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
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Banner Course

Customer Service Essentials

Name:

Subject Code: ELRT - Electronic Repair Technology

Course Number 1200

Year of Study 1st Year Post-secondary

Credits: 1

Course Description:

This course introduces students to proven strategies for increasing customer satisfaction, building customer loyalty and increasing repeat business. Students participate in role plays and hands on activities using Samsung Service Guidelines for Legendary Customer Service to transfer learned skills and behaviours to authentic workplace scenarios.

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 empathy
CLO #2	Demonstrate best practices for in-home service
CLO #3	Demonstrate a positive professional attitude

Instructional

Strategies:

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	Role play of customer service scenarios
Quizzes/Tests	40	4 quizzes
Final Exam	30	

Hours by Learning Environment Type

Lecture, Seminar, Online

25

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Empathy

Best practices for in-home service

Positive professional attitude

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

ERT PCG

Additional Information

Provide any additional information if necessary.

Supporting

documentation:

[ELRT 1200-Customer Service Essentials.docx](#)

Reviewer

Comments

Todd Rowlett (trowlatt) (05/10/19 9:03 am): Rollback: additional changes needed

Key: 8623

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:20 am

Viewing: **ELRT 1201 : Measurement & Instrumentation**

Last edit: 05/15/19 1:58 pm

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

Measurement & Instrumentation in Samsung Service

Effective Date: January 2020

School/Centre: Trades, Technology & Design

Department: Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 9:03 am
Todd Rowlatt
(trowlatt): Rollback to Initiator
2. 05/10/19 10:51 am
Todd Rowlatt
(trowlatt): Approved for 4101 Leader
3. 05/10/19 10:52 am
Brett Griffiths
(bgriffiths): Approved for CTT Dean
4. 05/22/19 4:19 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
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Feras Ghesen	fghesen@vcc.ca	7010

Banner Course Measurement & Instrumentation
Name:

Subject Code: ELRT - Electronic Repair Technology

Course Number 1201

Year of Study 1st Year Post-secondary

Credits: 3

Course Description:

This course introduces students to the basic use and operation, cycle sequence diagnostic, troubleshooting and disassembly of Samsung domestic appliances. Students will be able to program and operate the six major domestic appliances: refrigerator, top-load, washer, electric dryer, built-in dishwasher, electric stove, and counter top microwave oven. Focus will be placed on health and safety, empathy, and good customer relations. Student will apply fundamental concepts in electricity including AC and DC.

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, operate and care for Samsung appliances including but not limited to: refrigerators (2 door bottom mount, 2 door side by side, 3 door French, 4 door French, and 4 door), Washers (top load and front load), dryer, dishwasher (basic model and water wall), stoves (free standing, slide in induction, and radiant element stove), and counter top microwaves.
CLO #2	Safely use of testing meters to measure and calculate amperage, voltage and resistance in order to assist in proper diagnostic operation.
CLO #3	Explain, differentiate, and test a variety of motors, compressors, pumps, and solenoid used in Samsung appliances.
CLO #4	Safely troubleshoot circuits for home electricity and appliance applications.

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

CLO #5 Troubleshoot pre-error appliances.

Instructional

Strategies:

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	3 quizzes
Assignments	40	4 lab assignments
Final Exam	30	

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

40

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Health and safety

Basic Electricity Review

AC, DC Motors, Solenoids & Compressors

Controls - Sensors, Door Switches, Temperature Controls

Normal Operation - Washer & Dryer

Normal Operation - Dishwasher & Stove

Normal Operations - Fridge & Microwave

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:

[ELRT 1201-Measurement & Instrumentation in Samsung Service.docx](#)

Reviewer

Comments

Todd Rowlatt (trowlatt) (05/10/19 9:03 am): Rollback: additional changes needed

Key: 8624

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:22 am

Viewing: **ELRT 1202 : Samsung Systems and Controls**

Last edit: 05/10/19 10:22 am

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

Samsung Systems and Controls

Effective Date:

January 2020

School/Centre:

Trades, Technology & Design

Department:

Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 9:03 am
Todd Rowlatt
(trowlatt): Rollback to Initiator
2. 05/10/19 10:51 am
Todd Rowlatt
(trowlatt): Approved for 4101 Leader
3. 05/10/19 10:52 am
Brett Griffiths
(bgriffiths): Approved for CTT Dean
4. 05/22/19 4:19 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
Brett Griffiths	bgriffiths@vcc.ca	7012
Feras Ghesen	fghesen@vcc.ca	7010

Banner Course

Samsung Systems and Controls

Name:

Subject Code: ELRT - Electronic Repair Technology

Course Number 1202

Year of Study 1st Year Post-secondary

Credits: 3

Course Description:

This course introduces students to basic troubleshooting, disassembly and re-assembly of Samsung domestic appliances.

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	Operate all cycles of 6 major domestic appliances
CLO #2	Program all diagnostic self-tests for 6 major domestic appliances
CLO #3	Fully disassemble 6 major domestic appliances
CLO #4	Fully reassemble 6 major domestic appliances
CLO #5	Demonstrate full functionality after reassembly of 6 major domestic appliances
CLO #6	Diagnose and troubleshoot error codes and faults for 6 major domestic appliances

Instructional

Strategies:

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to

reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	40	4 quizzes
Exam	60	6 exams (10% per major domestic appliance)

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

75

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Disassembly and reassembly of six major domestic appliances: Refrigerator, Electric Stove, Dishwasher, Top-load Washer, Electric Dryer, and Counter Top Microwave Oven

Testing for appliance full functionality

Diagnosing and troubleshooting domestic appliances

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:

[ELRT 1202-Samsung Systems and Controls.docx](#)

Reviewer

Comments

Todd Rowlett (trowlatt) (05/10/19 9:03 am): Rollback: additional changes needed

Key: 8625

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:23 am

Viewing: **ELRT 1203 : Technical Skills 2**

Last edit: 05/10/19 10:23 am

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:
Technical Skills 2

Effective Date: December 2019

School/Centre: Trades, Technology & Design

Department: Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 9:34 am
Todd Rowlatt
(trowlatt): Rollback
to Initiator
2. 05/10/19 10:51 am
Todd Rowlatt
(trowlatt): Approved
for 4101 Leader
3. 05/10/19 10:52 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
4. 05/22/19 4:19 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Brett Griffiths	bgriffiths@vcc.ca	7012
Feras Ghesen	fghesen@vcc.ca	7010

Banner Course Technical Skills 2
Name:

Subject Code: ELRT - Electronic Repair Technology

Course Number 1203

Year of Study 1st Year Post-secondary

Credits: 5

Course Description:

This course provides opportunities for students to practice their skills in an authentic workplace environment to gain valuable work experience for successful entry into the electronics repair field.

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	Interpret repair orders
CLO #2	Troubleshoot appliances
CLO #3	Repair appliances
CLO #4	Explain normal operation of appliances
CLO #5	Use circuit diagrams to diagnose appliance faults
CLO #6	Use electrical measurement tools to diagnose faults

Instructional

Strategies:

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to

reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	3 assignments
Quizzes/Tests	40	4 quizzes
Final Exam	30	Final practical examination

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

125

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Repair orders

Troubleshooting techniques

Repair techniques

Normal operation of appliances

Electrical measurement diagnosis

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

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

[ELRT 1203-Technical Skills 2.docx](#)

Reviewer
Comments

Todd Rowlett (trowlett) (05/10/19 9:34 am): Rollback: additional changes needed

Key: 8626

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:23 am

Viewing: **ELRT 1204 : Software for Repair Techs**

Last edit: 05/13/19 3:23 pm

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

Software for Repair Technicians

Effective Date:

January 2020

School/Centre:

Trades, Technology & Design

Department:

Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 9:34 am
Todd Rowlatt
(trowlatt): Rollback
to Initiator
2. 05/10/19 10:51 am
Todd Rowlatt
(trowlatt): Approved
for 4101 Leader
3. 05/10/19 10:52 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
4. 05/22/19 4:19 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Brett Griffiths	bgriffiths@vcc.ca	7012
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Banner Course

Software for Repair Techs

Name:

Subject Code: ELRT - Electronic Repair Technology

Course Number 1204

Year of Study 1st Year Post-secondary

Credits: 3

Course Description:

This course provides students with an introduction to software applications commonly used in the electronics repair industry. Topics will include Customer Relationship Management (CRM), spreadsheets, email and technical repair applications.

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 email applications
CLO #2	Use spreadsheet applications
CLO #3	Use technical repair applications
CLO #4	Explain how to build relationships with customers and maintain their loyalty
CLO #5	Develop effective customer communications strategies and tactics
CLO #6	Create a campaign to generate new customers and prospects
CLO #7	Assess, plan, manage and know how to prioritize customer service
CLO #8	Operate a simple customer database effectively
CLO #9	Integrate CRM with the myriad of marketing tools and techniques
CLO #10	Explain how to build relationships with customers and maintain their loyalty;

Instructional**Strategies:**

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	4 assignments
Quizzes/Tests	30	3 quizzes
Project	30	Final Project

Hours by Learning Environment Type

Lecture, Seminar, Online

60

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:
Basic email applications
Basic calendar applications

Course Topics:

Basic spreadsheet applications

Overview of CRMs

CRM functions and usage

CRMs and marketing

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

ERT PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

[ELRT 1204-Software for Repair Technicians.docx](#)

Reviewer

Comments

Todd Rowlatt (trowlatt) (05/10/19 9:34 am): Rollback: additional changes needed

Key: 8627

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:19 am

Viewing: **ELRT 2001 : Intro to Computer Hardware**

Last edit: 05/17/19 1:46 pm

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

Introduction to Computer Hardware

Effective Date: January 2020

School/Centre: Trades, Technology & Design

Department: Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 10:51 am
Todd Rowlatt
(trowlatt): Approved
for 4101 Leader
2. 05/10/19 10:52 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:19 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Brett Griffiths	bgriffiths@vcc.ca	7012
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Banner Course Name: Intro to Computer Hardware

Subject Code: ELRT - Electronic Repair Technology

Course Number: 2001

Year of Study 2nd Year Post-secondary

Credits: 3

Course Description:

Students will be introduced to various computer hardware components. Topics include the terminology associated with computer systems and peripherals. Learners will be provided with the opportunity to install components, connect peripherals, and configure computer systems using operational and safety procedures.

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	Apply operational and safety procedures
CLO #2	Identify computer components
CLO #3	Install and configure components and peripherals
CLO #4	Recommend computer components
CLO #5	Practice the maintenance of hardware
CLO #6	Demonstrate professionalism

Instructional

Strategies:

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to

reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	15	
Lab Work	20	
Midterm Exam	30	
Final Exam	30	
Participation	5	

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

40

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Operational and safety procedures

Computers components

Installation and configuration

Maintenance of hardware

Course Topics:

Professionalism

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

ERT PCG

Additional Information

Provide any additional information if necessary.

Supporting

documentation:

[ELRT 2001-Introduction to Computer Hardware.docx](#)

Reviewer

Comments

Key: 8628

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:21 am

Viewing: **ELRT 2002 : Mobile Device Repair**

Last edit: 05/15/19 1:59 pm

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

Mobile Device Repair

Effective Date: January 2020

School/Centre: Trades, Technology & Design

Department: Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 10:51 am
Todd Rowlatt
(trowlatt): Approved
for 4101 Leader
2. 05/10/19 10:52 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:19 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Brett Griffiths	bgriffiths@vcc.ca	7012
Feras Ghesen	fghesen@vcc.ca	7010

Banner Course Name: Mobile Device Repair

Subject Code: ELRT - Electronic Repair Technology

Course Number: 2002

Year of Study 2nd Year Post-secondary

Credits: 3

Course Description:

Students will be introduced to a variety of mobile devices, including tablets, smartphones and audio and video players. Topics include the terminology associated with mobile device components as well as bench testing techniques. Learners will be provided with the opportunity to test and configure a variety of mobile devices using operational and safety procedures.

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	Describe mobile networks
CLO #2	Explain mobile operating systems
CLO #3	Describe, test and repair cell phone and tablet components
CLO #4	Perform basic troubleshooting
CLO #5	Perform macro inspections and quality control procedures
CLO #6	Perform standard form micro soldering
CLO #7	Perform shrink form micro soldering
CLO #8	Perform contact pad and trace repairs

Instructional

Strategies:

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	3 quizzes
Assignments	40	4 lab assignments
Final Exam	30	

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

40

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Mobile networks

Mobile operating systems

Cell phone and tablet components

Basic troubleshooting

Macro inspections and quality control procedures

Course Topics:

Standard form micro soldering

Shrink form micro soldering

Contact pad and trace repairs

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:

[ELRT 2002-Mobile Device Repair.docx](#)

Reviewer
Comments

Key: 8629

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:20 am

Viewing: **ELRT 2003 : LCD Monitor & TV Repair**

Last edit: 05/15/19 2:01 pm

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

LCD Monitor and Television Repair

Effective Date: January 2020

School/Centre: Trades, Technology & Design

Department: Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 10:51 am
Todd Rowlatt
(trowlatt): Approved
for 4101 Leader
2. 05/10/19 10:52 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:19 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
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Feras Ghesen	fghesen@vcc.ca	7010

Banner Course Name: LCD Monitor & TV Repair

Subject Code: ELRT - Electronic Repair Technology

Course Number: 2003

Year of Study 2nd Year Post-secondary

Credits: 3

Course Description:

Students will be introduced to LCD monitor and television troubleshooting and repair concepts.

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	Describe and replace touchscreen and display components
CLO #2	Use Liquid Crystal Display (LCD) refurbishing tools and equipment
CLO #3	Explain and use Liquid Optically Clear Adhesive (LOCA)
CLO #4	Explain and demonstrate LCD refurbishing and repair
CLO #5	Diagnose and repair televisions

Instructional

Strategies:

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	3 quizzes
Assignments	40	4 assignments
Final Exam	30	

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

40

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Touchscreen and display components

Tools and equipment

TV Tuners

Liquid Optically Clear Adhesive (LOCA)

Diagnosis and repair processes

LCD refurbishing processes

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

ERT PCG

Additional Information

Provide any additional information if necessary.

Supporting

documentation:

[ELRT 2003-LCD Monitor and Television Repair.docx](#)

Reviewer

Comments

Key: 8630

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:23 am

Viewing: **ELRT 2004 : Technical Skills 3**

Last edit: 05/10/19 10:23 am

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

Technical Skills 3

Effective Date:

January 2020

School/Centre:

Trades, Technology & Design

Department:

Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 10:51 am
Todd Rowlatt
(trowlatt): Approved
for 4101 Leader
2. 05/10/19 12:25 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:20 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Brett Griffiths	bgriffiths@vcc.ca	7012
Feras Ghesen	fghesen@vcc.ca	7010

Banner Course

Technical Skills 3

Name:

Subject Code:

ELRT - Electronic Repair Technology

Course Number

2004

Year of Study 2nd Year Post-secondary

Credits: 6

Course Description:

Learners will reinforce theory provided by performing repairs on a variety of products including but not limited to: televisions, tablets, mobile phones, monitors, and desktop and laptop computers. Focus will be on hands-on troubleshooting, disassembly, part replacement and repair validation.

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	Diagnose and repair televisions
CLO #2	Diagnose and repair tablets
CLO #3	Diagnose and repair mobile phones
CLO #4	Diagnose and repair monitors
CLO #5	Diagnose and repair desktop and laptop computers

Instructional

Strategies:

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	40	4 quizzes
Assignments	30	3 assignments
Final Exam	30	Final practical examination

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

150

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Televisions

Tablets

Mobile Phones

Monitors

Desktop computers

laptop computers

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:

[ELRT 2004-Technical Skills 3.docx](#)

Reviewer

Comments

Key: 8631

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:18 am

Viewing: **ELRT 2100 : Business Mathematics**

Last edit: 05/10/19 10:18 am

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

Business Mathematics

Effective Date:

January 2020

School/Centre:

Trades, Technology & Design

Department:

Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 10:51 am
Todd Rowlatt
(trowlatt): Approved
for 4101 Leader
2. 05/10/19 12:25 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:20 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
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Banner Course

Business Mathematics

Name:

Subject Code:

ELRT - Electronic Repair Technology

Course Number

2100

Year of Study 2nd Year Post-secondary

Credits: 3

Course Description:

This course introduces basic business mathematics used in commerce and industry. Students develop skill in using basic arithmetic functions and algebraic equations to solve practical financial and mathematical problems encountered in business. Problems relating to retail operations, discounts, simple and compound interest and annuities are used to contextualize mathematical applications.

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	Perform basic arithmetic functions, and solve basic algebraic equations
CLO #2	Solve allocation and equivalence problems using percents and ratios
CLO #3	Explain income tax brackets and calculate federal income taxes
CLO #4	Solve and graph linear systems consisting of two simultaneous equations
CLO #5	Solve problems involving trade discounts, cash discounts, mark-up and markdown
CLO #6	Compute break-even values, contribution margins
CLO #7	Compute simple interest problems, and calculate present and future values for promissory notes, treasury bills and demand loans

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

CLO #8 Compute compound interest problems dealing with principal, interest rate and time

Instructional

Strategies:

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	3 assignments
Quizzes/Tests	20	2 quizzes
Midterm Exam	20	
Final Exam	30	

Hours by Learning Environment Type

Lecture, Seminar, Online

60

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Percentage change

Trade discounts

Cash discounts

Mark-up, mark-down

Break-even analysis

Simple and compound interest

Annuities

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:

[ELRT 2100-Business Mathematics.docx](#)

Reviewer

Comments

Key: 8632

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:24 am

Viewing: **ELRT 2101 : The Canadian Economy**

Last edit: 05/10/19 10:24 am

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

The Canadian Economy

Effective Date:

January 2020

School/Centre:

Trades, Technology & Design

Department:

Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 10:51 am
Todd Rowlatt
(trowlatt): Approved
for 4101 Leader
2. 05/10/19 12:25 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:20 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Brett Griffiths	bgriffiths@vcc.ca	7012
Feras Ghesen	fghesen@vcc.ca	7010

Banner Course
Name:

The Canadian Economy

Subject Code:

ELRT - Electronic Repair Technology

Course Number

2101

Year of Study 2nd Year Post-secondary

Credits: 3

Course Description:

This course will examine both micro and macro economic topics within the context of the Canadian economy. Students will focus on gaining a broad understanding of economic theory and its application to contemporary Canadian economic issues including the impact of free trade agreements and the rapid growth of Canada's Indigenous community as a driver of the economy.

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	Explain the basic principles of economics including: scarcity, choice and opportunity costs
CLO #2	Describe the market forces of demand, supply and elasticity
CLO #3	Describe various types of market structures: perfect competition, monopoly, oligopoly, and monopolistic competition
CLO #4	Describe the nature, role and demand for money
CLO #5	Explain how economic variables such as the Gross Domestic Product, the inflation rate, and the unemployment rate are calculated
CLO #6	Describe the use of monetary and fiscal policies by the Canadian government
CLO #7	Describe the role of the Bank of Canada and the Department of Finance (Canada), in the Canadian economy

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

CLO #8	Identify and describe the drivers of economic growth for Indigenous communities in the Canadian economy
CLO #9	Describe exchange rate systems, how foreign exchange rates are determined and the effect of exchange rates on Canada's balance of payments and competitiveness
CLO #10	Describe Canada's current and pending international free trade agreements and explain how they affect the country's performance as a global trading partner

Instructional Strategies:

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	3 assignments
Quizzes/Tests	20	2 quizzes
Midterm Exam	20	
Final Exam	30	

Hours by Learning Environment Type

Lecture, Seminar, Online

60

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

25

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Fundamental concepts of Economics

Scarcity, Trade-Offs and Economic Growth

The Market, Supply and Demand

Elasticities, Consumer Behaviour, Externalities, Public Goods and Public Choice

Production and Costs, Competition

Monopoly

Input markets and the Distribution of Income

Introduction to Macroeconomics, Measuring Economic Performance,

Economic Growth in the Global Economy

Aggregate Demand, Aggregate Supply and Equilibrium

Money and Banking, Bank of Canada and Monetary Policy

The contribution of Indigenous communities to the Canadian economy

International Trade and Free Trade Agreements

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

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

[ELRT 2101-The Canadian Economy.docx](#)

Reviewer
Comments

Key: 8633

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:22 am

Viewing: **ELRT 2102 : Principles of Management**

Last edit: 05/10/19 10:22 am

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

Principles of Management

Effective Date:

January 2020

School/Centre:

Trades, Technology & Design

Department:

Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 10:51 am
Todd Rowlatt
(trowlatt): Approved
for 4101 Leader
2. 05/10/19 12:26 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:20 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Brett Griffiths	bgriffiths@vcc.ca	7012
Feras Ghesen	fghesen@vcc.ca	7010

Banner Course
Name:

Principles of Management

Subject Code:

ELRT - Electronic Repair Technology

Course Number

2102

Year of Study 2nd Year Post-secondary

Credits: 3

Course Description:

This course involves detailed study of management principles, concepts and techniques. Students will examine applications and problems from actual business cases and focus on management practices that can be applied in a regional, national or global environment.

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	Explain how modern management evolved
CLO #2	Describe the current dynamic environment of management
CLO #3	Explain the spectrum of management from non-profit to entrepreneurial organization
CLO #4	Describe decision-making fundamentals
CLO #5	Identify and apply strategic management concepts
CLO #6	Discuss the importance of developing organizational objectives
CLO #7	Propose organizational structures for specific businesses
CLO #8	Explain the fundamentals of human resources management
CLO #9	Explain the requirements of leadership in the workplace
CLO #10	Review the importance of communications in the workplace
CLO #11	Discuss the fundamentals of change management

Instructional**Strategies:**

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	3 assignments
Quizzes/Tests	20	2 quizzes
Midterm Exam	20	
Final Exam	30	

Hours by Learning Environment Type

Lecture, Seminar, Online

60

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:
The Evolution of Management and Foundations of Modern Management

Course Topics:

Managing in a Cultural and Ethical Environment

Managing Diverse Employees in a Multicultural Environment

Managing in the Global Environment

The Manager as Decision Maker, Planner and Strategist

Managing Organizational Structure and Culture

Organizational Control and Change

Human Resource Management

Motivation and Performance

Leadership

Managing Effective Groups and Teams

Promoting Effective Communication

Controlling and Building commitment

Managing Conflict, Politics, and Negotiation

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:

[ELRT 2102-Principles of Management.docx](#)

Reviewer

Comments

Key: 8634

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:18 am

Viewing: **ELRT 2103 : Communications in the Canadian**

Last edit: 05/10/19 10:18 am

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

Communications in the Canadian Workplace

Effective Date:

January 2020

School/Centre:

Trades, Technology & Design

Department:

Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 10:51 am
Todd Rowlatt
(trowlatt): Approved
for 4101 Leader
2. 05/10/19 12:26 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:20 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Brett Griffiths	bgriffiths@vcc.ca	7012
Feras Ghesen	fghesen@vcc.ca	7010

Banner Course
Name:

Communications in the Canadian

Subject Code:

ELRT - Electronic Repair Technology

Course Number

2103

Year of Study 2nd Year Post-secondary

Credits: 3

Course Description:

This course is intended to introduce students to the theories and practices of contemporary communications in the Canadian workplace. Attention will be devoted to the ethical and relational implications of communication in the workplace as well as the development of clarity in communications. Written assignments will include letters, memoranda, resumes and reports and visual presentations

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	Explain the principles of workplace communications, including various types of group writing dynamics
CLO #2	Describe the sorts of ethical environments in which workplace communication is situated, as well as the ethical implications of communication in the workplace
CLO #3	Explain the principles of workplace correspondence, including a sophisticated approach to audience and subject, and use these principles to construct basic workplace documents
CLO #4	Explain the principles of persuasion and scientific argument, and use these principles in appropriate circumstances
CLO #5	Use graphics and basic principles of layout and design to create effective documents
CLO #6	Use appropriate style and tone in workplace documents
CLO #7	Conduct research for workplace writing assignments and understand the conventions concerning plagiarism, as well as the reference to and citation of sources

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

CLO #8	Explain the principles of report and proposal writing, and use these principles to write effective reports and proposals
CLO #9	Demonstrate the use of electronic media to give effective presentations
CLO #10	Explain the principles of workplace communications, including various types of group writing dynamics

Instructional**Strategies:**

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	3 assignments
Quizzes/Tests	20	2 quizzes
Midterm Exam	20	
Final Exam	30	

Hours by Learning Environment Type

Lecture, Seminar, Online

60

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Theory and Process of Workplace Communication

Collaborative Writing and Workplace Ethics

Communicating in the Digital Workplace

Modes of Persuasion

Layout, Design and Graphics

Style and Tone

Varieties of workplace Correspondence

Research Strategies for Workplace Writing

Employment Correspondence

Bibliographies and Literature Reviews

Abstracts, Summaries, Definitions, Descriptions and Instructions

Recommendation Reports and Proposals

Oral Reports and Electronic Presentations

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:

[ELRT 2103-Communications in the Canadian Workplace.docx](#)

Reviewer
Comments

Key: 8635

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 05/10/19 10:21 am

Viewing: **ELRT 2104 : Organizational Behaviour**

Last edit: 05/15/19 12:04 pm

Changes proposed by: bgriffiths

Programs
referencing this
course

[135: Electronics Repair Technology Diploma](#)

Course Name:

Organizational Behaviour

Effective Date:

January 2020

School/Centre:

Trades, Technology & Design

Department:

Electronic Repair Technology(4101)
Electronics(4101)

Contact(s)

In Workflow

1. **4101 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/19 10:51 am
Todd Rowlatt
(trowlatt): Approved
for 4101 Leader
2. 05/10/19 12:26 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 05/22/19 4:20 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Brett Griffiths	bgriffiths@vcc.ca	7012
Feras Ghesen	fghesen@vcc.ca	7010

Banner Course
Name:

Organizational Behaviour

Subject Code:

ELRT - Electronic Repair Technology

Course Number

2104

Year of Study 2nd Year Post-secondary

Credits: 3

Course Description:

This course focuses on individual, group, and organizational behaviour. The course is designed to help students develop an understanding of organizational behaviour theory as it applies in the business workplace. Students will learn skills and techniques to help organizations function more effectively and efficiently.

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	Evaluate the opportunities that change creates for organizational behaviour
CLO #2	Describe factors that affect organizations competing in a global economy
CLO #3	Evaluate a situation to determine if a person is acting ethically and professionally
CLO #4	Describe the pillars of ethics and the part that empathy plays in moral behaviour
CLO #5	Explain how personality influences behaviour in organizations
CLO #6	Distinguish between organizational citizenship and deviant workplace behaviour
CLO #7	Demonstrate motivational techniques with staff

Upon successful completion of this course, students will be able to:	
CLO #8	Describe Bandura's social learning theory
CLO #9	Design an orientation program
CLO #10	Describe the psycho-physiology of the stress cycle
CLO #11	Handle personal stress in the workplace
CLO #12	Follow a systematic decision-making model and demonstrate how participation can improve decision making
CLO #13	Describe and analyze forms and sources of power in organizations
CLO #14	Explain organizational politics
CLO #15	Synthesize leadership research into key guidelines for leaders
CLO #16	Create a career/life plan that includes career anchors, multiple pathways, psychological contract, mentorship and maintenance plans

Instructional

Strategies:

Daily instructional time is divided equally between classroom activity and practical workshop experience

Classroom activity consists of lectures, demonstrations, audio-visual presentations and exercises that provide a practical working knowledge of concepts discussed. Extensive workshop experience is provided to reinforce theoretical concepts, develop hand skills and achieve familiarity with a variety of electronic equipment and apparatus.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	3 assignments
Quizzes/Tests	20	2 quizzes
Midterm Exam	20	
Final Exam	30	

Hours by Learning Environment Type

Lecture, Seminar, Online

60

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Organizational structure

Power and politics

Technology and environment

Strategies for effective leadership

Motivational theories and techniques

Effect of personality, perception, values, attitudes and diversity on behaviour

Groups and teamwork

Perception, personality and emotions

Conflict and negotiation

Career planning

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

ERT PCG

Additional Information

Provide any additional information if necessary.

Supporting

documentation:

[ELRT 2104-Organizational Behaviour.docx](#)

Reviewer

Comments

Key: 8636

[Preview Bridge](#)



INFORMATION NOTE

May 8, 2019

PREPARED FOR: Education Council

ISSUE: C.3.2– Program Review and Renewal

BACKGROUND:

The small changes to this policy and procedures have been primarily driven by recommendations received by the College during the recent Quality Assurance Process Audit.

DISCUSSION:

The main change made is to the procedures, section 21 which concerns the External Review Committee. This section now makes clear that the external review committee is selected by the VP Academic, based on recommendations from the Steering Committee.

RECOMMENDATION:

Education Policy Committee provides C.3.2– Program Review and Renewal to Education Council for information and recommends it be posted for community feedback.

Prepared by:

John Demeulemeester
Chair, Education Policy Committee



POLICY

Policy No.	C.3.2
Title	Program Review and Renewal
Approval Body	Board of Governors; Education Council
Policy Sponsor	Vice President Academic, Students & Research
Last Revised/Replaces	May 2011
Effective Date	

CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) is dedicated to providing high quality programming that leads to success in a student's chosen pathway. The College has quality assurance processes that are designed to strengthen and maintain its programs; these include governance review, yearly review, in-depth renewal, and short- and long-term planning activities. This policy guides two parts: Program Review and Program Renewal.

Under Section 23(1) of the College & Institute Act, Education Council must advise the Board, and the Board must seek advice from Education Council, on the development of educational policy for the following matters (f) of evaluation of programs and educational services.

SCOPE AND LIMITS

This policy applies to all College programs that lead to a credential approved by the Board of Governors.

The assessment of program quality is based on meeting applicable national, provincial, or discipline/professional standards, and meeting the quality assurance requirements as established by the provincial government.

Some programs are required to conduct reviews by external accrediting bodies. Where elements of the external review are consistent with College requirements for Program Renewal, the external accreditation process can be used in place of a Program Renewal, either fully or in part. Results from accreditation processes will be reported in the same manner as internal Program Renewals.

Program Review and Renewal does not address the performance evaluation of personnel, which is appropriately carried out through the established procedures of relevant collective agreements.

STATEMENT OF POLICY PRINCIPLES

1. VCC ensures that all of its programs are current, relevant and of the highest quality by conducting Program Reviews and Program Renewals.
2. The activities are guided by the College's mandate, values, mission, and integrated plans. Recommendations and action plans are integrated into department and College-wide strategic and budget plans.
3. Program Reviews are conducted annually and are completed collaboratively by departments. The focus is on understanding the current state of the program, and

planning for continuous improvement. Action plans are developed within the context of the department's ability to complete tasks.

4. Program Renewals are comprehensive, forward-looking, and formative, building from the findings and action plans developed during the annual Program Reviews. They are collaborative, inclusive, and transparent processes. They provide the opportunity for consultation with stakeholders, including faculty/instructors, staff, administrators, current students, past students and graduates, industry and community representatives, and employers.
5. Program Review and Renewal are evidence-informed, and address a wide range of criteria and all aspects of the learning environment.
6. Activities are reasonable in scope, and depend on the size of the department and the resources/supports available.
7. Program Review and Renewal are relevant and meaningful for the specific program, and allow flexibility to accommodate particular program circumstances.

DEFINITIONS

Accreditation: The process whereby the College demonstrates to an external regulatory body that a set of professional criteria have been met.

Program Review: An annual assessment of select key performance indicators that assists a program in monitoring the state of teaching and learning, and addressing issues and opportunities in a continual and timely manner.

Program Renewal: A reflective, in-depth formative assessment of a program, with input from internal and external reviewers, for the purpose of improving educational quality and the student experience.

Quality Assurance Committee (QAC): A standing committee of Education Council tasked with supporting the educational quality of the College by ensuring that College programs are regularly reviewed.

Quality Assurance: A framework of processes and activities designed to strengthen and maintain program excellence and the student experience. At VCC, this includes program review and renewal, governance review of curriculum, educational services review, and an integrated planning approach. The framework meets the requirements for quality assurance set by the British Columbia provincial government.

RELATED LEGISLATION & POLICIES

Legislation:

College and Institute Act, section 23(1)(f)

Policies:

C.3.1 Program Advisory Committees

C.3.14 Curriculum Development and Approval Process

D.1.1 Educational Services Review

RELATED PROCEDURES

Refer to C.3.2 Program Review and Renewal Procedures.



PROCEDURES

Policy No.	C.3.2
Title	Program Review and Renewal
Approval Body	Board of Governors; Education Council
Policy Sponsor	Vice President Academic, Students & Research
Last Revised/Replaces	May 2011
Effective Date	

A. ANNUAL PROGRAM REVIEW

1. A report for each program is compiled by Institutional Research (IR) annually. The Vice President Academic, Students and Research (VP Academic)'s Office will inform Department Leaders when the reports are ready for review with the faculty/instructors, support staff, and/or administrators of the program. The report can be adjusted based on the needs of a particular program at the request of the department, but will typically include:
 - a. Student profile data
 - b. Student Outcomes Data from BC Student Outcomes Survey and VCC Student Survey
 - c. Student enrolment data
 - d. The previous year's departmental Action Plan.
2. The Department Leader or delegate, in consultation with department members, completes a report that provides:
 - a. Comments on the data provided by IR;
 - b. Any additional information about the program (optional);
 - c. A reflection on teaching, learning and assessment methodologies used in the program;
 - d. An update on the previous year's departmental Action Plan; and
 - e. A departmental Action Plan for the upcoming year.
3. The Dean reviews this report, adds any additional comments, and approves the report prior to submitting it to the VP Academic.
4. The VP Academic shares the Program Review reports with Quality Assurance Committee (QAC). The QAC meets with all of the Deans to discuss the reports, including a review of the previous year's action plans.
5. The QAC reports to Education Council and other College bodies regarding trends and barriers affecting the College. These can include: upcoming curriculum changes, new programs, curriculum development funding, capital or facility needs, educational technology, accreditation and Program Renewal.

B. PROGRAM RENEWAL

6. The VP Academic will bring a draft five year Renewal schedule to the QAC for discussion, and a final version to Education Council for information in September of each year. Two (2) to five (5) will be scheduled in a typical year.
7. The Program Renewal schedule is based on a need for revitalization identified in the annual Program Review process, a significant change in the field/industry, or at the request of the department.
8. Degree programs are renewed every five (5) to seven (7) years.
9. Where there are several related programs, the program areas should be scheduled for Program Renewal at the same time to increase the efficiency of the process and increase integration among related programs.
10. Program Renewal will typically not exceed twelve (12) months in length but will vary according to the capacity of the program area and size of the program.
11. A typical Program Renewal will include:
 - a. An internal self-study of the program;
 - b. An external review of the program;
 - c. A report that summarizes the self-study and external review reports, and includes recommendations and any institutional responses; and
 - d. An action plan guiding changes to the program.

Program Renewal Steering Committee

12. An ad hoc steering committee is struck by the VP Academic for each Program Renewal.
13. It will typically consist of:
 - a. Instructional Associate as Chair
 - b. Dean of the program
 - c. Department Leader of the program
 - d. One (1) to three (3) program instructors (depending on size of department and availability)
 - e. One (1) departmental staff person, where applicable
 - f. Director of Institutional Research or delegate
 - g. Other members as necessary (e.g. school operations manager).
14. The Steering Committee will have an initial launch meeting to orient members to the process, discuss the key questions or issues to focus on, set an expected timeline for deliverables, and identify needed resources for a successful Renewal process.

Internal Self-Study

15. The department, supported by the Steering Committee, conducts an internal self-study that systematically reviews the program strengths, weaknesses, needs, and recommendations for quality improvement.

16. The self-study will be comprehensive and evidence-informed, and will include the use of a broad range of data as appropriate to the context of the program under review. All self-study reports will contain, at a minimum, sections on:
 - a. Curriculum and Instruction
 - b. Instructors and Staff
 - c. Student Outcomes
 - d. Educational Support Services
 - e. Program Planning and Administration
 - f. Physical Environment
17. The indicators and metrics will be agreed upon through consensus by the department and Steering Committee.
18. Data will typically be collected from a variety of sources such as:
 - a. Annual Program Reviews
 - b. Faculty/instructors and staff from the department
 - c. Educational support services
 - d. Current and past students, and graduates
 - e. Program Advisory Committee, industry stakeholders, community representatives, and employers
 - f. Institutional Research reports, such as enrolment or completion data
 - g. Curricular documents such as Program Content Guides, Course Outlines, course syllabi, and program handbooks
 - h. Program and course evaluations
 - i. Input from the Faculty Association, CUPE, and the Students' Union
 - j. Financial reports
 - k. Labour market data
 - l. Comparable programs at other institutions
19. The department, with the support of IR, will analyze the data collected. The Department Leader or delegate, supported by the Steering Committee, will prepare a report with findings and recommendations that focuses on purposeful and reasonable suggestions for change and identifies the existing strengths of the program.
20. The Department Leader or delegate provides the self-study report to the Steering Committee for final approval.

External Review

21. An external review team will usually consist of two (2) to three (3) members selected by the VP Academic, based on recommendations from the Steering Committee, with at least one team member being from an academic institution. The team members will typically be:

- a. Experts who are academic peers from other post-secondary institutions; and, if applicable,
 - b. An appropriate industry/employer/community representative with expertise in the field.
22. The external review will typically include:
- a. A review of the self-study report;
 - b. A site visit; and
 - c. Input from students, faculty/instructors, staff, administration, educational support services, and representatives from external stakeholder groups.
23. The external review team will submit a report to the Steering Committee that identifies strengths and recommendations for improvement. This report will be available to the department.

Summary Report

24. The Steering Committee will ask for any responses to the external report, either from the department, Dean, or VP Academic.
25. The Steering Committee will prepare a final report that summarizes the key findings and recommendations of the self-study and the external review. The Steering Committee will provide final comments or recommendations.

Action Plan

26. The department, supported by the Steering Committee, will prepare an action plan based on the Renewal recommendations. This report will identify:
- a. Key projects and initiatives
 - b. Resources needed for completion
 - c. Reasonable timelines for the completion of the projects
 - d. An evaluation plan to validate the effectiveness of the identified projects

Reporting

27. The summary report and action plan is sent to the VP Academic, to the QAC, and to Education Council for information.

C. PROGRAMS WITH EXTERNAL ACCREDITATION

28. Programs that undergo Review by an external accrediting body are required to submit a summary report that reflects the findings of the accreditation review, final recommendations and action plan. The summary report is sent to the VP Academic, to the QAC, and to Education Council for information.

D. PLANNING AND ACCOUNTABILITY

29. The Department Leader and the Dean will monitor and report out on the action plans from annual Program Review, Program Renewal, and program accreditation as part of the College's integrated planning process.
30. The QAC will track action plans and follow up as needed.

31. The QAC and the VP Academic will identify major trends, goals, needs, barriers, and action items, and prepare reports for Education Council and other appropriate committees.
32. The VP Academic will seek the advice of Education Council on the major trends and goals arising from Program Reviews and Renewals.

RELATED POLICIES

Refer to C.3.2 Program Review and Renewal Policy.

DRAFT



DECISION NOTE

May 8, 2019

PREPARED FOR: Education Council
ISSUE: C.1.4 Assignment of Credits to Courses

BACKGROUND:

This policy was initially worked on by a subcommittee for several months. It has also been discussed by the committee as a whole for a significant period of time, and sent for public feedback. The objective of the policy is to strike a balance between several objectives – assigning credits to courses based on total learning time; allowing for a shared understanding of the value of one credit across different instructional modes; allowing for some instructor and class specific flexibility; and also establishing a useful standard measure for various administrative and registrarial purposes; and last but not least, allowing students to understand the transferability of VCC's courses to other institutions.

DISCUSSION:

In this last phase of public feedback, little input was received, indicating, hopefully, a state of general agreement about this policy and procedures.

MOTION:

MOVE that Education Council approve Policy and Procedures C.1.4 Assignment of Credits to Courses.

Prepared by:

John Demeulemeester
Chair, Education Policy Committee



POLICY

Policy No.	C.1.4
Title	Assignment of Credits to Courses
Approving Jurisdiction	Education Council
Procedure Sponsor	Vice-President Academic, Students & Research
Last Revised/Replaces	May 25, 2006; February 9, 2016
Effective Date	

CONTEXT AND PURPOSE

This policy establishes standards and principles for a systematic approach to assigning credit to courses at Vancouver Community College (VCC; the College).

The traditional academic model for assigning credits assumes that lecture or seminar-based courses require a 1:2 ratio of class time to outside-of-class time. In this model, a credit is typically calculated based on one hour of class time and two hours of outside-of-class time over a 15 week semester, equalling one credit for 15 hours of in-class time.

Many courses at VCC contain more than one instructional format or have different ratios of class time to outside-of-class time. Therefore, credits are not always determined solely by the number of class hours. Instead, credits may be based on an equivalent total amount of learning time (including class time and outside-of-class time).

SCOPE AND LIMITS

This policy applies to all courses offered for credit taught at VCC, including those in Continuing Studies.

STATEMENT OF POLICY PRINCIPLES

1. Hours assigned for a course are selected to best support student success.
2. The assignment of credits should be a fair measure of learning outcomes and the effort required to master the learning outcomes.
3. Education Council approves all assigned credits during the curriculum approval process.
4. Class hours will be listed in four categories:
 - a) Lecture, Seminar, Online
 - b) Instructor-led Lab, Clinical, Shop, Kitchen, Studio, Simulation, Tutorial, Rehearsal
 - c) Practicum, Preceptorship
 - d) Self-paced, Directed Studies, Independent Studies

5. The assignment of credits to courses supports students transferring credits from another institution into VCC as well as students and graduates transferring credits to other post-secondary institutions.

DEFINITIONS

Course Credit: A numeric value assigned to a course, based on the total amount of learning time, indicating the course's weight relative to courses across the College and to other post-secondary institutions.

Course: A series of learning opportunities within a specific subject area with a defined set of learning outcomes, offered under a designated subject code and course number, within a defined time period.

RELATED LEGISLATION & POLICIES

Policies

- C.1.3 Granting of Credentials
- C.3.14 Curriculum Development and Approval
- C.3.15 Academic Timetable
- D.3.5 Prior Learning Assessment & Recognition
- D.3.11 Transfer Credit

RELATED PROCEDURES

Refer to C.1.4 Assignment of Credits to Courses Procedures



PROCEDURES

Policy No.	C.1.4
Title	Assignment of Credits to Courses
Approval Body	Education Council
Policy Sponsor	Vice-President Academic, Students & Research
Last Revised/Replaces	May 25, 2006; February 9, 2016
Effective Date	

1. The department leader and dean will propose a credit value on the Course Outline when a new or revised course goes through the curriculum approval process. The Registrar's Office must be consulted in advance for both new and changed credit values.
2. A one (1) credit course will typically be around 45 hours of total learning time.
3. Courses will not be assigned less than one (1.0) credit; i.e. no 0.5 credit courses. Courses may be assigned full or half credits above 1.0 (e.g. 1.5, 2.0, 2.5).
4. In calculating credits, the following minimum ratios of class hours to credit will typically be used. The assignment of class hours per credit below these amounts will require the presentation of a written rationale to Education Council, and the subsequent approval of Education Council.
 - a) Lecture, Seminar, Online - 15:1
 - b) Instructor-led Lab, Clinical, Shop, Kitchen, Studio, Simulation, Tutorial, Rehearsal – 25:1
 - c) Practicum, Preceptorship – 30:1
 - d) Self-paced, Directed Studies, Independent Studies – 30:1
5. Some changes in the indicated hours for each instructional method in a course outline may be made by an instructor to best fit the needs of a learner group. The maximum amount of time that an instructor may change without changing the course outline is 10% of the total course hours.

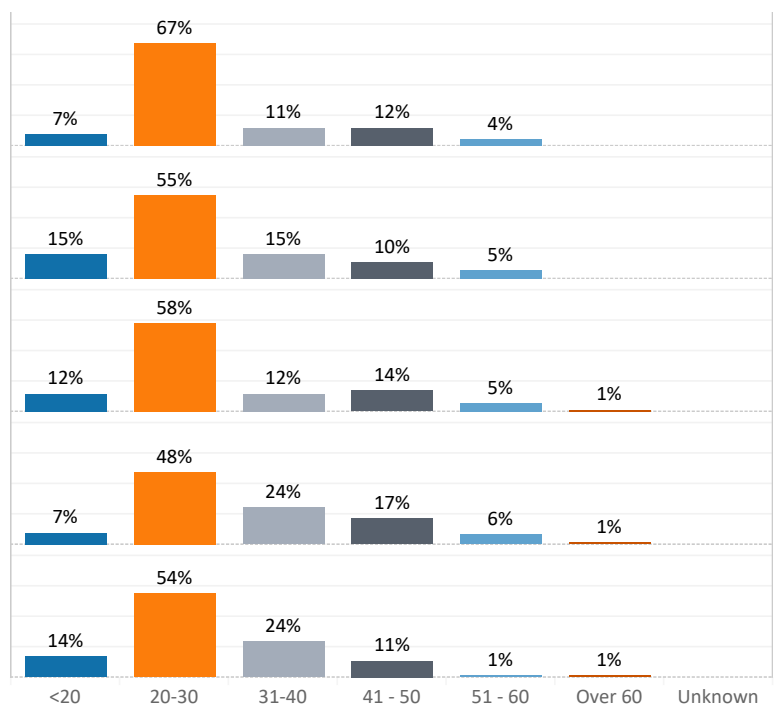
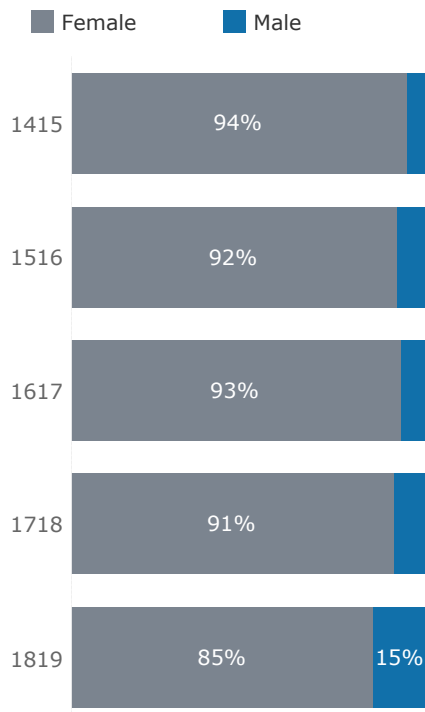
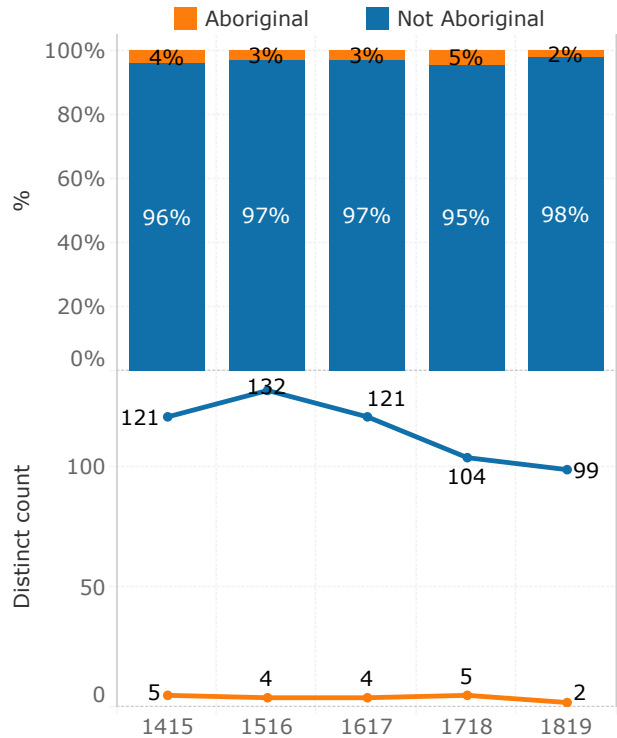
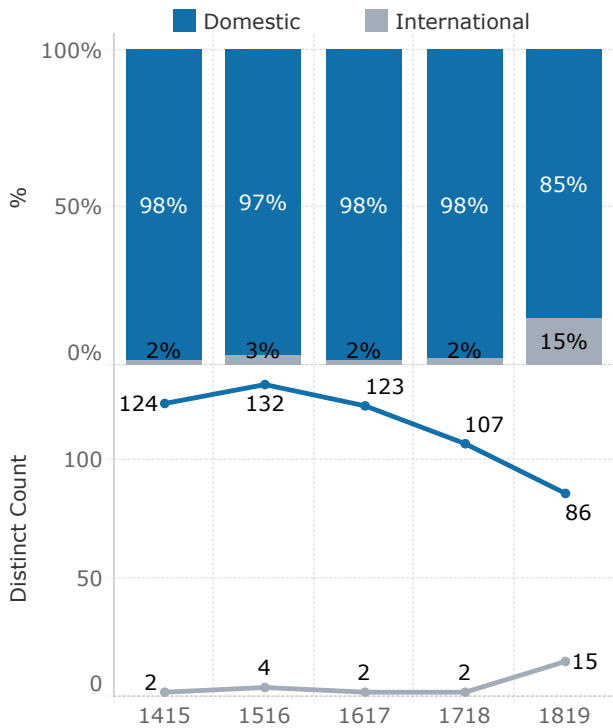
RELATED POLICY

Refer to C.1.4 Assignment of Credits to Courses Policy



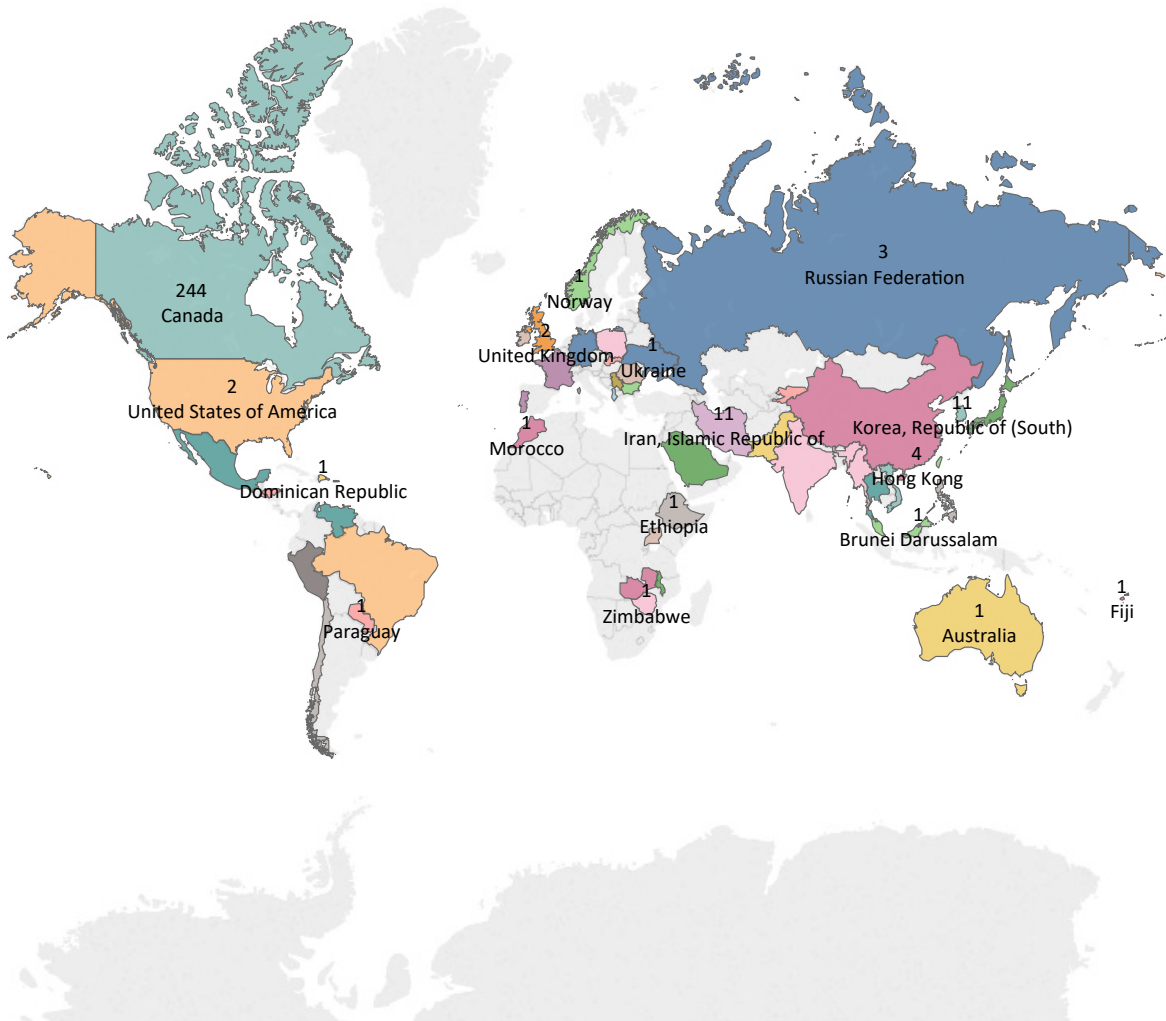
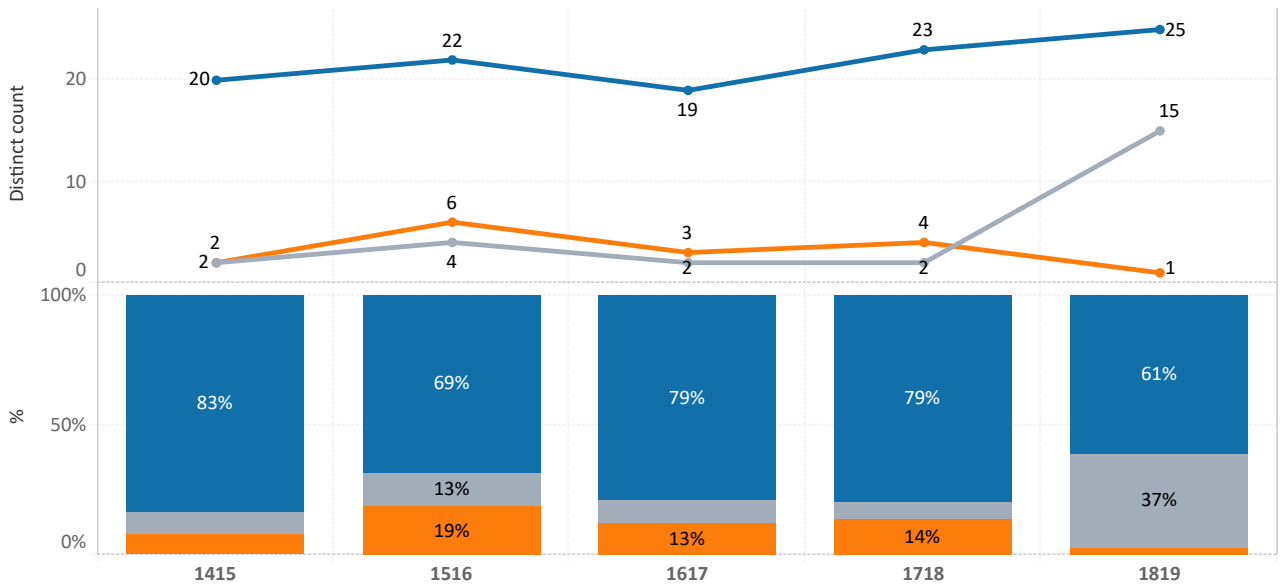
Annual Program Review | 2019

ADAS: Administrative Assistant



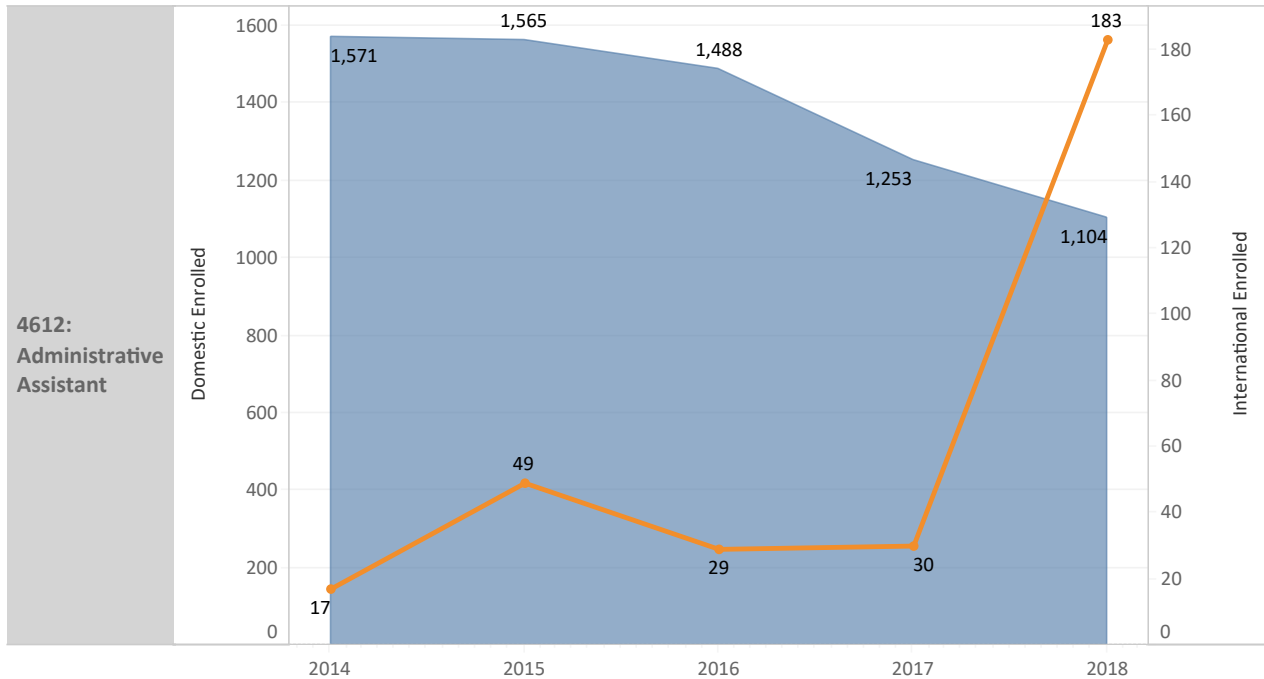
Status in Canada - Non Canadian Citizens

- Permanent Resident(Landed Imm)
- Study Permit
- Unknown

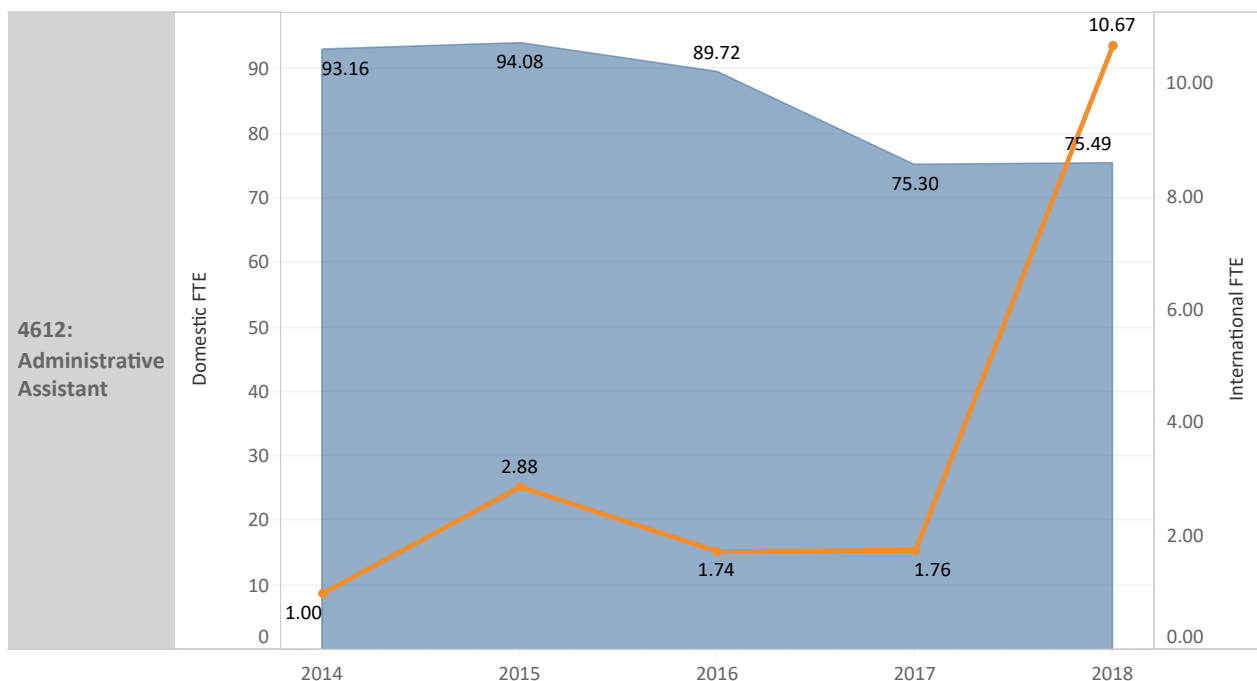


Registrations and Student FTE's are allocated using ORG code assigned at the course level. This differs from headcount which is allocated based on the students' major assigned at the time of registration by the Registrar's Office. The registration numbers shown may include students with majors other than the program indicated.

Registrations are the total number of courses in which a student has registered over the course of the time period indicated. For example, a student taking the Administrative Assistant program will be registered into 16 courses, allocated as 1 Headcount and 16 Registrations and 1 FTE if completed all courses within the fiscal year.



Student FTE represents all full-time and part-time enrollments, converted to represent the number of students carrying a full-time course load. One student whose course load is equal to the normal full-time number of credits or hours required in an academic year for normal progression in a self-normed program and completed within the fiscal year, would generate 1.0 student FTE. FTE's are collected by program of study and provide a measure of total student enrollment by program if all students had been full-time.



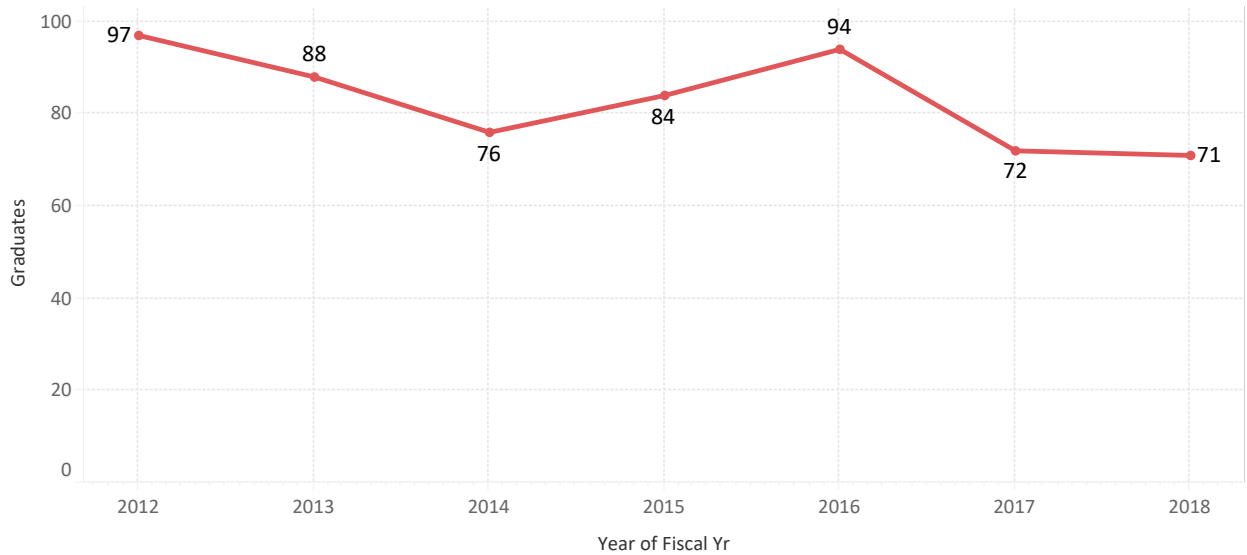
Graduates

The following data are the number of credentials issued by Major. These totals differ from the Graduate Outcomes in that they are not filtered by the specific requirements of the Graduate Outcomes selection criteria.

Students who have completed more than one program within the displayed time period will be included in the totals for each program. The counts are unduplicated within the program only.

Programs with more than one Major over the time period will be shown in color.

■ ADAS: Administrative Assistant



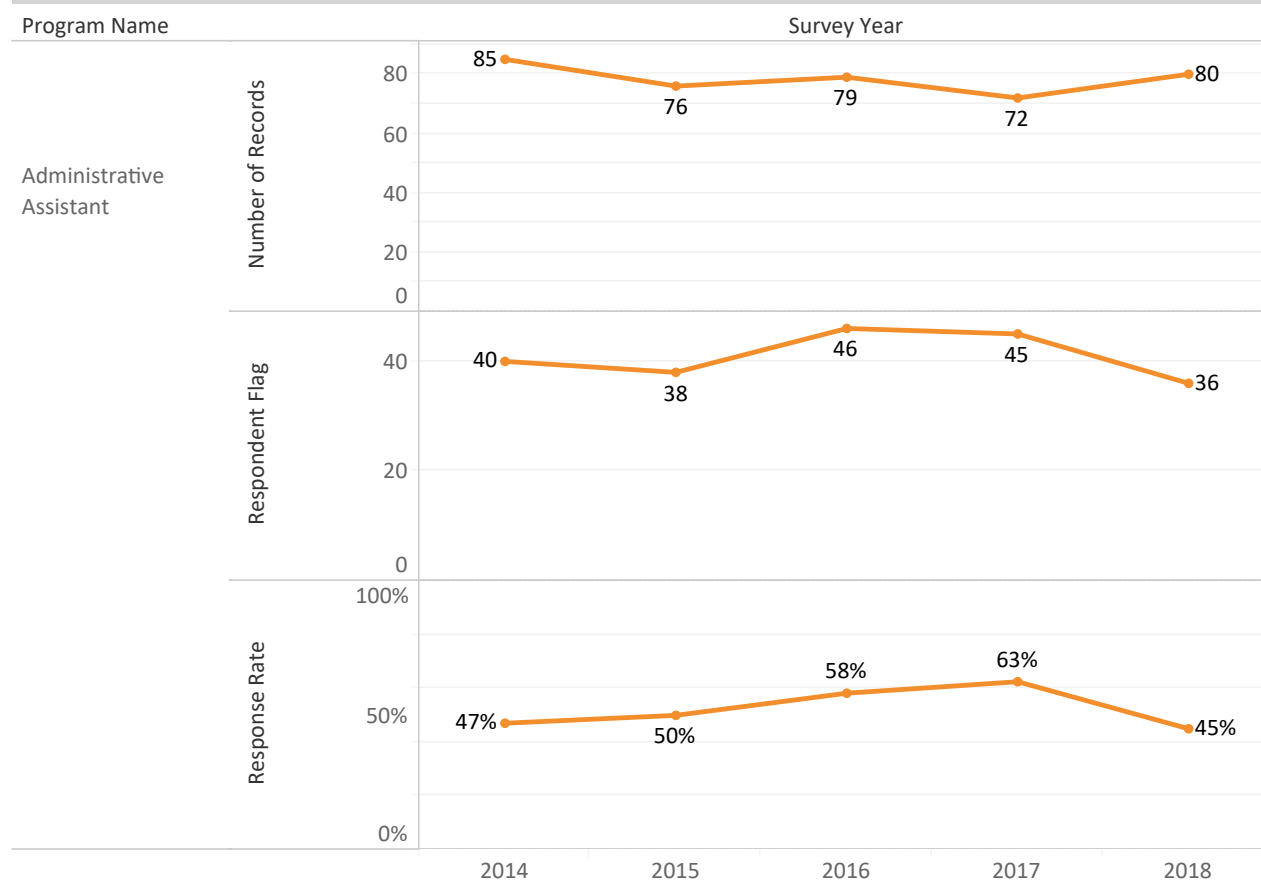
BC Student Outcomes

Student Outcomes Data is provided from the BC Student Outcomes Surveys. The Diploma, Associate Degree, and Certificate Student Outcomes (DAC) survey is conducted annually from January to June, with funding from the ministry responsible for post-secondary education and B.C.'s public post-secondary institutions. The eligible cohort for the DACSO survey are former students from public post-secondary institutions who have completed or nearly completed their diploma, associate degree, or certificate programs 9 to 20 months before the survey.

Surveys and results are prepared and administered by BC Stats. Annual Surveys are used to collect select information from former students to help institutions improve programs, the Ministry meet its responsibilities for accountability, prospective students to make informed decisions and researchers to conduct studies on education. Surveys are usually in the field by the third week of January continuing to the beginning of July. The data collection firm sends email invitations to do the survey on-line and telephone those who do not have a valid email address. The DACSO survey does not include apprenticeship, short certificate, baccalaureate, or developmental programs. Missing data may be due to the requirement of FIPPA to mask low frequency cells to ensure confidentiality and protection of personal privacy, or may be due to data not being available or entered to Banner at the time of the cohort extraction.

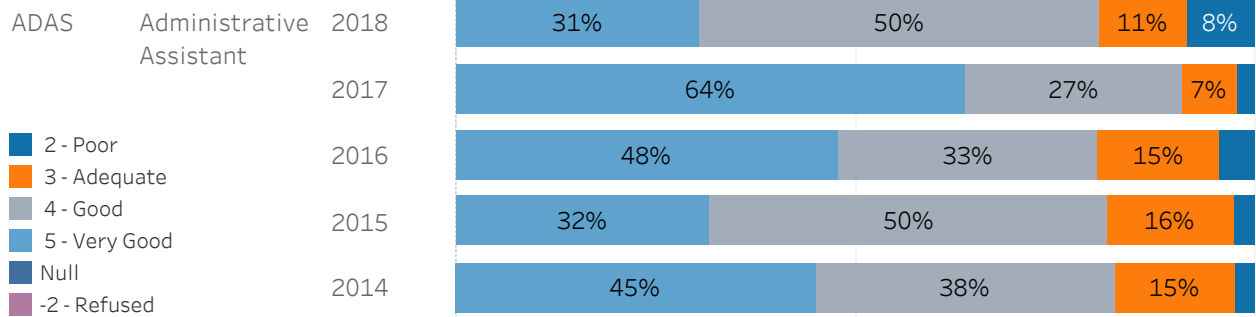
NOTE: BC Student Outcomes year is defined as having met the completion criteria between July 1 and June 30 of the previous year(s). Example: **2018 Survey Year** = Graduation Date between July 1, 2016 - June 30, 2017.

Response Rate - Administrative Assistant

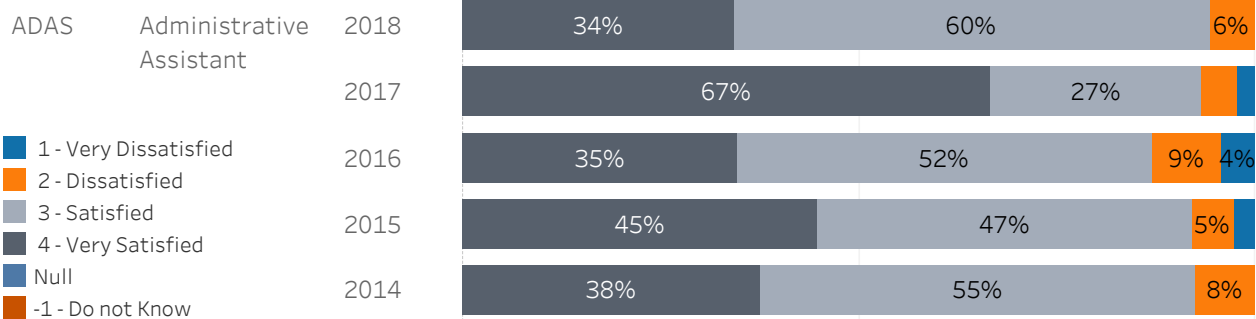


Source: BC Student Outcomes Survey of Diploma, Associate Degree, and Certificate Students, data prepared by BC Stats.

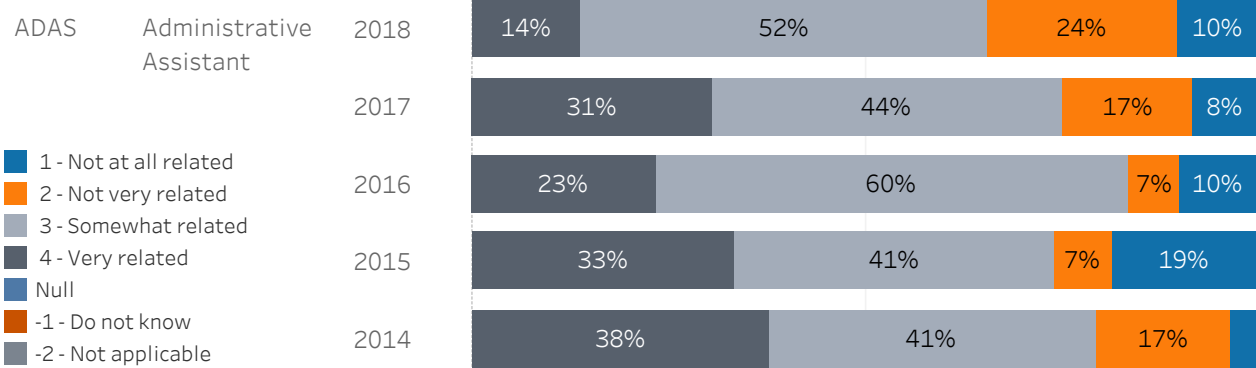
Quality of Instruction



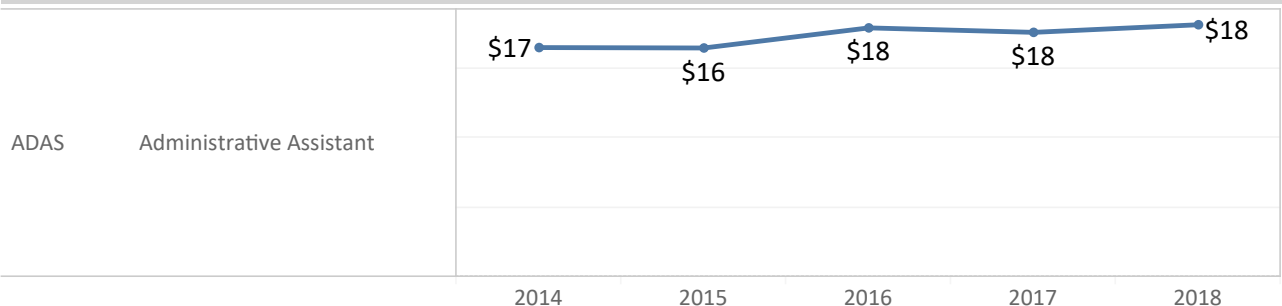
Satisfaction with Education



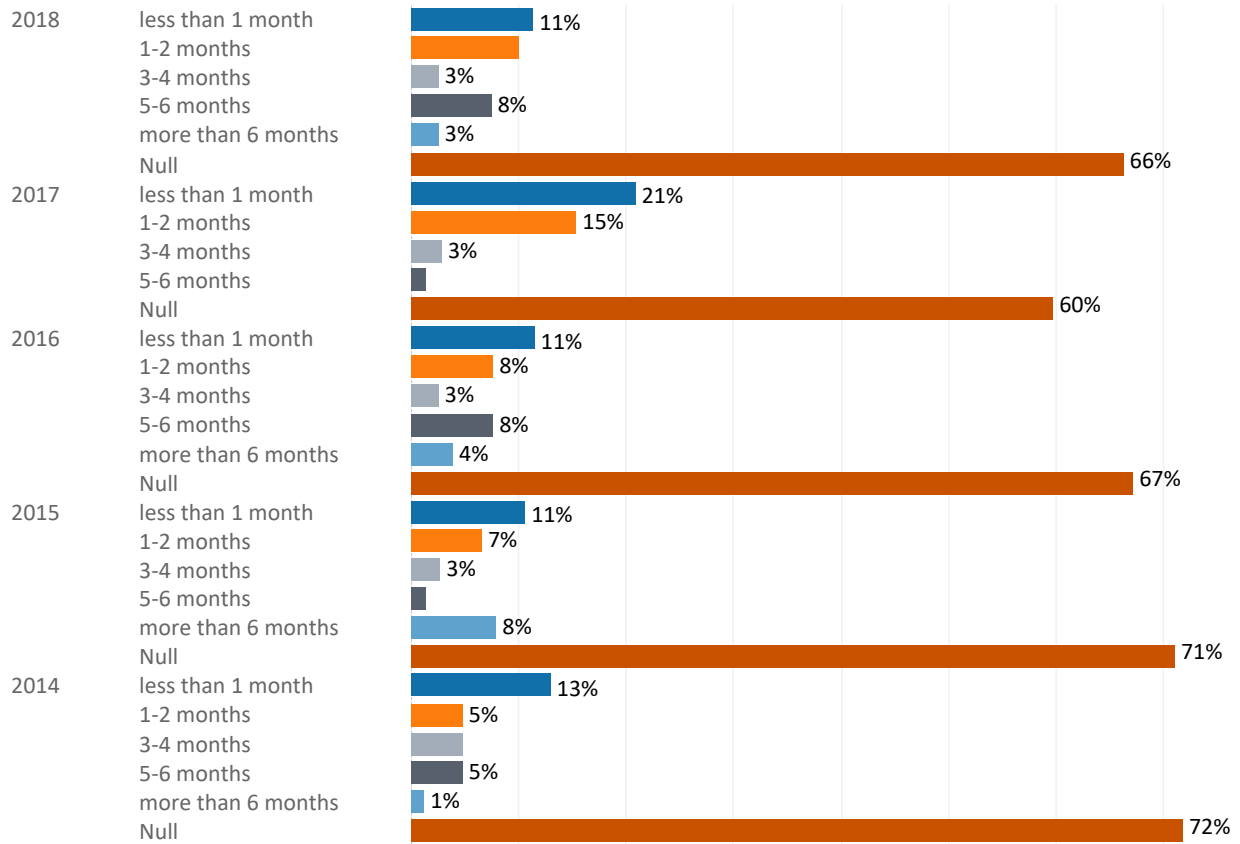
Currently in Training Related Job



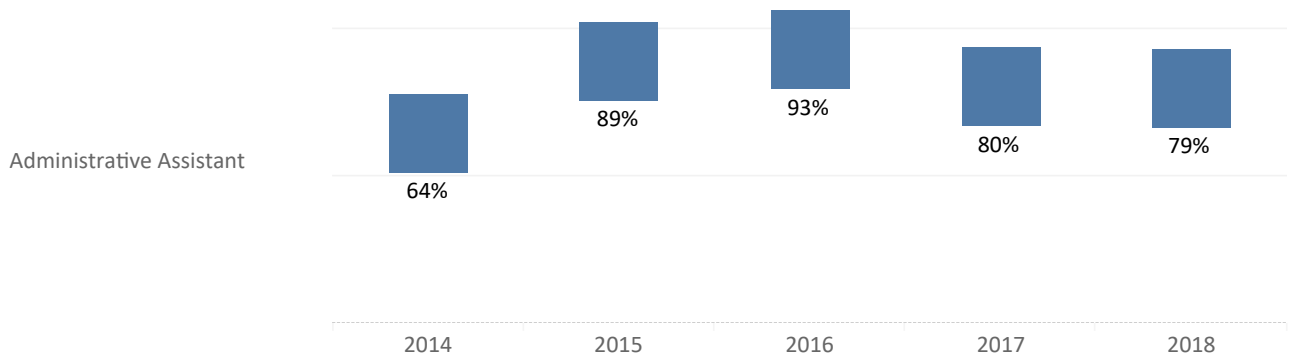
Hourly Wage



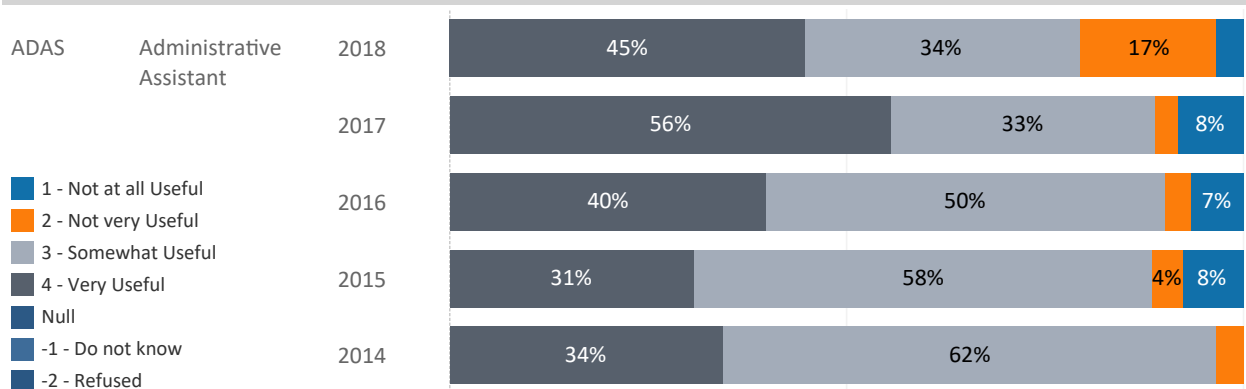
Months to find Job - of those who responded



In Permanent Job

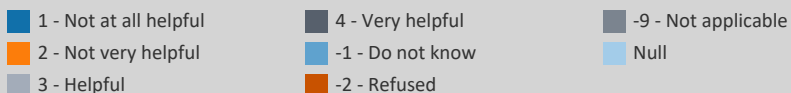


Knowledge and Skill Useful in performing job

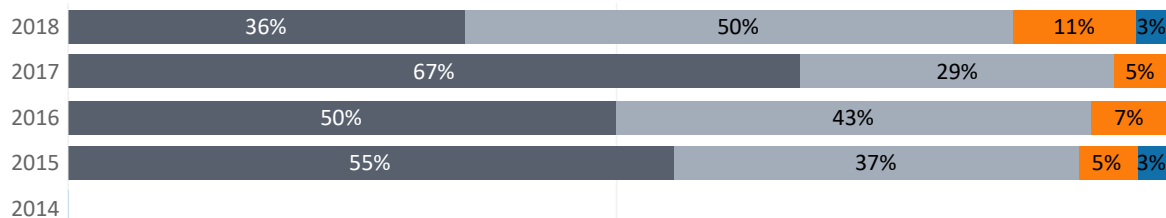


1 - Not at all Useful
 2 - Not very Useful
 3 - Somewhat Useful
 4 - Very Useful
 Null
 -1 - Do not know
 -2 - Refused

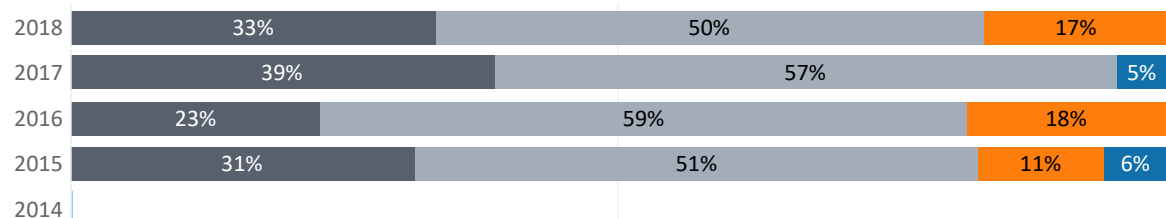
Skill Development



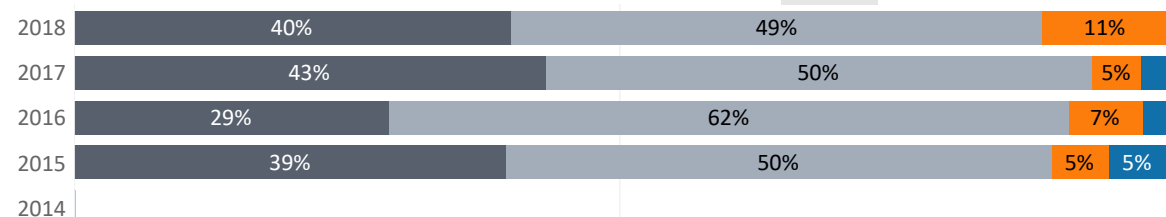
Write clearly and concisely



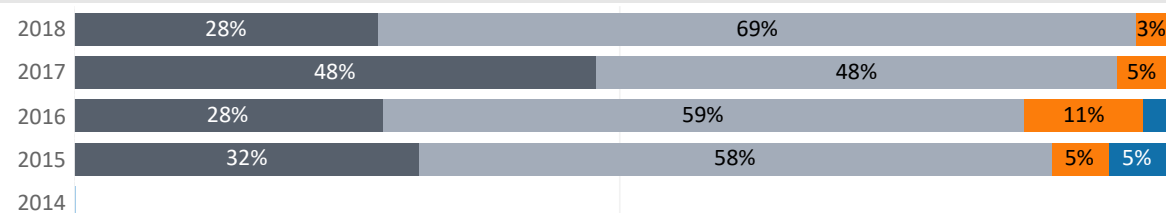
Speak effectively



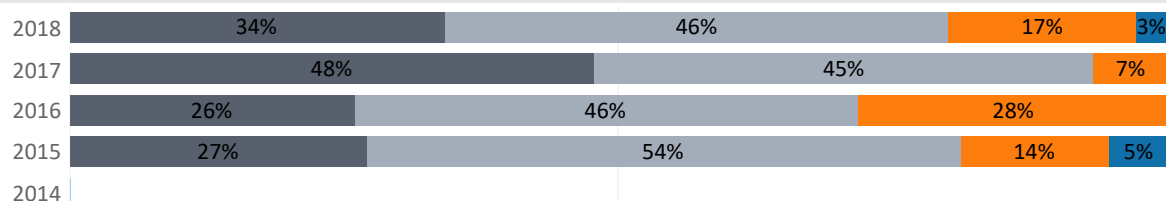
Read and comprehend material



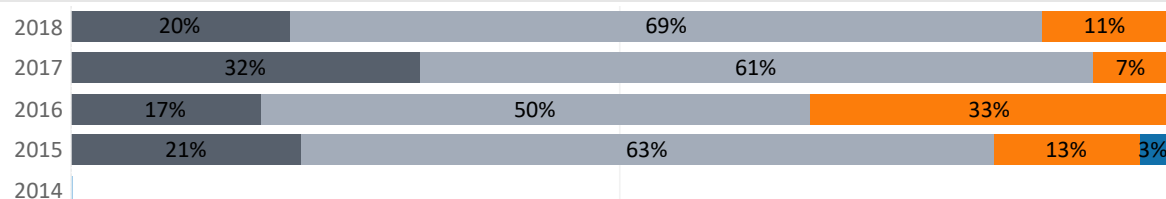
Work effectively with others



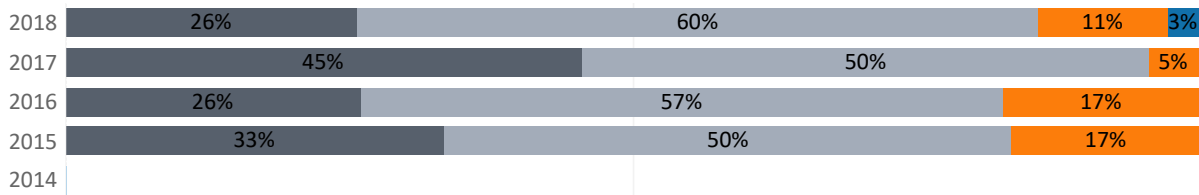
Analyze and think critically



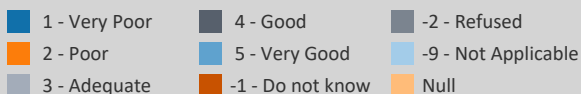
Resolve issues or problems



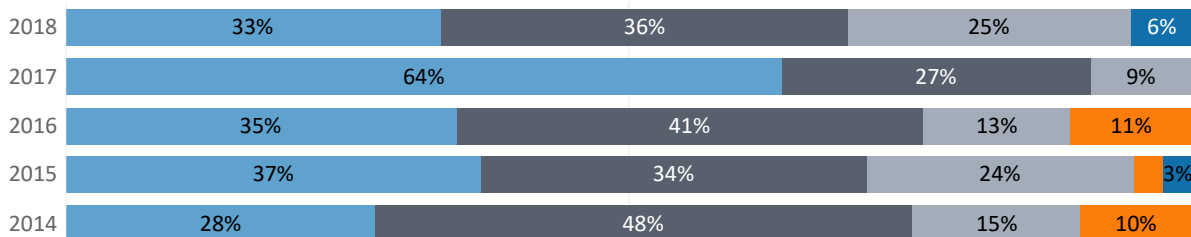
Learn on your own



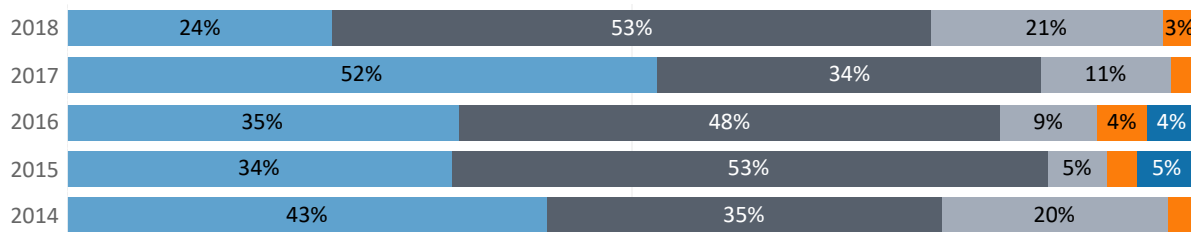
Programs and Courses



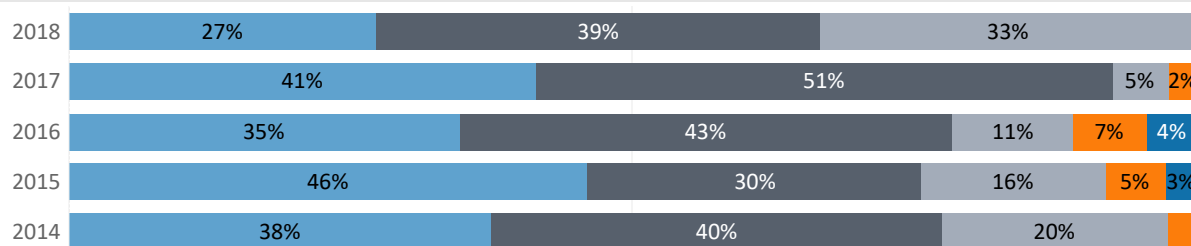
Organization of the Program



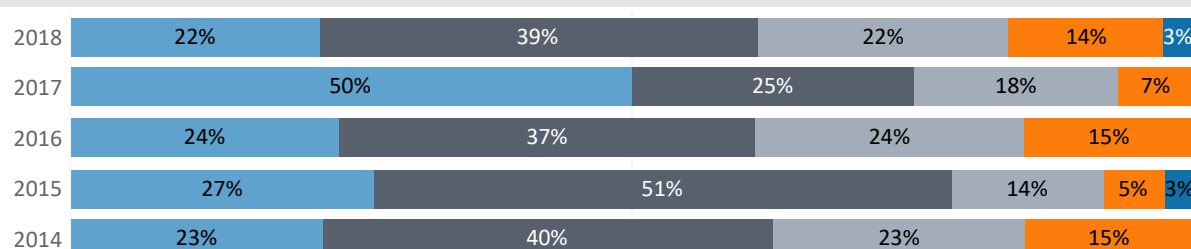
Covering Topics Relevant to Field



Covering Standards used in Field

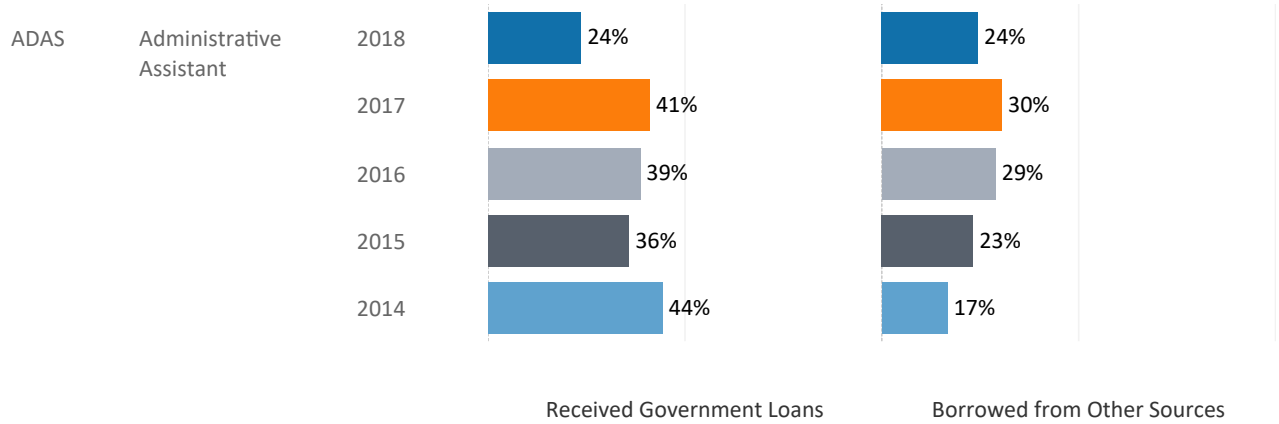


Amount of practical experience

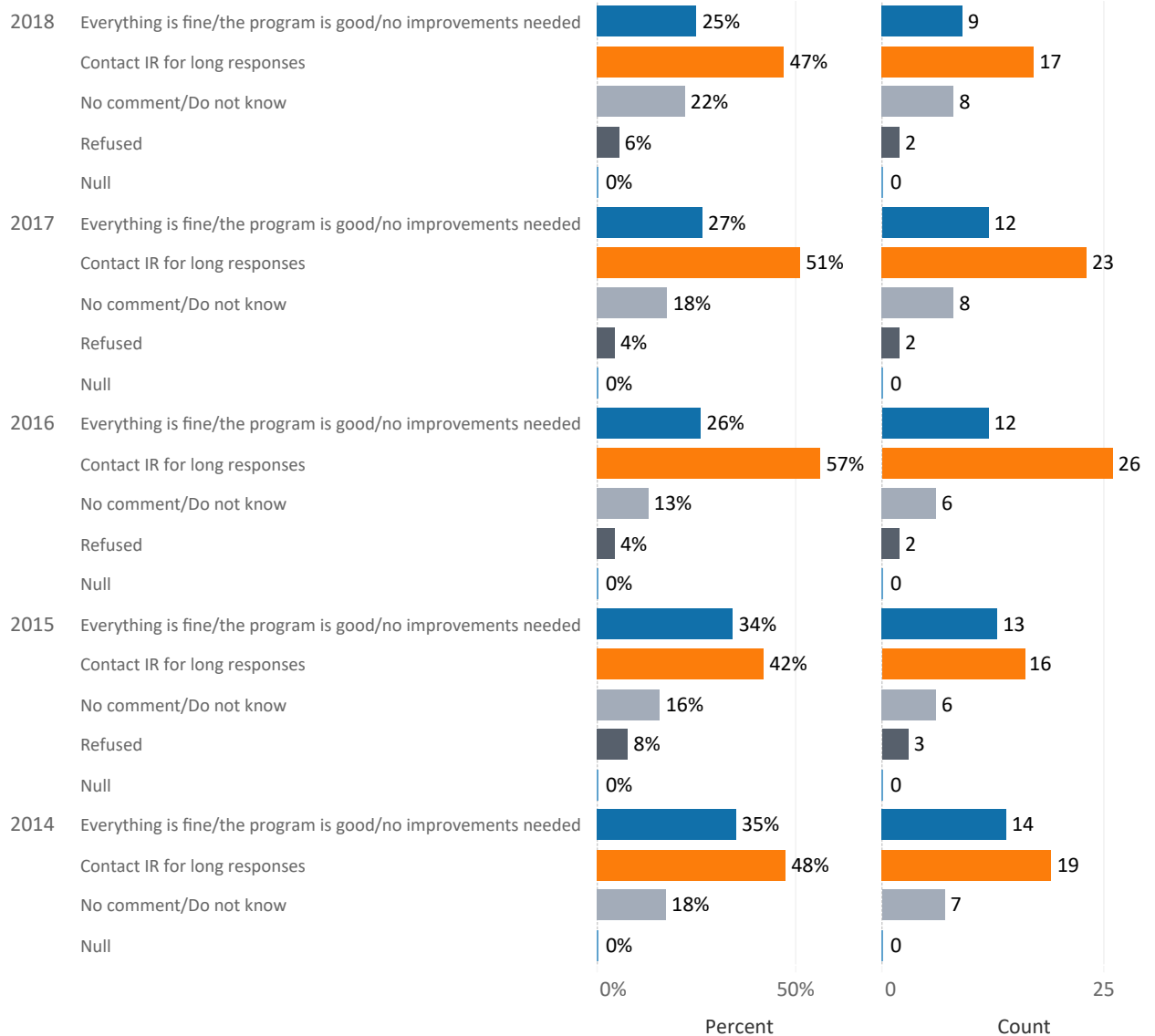


Top Sources of Funding - % who answered 'Yes'

*Finance questions are asked of a 50% random sample of respondents. Caution low response totals; data for information only.



How could education or training be improved?



Applied filters:

Institution: Vancouver Community College; CPC: VCC: Administrative Assistant;

Cohort	392
Respondents	205
Response Rate	52%

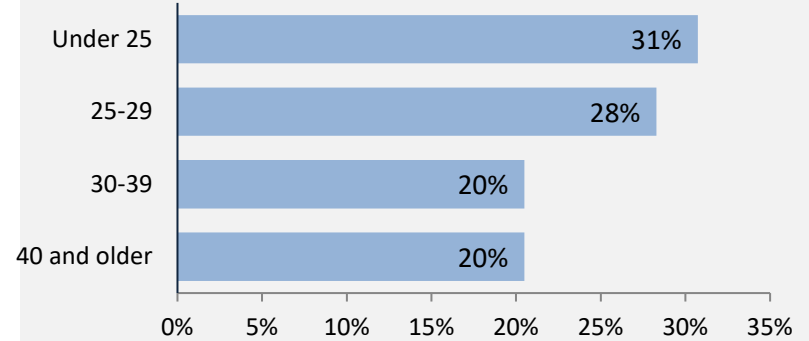
Description of Survey Respondents

Demographics

Gender



Age at the Time of the Survey



Aboriginal Identity

3%

Based on domestic students only.

Median Age

27

Further Education

27%

took further studies after graduating from their program

n = 56

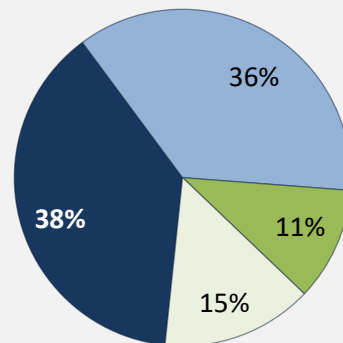
98%

of those who had taken further studies said their program helped prepare them

16%

of respondents were currently studying

Further Studies Related to Program



■ Very related ■ Somewhat related
 ■ Not very related ■ Not at all related

Of those who took further studies at a different institution:

16%

expected transfer credit
n = 4

Of those who expected transfer credit:

25%

Received transfer credit

33%

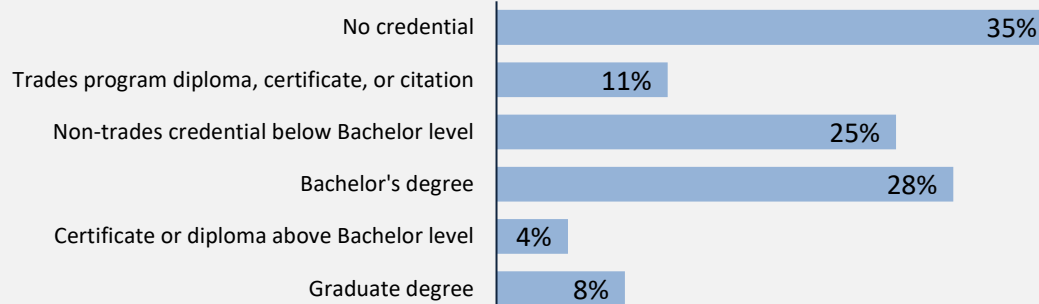
were very satisfied or satisfied with their transfer experience

Past Education

61%

of respondents had taken previous post-secondary education

n = 123



Credentials are based on those who had taken previous post-secondary education. Respondents could report more than one type of post-secondary credential.

Beginning in 2015, respondents were asked if they took ABE or ESL courses during or prior to their studies.

Adult Basic Education

14%

English as a Second Language

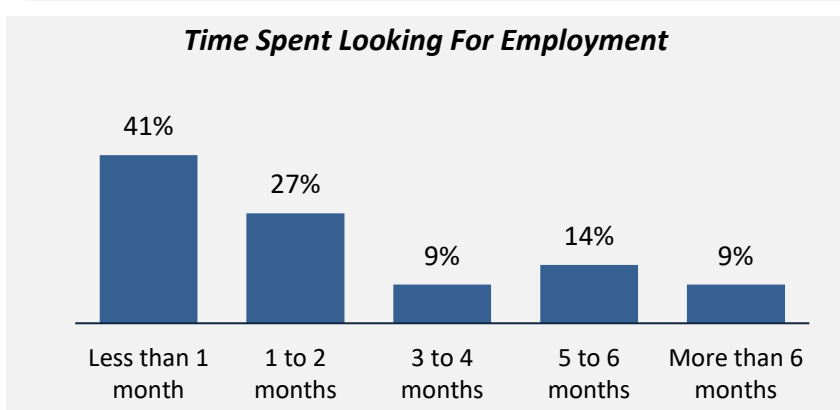
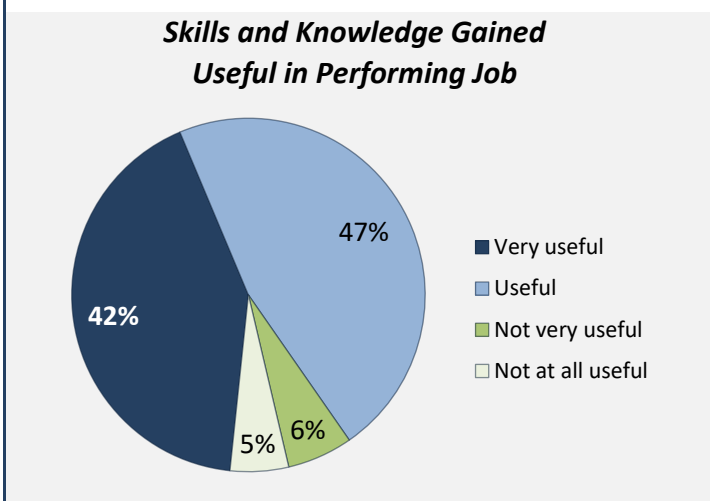
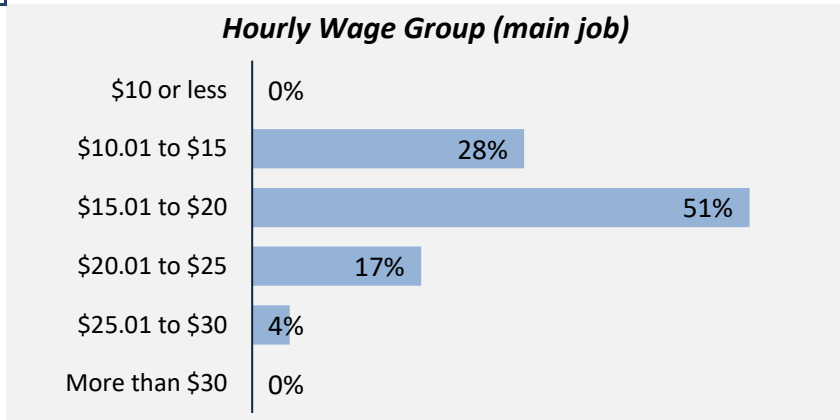
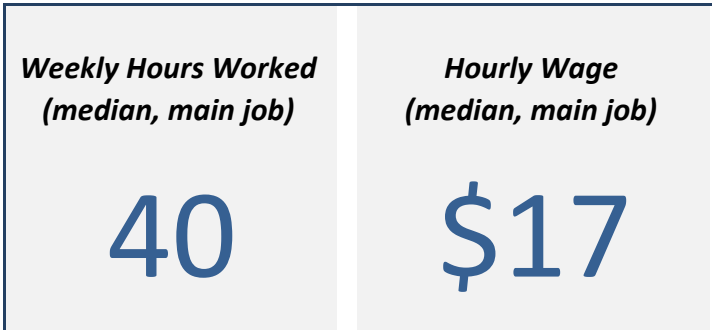
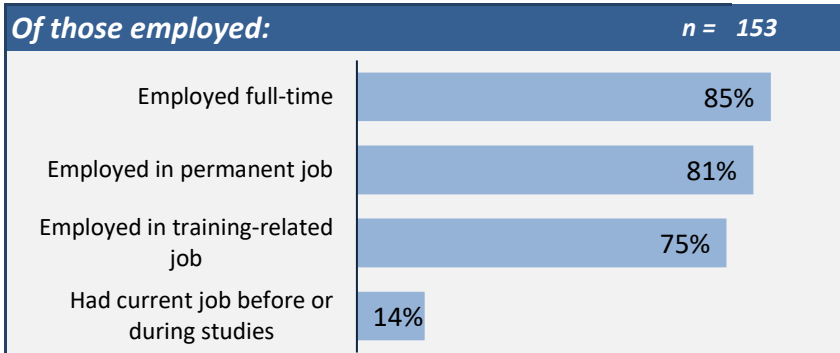
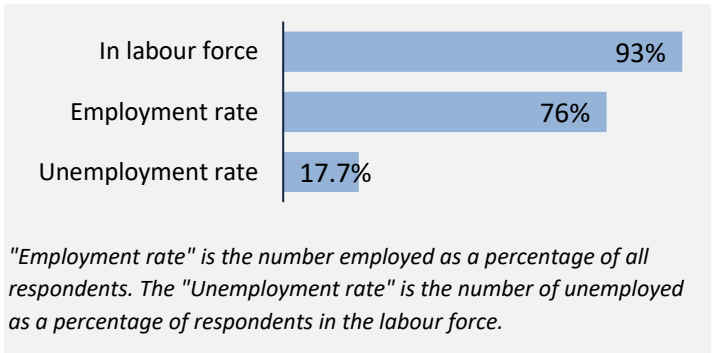
12%

Applied filters:

Institution: Vancouver Community College; CPC: VCC: Administrative Assistant;

Cohort	392
Respondents	205
Response Rate	52%

Employment Outcomes



Top Occupations (4-digit NOC)

	# Employed	% of those employed
1241: Administrative assistants	52	34%
1414: Receptionists	11	7%
1411: General office support workers	11	7%
1242: Legal administrative assistants	8	5%
6421: Retail salespersons	7	5%
1431: Accounting and related clerks	6	4%
XXXX: Unclassified occupations	6	4%
1221: Administrative officers	6	4%
6552: Other customer and information services representatives	3	2%
6513: Food and beverage servers	2	1%
Total of top occupations	112	73%
Total employed	153	

Applied filters:

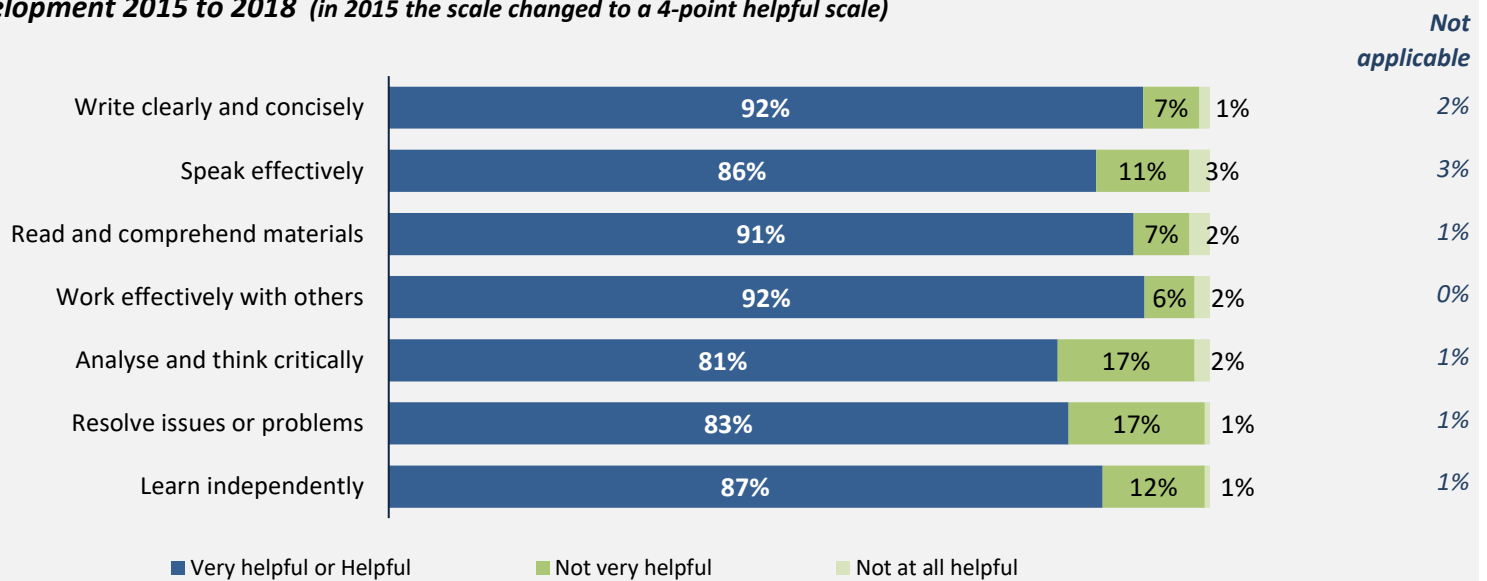
Institution: Vancouver Community College; CPC: VCC: Administrative Assistant;

Cohort	392
Respondents	205
Response Rate	52%

Skill Development and Post-Secondary Experience

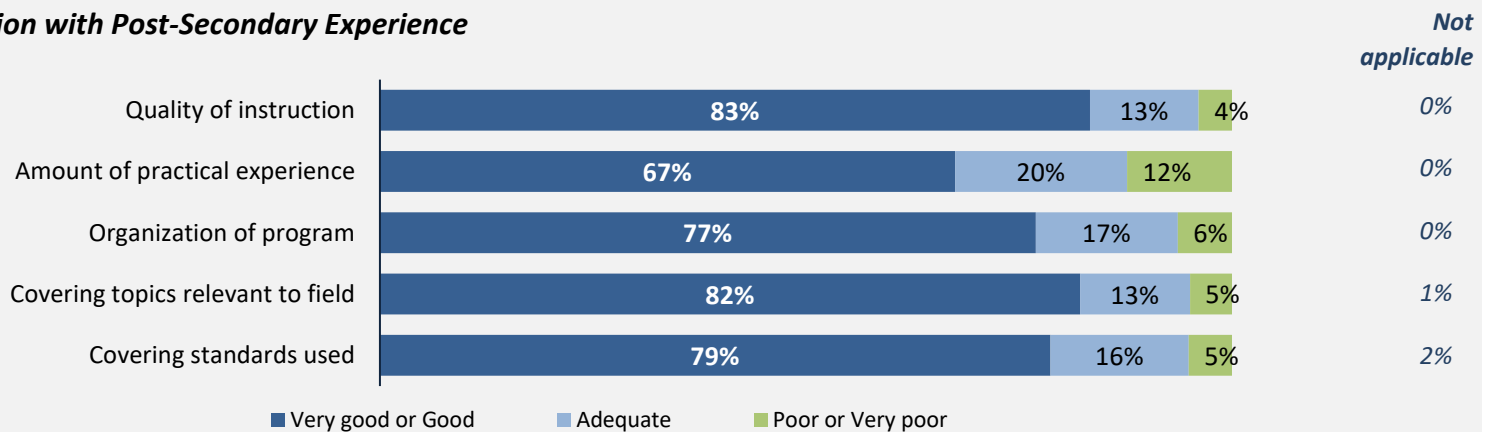
92% said they were very satisfied or satisfied with the education they received.

Skill Development 2015 to 2018 (in 2015 the scale changed to a 4-point helpful scale)



Percentages are based on those who gave a valid rating, excluding those who said Not applicable.

Satisfaction with Post-Secondary Experience



Percentages are based on those who gave a valid rating, excluding those who said Not applicable.

ANNUAL PROGRAM REVIEW | 2019



DEPARTMENT NAME:

PURPOSE AND CONTEXT

Annual Program Review is designed to support continuous improvement of programs, and to respond to the needs of students and employees. Departments review statistical data related to their program(s) from the previous years, and provide comments on a series of topics. Departments report on their Action Plan from the previous year, and complete an Action Plan for the current year. The focus is on ensuring program relevance, quality, and sustainability.

PROCESS AND TIMELINE

	DATE
1. The Department Leader, in consultation with the department instructors and staff, completes the Annual Program Review and the Action Plan for the coming year.	October 4, 2019
2. Department Leader meets with appropriate Dean to discuss the previous year's and the coming year's Action Plans.	October 31, 2019
3. Dean submits report to VP Academic with comments.	November 29, 2019

PROGRAMS

List all the programs covered in this Annual Program Review Report. You can complete one Review Report for multiple related programs (e.g. multiple certificates and diploma in CAD & BIM; onsite and distance offerings of Certified Dental Assisting).

STATISTICAL DATA

Access the statistical report prepared by Institutional Research for your program(s):

<J:\COMMON\Program Reviews\2019 Program Reviews\A - Data files from Institutional Research>

Review this report with your department and use it to inform your Program Review and Action Plan.

***The PDF reports do not work well with Microsoft Edge. We recommend using Adobe Reader or another browser.*

ANNUAL PROGRAM REVIEW | 2019

PROGRAM QUALITY

Consider these overarching questions as you respond:

- Is your program(s) current and reflective of the state of knowledge in your field?
- What are the barriers impacting your students' success or long-term employment opportunities?
- What are you hearing from your students? What are they saying in course and program feedback surveys? In 1-1 discussion or in focus groups?
- What are you hearing from your Program Advisory Committees and other stakeholders? What do you hear from employers and former students?

A. EXTERNAL PARTNERS

Summarize the feedback provided by your Program Advisory Committee (PAC) or Community Engagement Group (CEG), regulatory bodies, articulation groups, or other partners in industry and the community.

- *Discuss the changes and trends in business, industry, education and/or community and the impact on and of your program. Consider external documents, such as association reports and Statistics Canada reports.*
- *What are the technical implications of changes and trends?*
- *How are employment prospects and the labour market (BC Labour Market Outlook)?*

ANNUAL PROGRAM REVIEW | 2019



B. STUDENTS

Summarize the trends and themes of the feedback received from students, either informally or formally. Consider the statistical data provided by IR.

- *What are the trends in student retention and attrition? What are the reasons students give for leaving or withdrawing from courses? Are those reasons changing from previous years? Contact the Registrar's Office for additional information on withdrawal reasons.*
- *Discuss the steps taken this year to enhance student success, student pathways, flexible admissions, and recognition of prior learning?*

ANNUAL PROGRAM REVIEW | 2019



C. CURRICULUM

Discuss the currency of the curriculum.

- *Identify when course outlines and PCGs were last updated.*
- *Identify changes made in response to internal and external factors.*
- *What curriculum development is underway or anticipated; is it major or minor in nature?*
- *What program renewal or accreditation is underway or anticipated?*
- *Do you have an evaluation plan in place for your next program renewal?*

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D. EXPERIENTIAL LEARNING

Comment on the opportunities for experiential learning, including practicum or preceptorship.

- *Describe your department strategy to incorporate more (e.g. active learning strategies, reflection, problem-solving, critical thinking, flipped classroom).*
- *Describe the opportunities or challenges for work-integrated learning, practicums, or preceptorships?*

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E. COLLEGE INITIATIVES

The College has several ongoing initiatives to improve and support teaching and learning at the College. Discuss your department's activities related to these or other strategies:

- *Indigenization*
- *Institutional Learning Outcomes*
- *Online Learning*
- *Universal Design for Learning*
- *Applied Research*
- *Partnerships*

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F. RESOURCES

Comment on the physical, teaching, and information resources needed to support your program(s).

- *Identify any expertise, equipment, facilities, library/learning centre resources, or student service resources required over the next one to three years.*
- *Identify any non-recurring costs required over the next year (such as curriculum development funds).*
- *Identify marketing/recruitment and retention resources required.*

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G. ACTION PLANS

Access the Consolidated School Action Plans:

<J:\COMMON\Program Reviews\2019 Program Reviews\C - Consolidated Action Plans>

1. **2018-2019 Action Plan:** Provide an update on the initiatives identified last year, including achievements, barriers to success, and lessons learned.
2. **2019-2020 Action Plan:** Identify 3-4 key initiatives that the department has prioritized for the upcoming year.

H. DEAN'S COMMENTS