



Vancouver Community College Education Council Meeting Agenda

March 9, 2021

3:30–5:30 p.m. Videoconference

Meeting Link:

<https://vcc.zoom.us/j/64068399851>

Item	Topic	Action	Speaker	Time	Attachment	Page
1.	CALL TO ORDER			1 min		
2.	ACKNOWLEDGEMENT		E. Ting	1 min		
3.	ADOPT AGENDA	Approval	E. Ting	1 min	✓	1-2
4.	APPROVE PAST MINUTES	Approval	E. Ting	1 min	✓	3-7
5.	ENQUIRIES & CORRESPONDENCE	Info	E. Ting	1 min		
6.	BUSINESS ARISING					
	a. Budget Update	Info	J. Choi	15 min		
	b. Annual Update: Deans and Directors	Info	J.-E. Zakoore, R. Noel, A. Lipsett, B. Griffiths	25 min		
	c. Annacis Island Campus Update	Info	D. Wells, I. Humphreys	15 min		
	d. Duolingo Update	Info	D. McMullen	20 min	✓	8
	e. Annual Update on Affiliation Agreements	Info	D. Wells	10 min	✓	9-23
7.	COMMITTEE REPORTS					
	a. Curriculum Committee					
	i. New Course: ENGL 0300	Approval	S. Ivits	5 min	✓	24-29
	ii. New Program: Mechanical Engineering Technician Certificate	Approval	B. McGarvie	5 min	✓	30-38
	iii. Program Update: Health Unit Coordinator Certificate	Approval	R. Kumar	10 min	✓	39-110
	b. Policy Committee	Info	N. Mandryk	2 min		
	c. Appeals Oversight Committee	Info	L. Griffith	2 min		
	d. Education Quality Committee	Info	T. Rowlatt	2 min		
8.	RESEARCH REPORT	Info	E. Ting	2 min		
9.	CHAIR REPORT	Info	E. Ting	2 min		

10.	STUDENT REPORT	Info	P. Patigdas	2 min
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11.	NEXT MEETING & ADJOURNMENT	Info	E. Ting	1 min
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Special meeting:

March 17, 11 a.m. – 12 p.m.

Next regular meeting:

April 13, 2021, 3:30–5:30 p.m.

**ATTENDANCE****Education Council Members**

Elle Ting (Chair)
 Natasha Mandryk (Vice-Chair)
 Ali Oliver
 Brett Griffiths
 Dave McMullen
 David Wells
 Heidi Parisotto
 Jo-Ellen Zakoor
 John Demeulemeester
 Julie Gilbert
 Lucy Griffith
 Marcus Ng
 Natasha (Student Representative)
 Sarah Kay
 Shantel Ivits
 Todd Rowlatt

Regrets

Blair McLean
 Julia Skye Summers
 Shane McGowan

Recording Secretary

Darija Rabadzija

Guests

Adrian Lipsett
 Andy Sellwood
 Barry Tsang
 Bonnie Chan
 Bruce McGarvie
 Christine Shin
 Claire Sauvé
 Clay Little
 Clayton Munro
 Dennis Innes
 Jennifer Gossen
 Margaret Buxton
 Nicole Degagne
 Patris Aghakian
 Phoebe Patigdas
 Reba Noel
 Rebekah Bennett
 Shirley Lew
 Sonny Ho
 Taryn Thomson

1. CALL TO ORDER

- The meeting was called to order at 3:31 p.m.

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the College is located on the traditional unceded territory of the Sḵwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the February 9, 2021 agenda as presented.

Moved by J. Demeulemeester, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the January 12, 2021 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Annual Update: Deans and Directors

- Deans and directors presented their areas' accomplishments from 2020/21 and priorities for 2021/22. Presentations were made by S. Lew, Dean of Arts & Sciences and Library, Teaching & Learning Services; C. Munro, Associate Vice President of Student and Enrolment Services (interim); D. McMullen, Registrar; J. Gossen, Director of International Education; and D. Innes, Dean of Hospitality, Food Studies & Applied Business.
- J. Gossen clarified that VCC will receive funding from Global Affairs Canada for taking on the role of International Secretariat of University Mobility in Asia and the Pacific (UMAP), which will be used to create two new positions (director and project administrator), housed within IE. With regards to the impact of COVID-19 on VCC's international student enrolment, the main concern are border closures; overall, most students still plan to study in Vancouver (rather than remotely), but are postponing their studies and travel to Canada.
- There was a discussion about plans for the post-pandemic transition and support for departments in terms of resources and time. It was noted that the CTRLR and its online developers are providing support at the department level. Work on the Online Learning Strategy 2.0 is hoped to help identify gaps and guide the next phase with regards to faculty support, educational quality, tools, etc.
- Responding to a question about delays in answering student enquiries, D. McMullen explained that the Registrar's Office dealt with a backlog of student emails received over the holidays. Work is underway to provide more self-serve options for students, such as online registration for cohort programs starting this spring. The RO is also looking at different approaches for effective signage at the Broadway campus.

b) Concept Paper: Asian Culinary Arts Level 2

- S. Ho presented the concept paper for this 14-week program, which students can register in after completing Level 1 (20 weeks). There is growing labour market demand for cooks trained in a variety of Asian cuisines, and Level 1 graduates have expressed interest in further training. Extending the program duration to a total of 34 weeks will allow international students to obtain work permits and take on part-time jobs. Delivery will be either as two certificates or as one 34-week program. It was recommended to change the credential from a short certificate to an advanced certificate. S. Ho and B. Tsang were commended for their work on this proposal.

c) Concept Paper: Mechanical Engineering Technician Certificate

- B. McGarvie presented the concept paper; the Mechanical specialty was added as one stream in the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma program, approved by Education Council in December 2020. As with the other specialties in this program, students will be able to exit with a certificate after one year, and return within a specified timeframe to complete the diploma. The separate Mechanical Engineering Technician Certificate program content guide will go through governance shortly.

d) Concept Paper: Optician Diploma

- C. Sauvé, A. Lipsett, and R. Bennett presented the concept paper for this 16-month diploma program, preparing international students for careers in the in-demand field of opticianry. The intent is to license accredited curriculum from Stenberg College, a private career-training college in Surrey. Two options for delivery were explored; the current proposal is to begin with delivery in Stenberg College's existing labs, with a potential of building dedicated lab space at VCC in the future if the program proves successful. This program complements other healthcare offerings in Continuing Studies, such as the Medical Device Reprocessing Technician (MDRT) program.
- There was a longer discussion about the decision to offer this program through CS, rather than the School of Health Sciences, particularly in view of the 16-month program duration (versus 16 weeks for

the MDRT program). There were questions about the support structure for Continuing Studies instructors, who do not have access to PD time, in contrast to faculty. It was noted that Continuing Studies was viewed as the most suitable area to launch this type of innovative, niche programming with a low risk to the institution, due to the flexibility to introduce or discontinue programs, depending on their performance. The proposed program supports the priority in CS to expand partnerships with other institutions, and the mandate of CS to contribute to the College's financial sustainability.

- Questions were raised about partnering with a private college that offers competing programs in some areas. It was clarified that VCC's Optician program will target a different market—international students (who will be eligible for post-graduation work permits)—than Stenberg's domestic-only program. This is not a partnership per se, but rather a licensing agreement, which will allow VCC to launch the program more quickly and with less financial risk than developing its own curriculum.
- Work is underway to create VCC course outlines and a program content guide based on Stenberg's curriculum, with only minor modifications. The curriculum will need to be reviewed by the accreditation body and go through governance at VCC. Quality assurance, including course and program evaluations, will be managed solely by VCC.
- There was a discussion about how students studying in Stenberg College's facilities will access VCC's student services (counselling, library, disability services/accommodations, etc.), especially once currently remote services return to campus. This was acknowledged as an important consideration; the goal is to provide students with the same experience as all other CS students at VCC.

e) Draft Enrolment Plan 2021/22

- P. Aghakian presented the first draft of the Enrolment Plan 2021/22. Projected numbers for Continuing Studies are not reported to Institutional Research, and are therefore not included in the first draft. The second draft will include numbers for CS based on actual registrations in the previous year. There was a discussion about the enrolment planning process in CS, and a request for more information.
- It was clarified that budgeted numbers for international enrolment in Heavy Mechanical Trades (HMT - ORG 4305) are listed under Technical Training Access. Due to low enrolment, the international program was paused this year. Numbers for several programs in the School of Hospitality, Food Studies & Applied Business showing zero budgeted registrations are now listed on different lines in the report, mostly due to program redesigns.

f) Planning for the New Normal in Teaching

- Item deferred due to time constraints.

g) Debrief: Session on Indigenization in Governance and Policy

- Item deferred due to time constraints.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Course: ENGL 0999 Provincial English 12

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course ENGL 0999 Provincial English 12 Literature Online.

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

- T. Rowlatt presented this new online course, which combines ENGL 0981 and ENGL 0991 into one four-month term. Minor changes requested by Curriculum Committee were completed. The intent is to permanently offer this course online.

ii) New Course: PIDP 3500 & Program Updates: Provincial Instructor Diploma Program and Teaching Online Certificate ⁶

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course PIDP 3500 Supporting Multilingual Learners and updates to electives in the Teaching Online Certificate and the Provincial Instructor Diploma program content guides.

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

- T. Rowlatt presented the proposal for the new elective course PIDP 3500 Supporting Multilingual Learners, developed by J. Harrison and S. Yuen. Electives in both the Teaching Online Certificate (TOC) and Provincial Instructor Diploma program (PIDP) were updated. The concept of an equitable learning environment was added to learning outcomes and topics, as requested by Curriculum Committee.
- Curriculum Committee discussed and agreed with the different effective dates of the PCGs (April 2020 and 2021) and the new course (September 2021) to allow students who have started the TOC or PIDP programs earlier to select this new elective once it is offered.

b) Policy Committee

i) D.4.3 Student Non-Academic Conduct

MOTION: THAT Education Council send, in the form presented at this meeting, D.4.3 Student Non-Academic Conduct policy and procedures out for community feedback.

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

- This policy was presented to EdCo about 14 months ago, and posted for community feedback at that time. Further revisions were made since then, and the committee recommended sending out the policy and procedures for feedback again, in tandem with related policy D.4.5 Academic Integrity (see 7bii).
- There was a question whether Indigenous Education and Community Engagement was consulted, specifically in view of the language used (“corrective measures”) and the possibility of alternative methods of resolution. N. Mandryk responded that there are conversations at Education Policy Committee about Indigenization, decolonization and reconciliation; while these are still in the early stages, the intention to include Indigenous knowledge and teachings in the resolution of student non-academic misconduct issues is captured in the policy document.

ii) D.4.5 Academic Integrity

MOTION: THAT Education Council send, in the form presented at this meeting, D.4.5 Academic Integrity policy and procedures out for community feedback.

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

- N. Mandryk presented the significantly revised policy and procedures drafts. The current drafts reflect a shift from a punitive to a developmental approach, emphasizing the opportunity to educate students around academic integrity. Revised definitions of different types of academic misconduct include emerging issues, such as contract cheating. Procedures were simplified and streamlined. This policy has not yet been sent out for community feedback.

c) Appeals Oversight Committee

- No report.

d) Education Quality Committee

i) CD Fund Guidelines 2021/22

- T. Rowlatt referred to the document in the meeting package.

8. RESEARCH REPORT

- E. Ting invited attendees to register for the upcoming VCC Teaching, Learning, and Research Symposium on February 25 & 26.
- Proposals for the VCC Research Fund can be submitted until March 3.

9. CHAIR REPORT

- E. Ting announced that, due to the number of items coming to EdCo in March, a special meeting is scheduled for March 17.

10. STUDENT REPORT

- No report.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on March 9, 2021, 3:30–5:30 p.m. A special meeting is scheduled for March 17, 11 a.m. -12 p.m.

MOTION: THAT Education Council adjourn the February 9, 2021 meeting.

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

- The meeting was adjourned at 5:49 p.m.

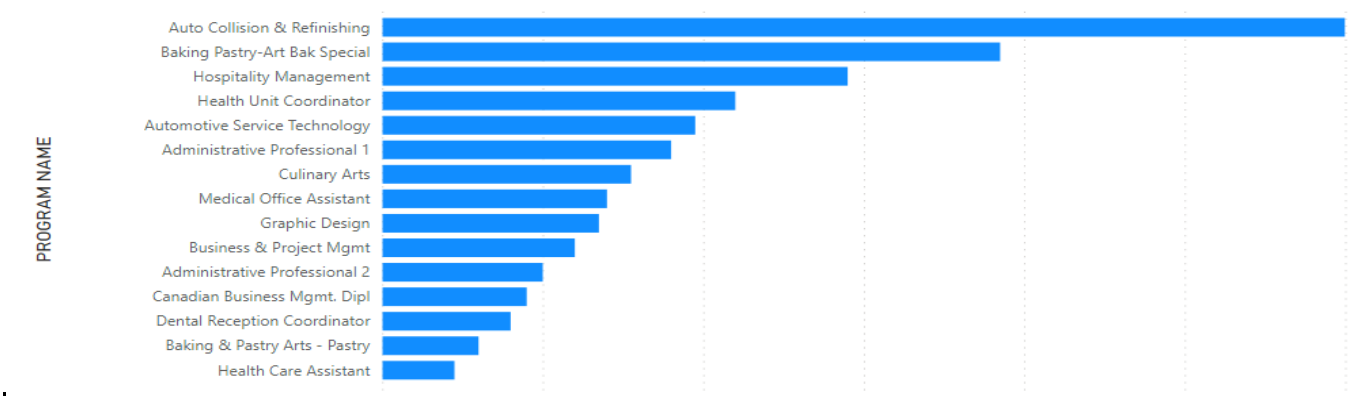
Elle Ting
Chair, VCC Education Council

Duolingo Summary Information - February 12, 2021 Retrieval

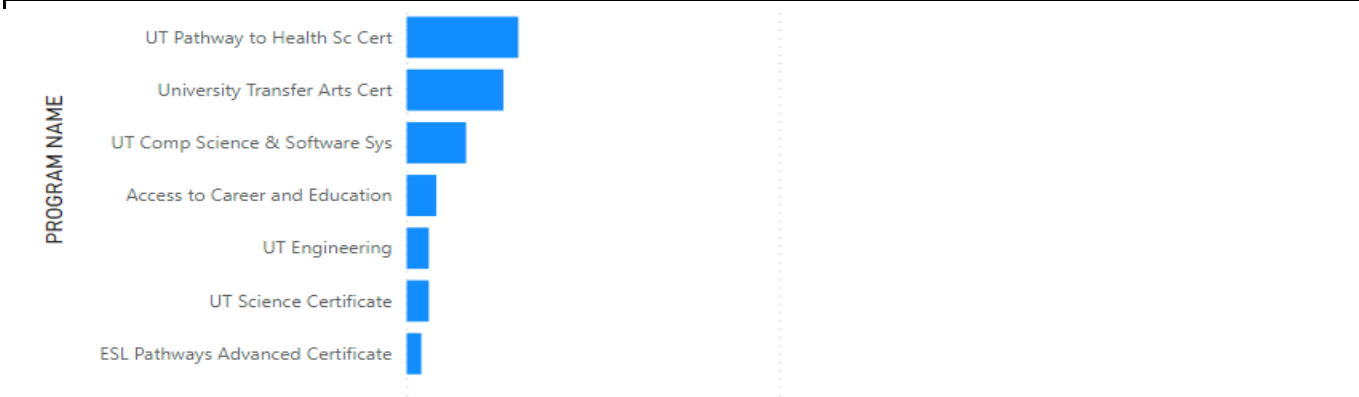
For 202140 Entry Term For VCC Programs

Total Tests Taken	Total Students Admitted	Total Students Denied	Total Students Withdrawing
248	179	69	76

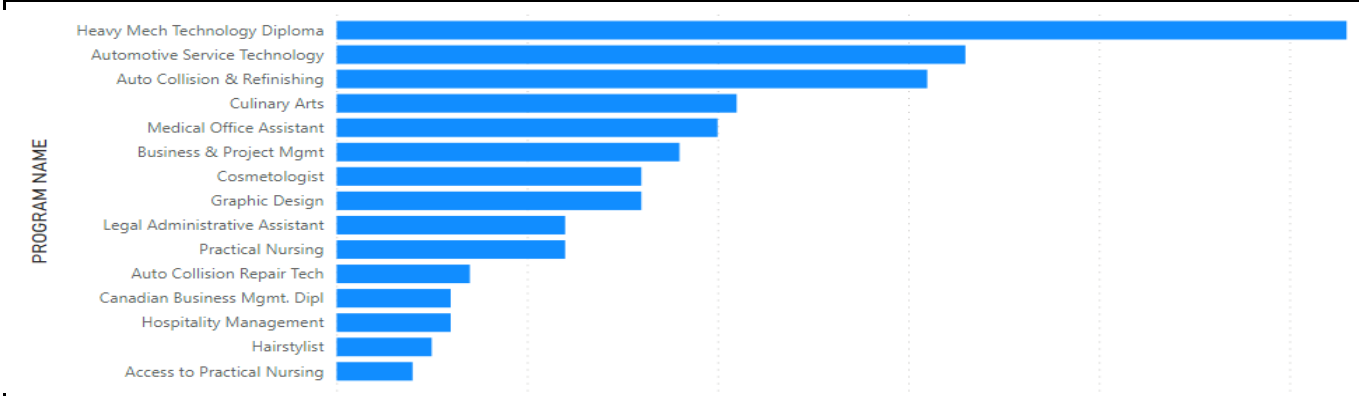
Admitted Students By Program



Denied Students By Program



Individual Registrations Where Students Have Withdrawn By Program



VCC ACTIVE EDUCATION AGREEMENTS

updated November, 2020

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Arts & Sciences	Dance Diploma	Arts Umbrella	Affiliation agreement	May 18, 2010	Review annually in June	Joint collaboration of Dance Diploma
Arts & Sciences	Arts & Sciences	BC Transfer - System Wide Agreement on Arts & Sciences collaboration	MOA	April 1, 2012	ongoing	Collaborative learning across members of the BC Transfer System engaged in Arts & Sciences
Arts & Sciences	EAL Pathways	Ministry of Technology, Innovation and Citizens Services	License agreement	October 1, 2018	October 1, 2023	License agreement for curricula titled "Communication for Accounting and Communication for Engineering
Arts & Sciences	EAL Pathways	Ministry of Technology, Innovation and Citizens Services	License agreement	March 31, 2014	March 31, 2019	License agreement for ESL Pathways curriculum
Arts & Sciences	EAL Pathways	Ministry of Technology, Innovation and Citizens' Services	License Agreement	March 1, 2014	March 1, 2021	License agreement between Minister of Technology, Innovation and Citizens' Services and VCC for English Language program curriculum
Arts & Sciences	Basic Education & CCA	Ray-Cam	Letter of Agreement	September 1, 2017	June 2018	Delivery of literacy to fundamental level reading, writing and math
Arts & Sciences	UT Engineering	SFU	Transfer Agreement	June 1, 2014	ongoing	Pathway transfer agreement SFU/VCC to ladder students into SFU's Engineering Certificate
Arts & Sciences	UT Computing Science	SFU	Transfer Agreement	October 1, 2014	ongoing	Pathway transfer agreement SFU/VCC to ladder students into SFU's Computer Science & Software Systems Certificate
Arts & Sciences	UT Science Certificate	SFU	Transfer Agreement	September 1, 2018	ongoing	Pathway transfer agreement SFU/VCC to ladder students into SFU's University Transfer Science Certificate
Arts & Sciences	LINC	YMCA of Greater Vancouver	Letter of Understanding	April 1, 2016	March 2019	Collaboration between YMCA and VCC to enable use of services to meet new immigrant needs
College-wide	General	Adler University	MOU	December 2017	December 2020	To explore partnership possibilities for students and employees that improve health, access to educational opportunities.
College-wide	General	BCIT	MOU	July 22, 2013	July 22, 2018	To foster applied research and research services cooperatively

VCC ACTIVE EDUCATION AGREEMENTS

updated November, 2020

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
College-wide	General	BCIT, SFU, VCC	MOU	March 2013	Ongoing	BCIT, SFU and VCC agree to work together to explore opportunities for collaboration and joint initiatives
College-wide	Dual credit	Burnaby School District 41 - dual credit	MOU	March 1, 2015	March 1, 2018	Dual credit programming
College-wide	Health field	Canada India Network Society, BCIT, VCC	MOU	July 2010	ongoing	collaboration between Canada and India in the health field
College-wide	Practicum placements	Douglas College	Agreement	February 22, 2016	February 21, 2021	Practicum placements
College-wide	Data analyst	Economic Modeling (Emsi)	Subscription Agreement	June 15, 2018	June 14, 2020	Access to Analyst - labour market data
College-wide	Business Management, Early Childhood, Hospitality Management	Griffiths University	Articulation Agreement	February 1, 2009	Agreement outdated and currently under review	Articulation agreement for Business Management, Early Childhood, Hospitality Management programs
College-wide	General	Immigration, Refugees and Citizenship Canada (Government)	Contributin Agreement	August 29, 2018		Funding provided to VCC to deliver services to eligible clients.
College-wide	Expand educational pathways	Jeonju University, South Korea	MOU	June 8, 2018	June 7, 2020	Explore educational exchange between two institutes
College-wide	Expand educational pathways	Justice Institute of BC	MOU	March 1, 2015	February 1, 2020	Expand educational pathways
College-wide	Expand educational pathways	LaSalle College, Vancouver	MOU	June 20, 2018	June 20, 2020	Expand educational pathways
College-wide	Data collection	Ministry of Advanced Education	Agreement	2010	ongoing	Data collection and reporting processes for the Central Data Warehouse and Student Transitions Project
College-wide	Collaboration with AVED	Native Education College	Affiliation agreement	July 1, 2012	July 1, 2017	Collaboration with Ministry of Advanced Education. Renewal under discussion with Dean and VP Academic
College-wide	Agency grants and awards	Natural Sciences and Engineering Research Council of Canada (NSERC)	Agreement	January 1, 2013	March 31, 2018	Agreement on the administration of agency grants and awards by research institutions
College-wide	Agency grants and awards	Social Sciences and Humanities Research Council of Canada (SSHRC)	Agreement	January 1, 2013	March 31, 2018	Agreement on the administration of agency grants and awards by research institutions
College-wide	Expand educational pathways	Technological Higher Education Association, Ireland	MOU	June 1, 2017	Ongoing	Co-operation in education, training, research
College-wide	Operational	Translink Upass agreement	Agreement	2011		Upass agreement with Translink and PSEs

VCC ACTIVE EDUCATION AGREEMENTS
updated November, 2020

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
College-wide	Aboriginal Education	Vancouver School Board School District 39	Agreement	December 1, 2013	December 1, 2020	Cooperation agreement between VCC and VSB to pursue education for aboriginal youth - signed
College-wide	Dual credit	Vancouver School District 39 - dual credit	MOU	January 1, 2015	January 1, 2018	Dual credit programming
College-wide	Student Development	VCC Student Union (SUVCC)	MOU	January 1, 2018	December 31, 2022	Joint partnership to co-establish the Office of Ombudsperson
Continuing Studies	Paralegal Diploma and Certificate program	Athabasca University	Articulation Agreement	May 14, 2007	agreement outdated, needs to be reviewed	Paralegal Certificate and Diploma programs
Continuing Studies	Counseling Skills & Substance Abuse Certificate programs	Athabasca University	Articulation Agreement	September 8, 2009	agreement outdated, needs to be reviewed	Transfer credit agreement for VCC Counseling Skills & Substance Abuse Certificate programs
Continuing Studies	Business Leadership & Management Certificate programs	BCIT	Articulation Agreement	January 1, 2010	agreement outdated, needs to be reviewed	Business Leadership & Management Certificate programs
Continuing Studies	Health	City Centre Cares Society	Affiliation agreement	June 1, 2015	Jun 1, 2020	Practicum placements
Continuing Studies	Paralegal Diploma	Royal Roads University (RRU)	MOU	April 1, 2016	April 1, 2021	Agreement of a block transfer from VCC to RRU
Continuing Studies	Samsung Training Certificate	Samsung Electronics Canada	MOA	May 10, 2016	May 1, 2019	VCC to deliver two specific Samsung courses (Measurements & Instrumentation in Samsung
Continuing Studies	Early Childhood Education	School District 74 Gold Trail	MOU & Affiliation Agreement	September 1, 2015	September 1, 2018	Dual credit programming - Early Childhood Education
Health Sciences	Health Care Assistant	Aboriginal Community Career Services Employment Society	Affiliation agreement	January 29, 2018	December 7, 2018	Delivery of an Access to Health Care Program
Health Sciences	Copyright Agreement	National Dental Assisting Examining Board	Affiliation Agreement	effective 2004	ongoing	Copyright agreement to deliver National Dental Assisting Examining Board's Clinical Practice
Health Sciences	BScN program	Trent University	Research Funding Agreement	Sept - Nov. 2018	30-Nov-18	Funding from SSHRC
Health Sciences	BScN program	University College of the Fraser Valley	Agreement	February 1, 2007	ongoing	UCFV grants right and license to VCC to use the program curriculum for the BScN program
Health Sciences	Occupational Physical Therapist Assistant	University of Northampton	Articulation Agreement	August 1, 2014	ongoing	Articulation agreement for Occupational Physical Therapist program
Health Sciences	LPN Perioperative	Vancouver Coastal Health	MOA	April 18, 2016	Ongoing	Transfer LPN Perioperative curriculum ownership to VCC
Health Sciences	Health Care Assistant	Vancouver School Board School District 39	Affiliation agreement	January 1, 2016	Ongoing	Agreement to allowed up to 4 high schhol students to enter the Health Care Assostant program each year

VCC ACTIVE EDUCATION AGREEMENTS

updated November, 2020

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Hospitality, Food Studies & Applied Business	Applied Business Technology (ABT) online collaborative program	BC Campus	MOU	April 1, 2016	Ongoing	Applied Business Technology (ABT) collaborative program
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	Langley School District #35	MOU	September 1, 2017	August 31, 2018	Culinary Arts - PC1 Foundation Dual Credit
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	Maple Ridge/Pitt Meadows School District #42	MOU	September 1, 2018	August 31, 2019	Culinary Arts - PC1 Foundation Dual Credit
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	North Vancouver School District #44	MOU	September 1, 2018	August 31, 2019	Culinary Arts - PC1 Foundation Dual Credit
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	Howe Sound School District #48	MOU	September 1, 2018	August 31, 2019	Culinary Arts - PC1 Foundation Dual Credit
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	Mission School District #75	MOU	September 1, 2018	August 31, 2019	Culinary Arts - PC1 Foundation Dual Credit
Hospitality, Food Studies & Applied Business	Professional Cook 3	Institute of Technology, Tralee, Ireland	Articulation Agreement	June 1, 2018	Ongoing	Articulation agreement for VCC's Professional Cook 3 program and Institute of Technology, Tralee's Bachelor of Arts in Culinary Arts program
Hospitality, Food Studies & Applied Business	Culinary Arts	Korean Food Promotion Institute	Collaborative Agreement	October 1, 2018	February 1, 2019	Introduce working chefs and students to Korean Cuisine and Food Culture
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Business & Hotel Management School	MOU	April 1, 2018	April 1, 2022	Diploma and Degree pathway
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Blue Mountains International Hotel Management School (BMIHMS)	Articulation Agreement	November 1, 2015	ongoing	Articulation agreement between BMIHMS and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Brighton College, Vancouver	Articulation Agreement	September 1, 2018	August 31, 2020	Articulation agreement for Hospitality Diploma courses
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Ilac International College	MOU	November 1, 2019	October 31, 2022	Diploma pathway
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Canadian Tourism College	Articulation Agreement	September 1, 2018	August 31, 2021	Articulation agreement between VCC & CTC
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Eton College	Articulation Agreement	June 2013	ongoing	Transfer of Eton College students into 3rd year of Bachelor of Hospitality Management at VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Cornerstone College	Articulation Agreement	September 1, 2018	August 31, 2021	Articulation agreement between Cornerstone College and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Glion Institute of Higher Education (GIHE), International	Articulation Agreement	April 1, 2018	April 1, 2022	Articulation agreement between Glion (GIHE) and VCC

VCC ACTIVE EDUCATION AGREEMENTS

updated November, 2020

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Les Roches International School of Hotel Management, Switzerland	Articulation Agreement	January 1, 2016	January 1, 2021	Articulation agreement between Les Roches and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Royal Roads University (RRU)	Articulation Agreement	April 1, 2016	April 1, 2021	MOU to block transfer from VCC to RRU
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Royal Roads University (RRU)	Articulation Agreement	April 1, 2016	April 1, 2021	MOU for admission requirement between RRU and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Western Community College	Articulation Agreement	April 1, 2019	April 1, 2022	Articulation agreement for Hospitality Diploma courses
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Western Community College	MOU	March 1, 2019	March 1, 2022	MOU to block transfer from WCC to VCC
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Red River College	Articulation Agreement	June 1, 2019	June 1, 2022	Articulation Agreement between VCC and RR
Hospitality, Food Studies & Applied Business	Diploma in Hospitality Management	Pacific Link College	Articulation Agreement	November 15, 2020	November 15, 2023	Articulation Agreement between VCC and PLC
Indigenous Education	Culinary Arts Pre-Trades Foundation program	Ministry of Advanced Education (AVED)	Agreement	October 29, 2015	??	Shared cost arrangement between AVED and VCC
Library	Integrated Library Systems agreement	BCIT	MOU	not dated	Review annually	Integrated Library Systems agreement
School of Instructor Education	Provincial Instructor Diploma	BC Construction Safety Alliance	Service Agreement	January 1, 2014	Ongoing	Delivery of Train the Safety Trainer
School of Instructor Education	Provincial Instructor Diploma	BC Ferries	Service Agreement	Renewal pending		Delivery of PIDP
School of Instructor Education	Provincial Instructor Diploma	Canadian Society for Training and Development	MOU	January 1, 2015	ongoing	Development and delivery of two CSTD exam preparation online courses
School of Instructor Education	Provincial Instructor Diploma	College of the North Atlantic - Qatar (CNAQ)	Partnership Agreement	March 1, 2016	August 1, 2017	Partnership agreement between CNAQ and VCC
School of Instructor Education	Provincial Instructor Diploma	Goldcorp	Service Agreement	Renewal pending		Delivery of PIDP
School of Instructor Education	Provincial Instructor Diploma	Justice Institute of BC	Articulation Agreement	February 2, 2016	February 1, 2019	Articulation agreement between JIBC associate certificate and VCC PIDP
School of Instructor Education	Provincial Instructor Diploma	Nicola Valley Institute of Technology	Transfer Agreement	March 2009	ongoing	Transfer agreements between NVIT for delivery of Native Adult Education Diploma and VCC for PIDP
School of Instructor Education	Provincial Instructor Diploma	Northwest Community College	Articulation Agreement	August 1, 2016	August 1, 2019	Delivery of PIDP

VCC ACTIVE EDUCATION AGREEMENTS

updated November, 2020

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
School of Instructor Education	Provincial Instructor Diploma	Okanagan College	Articulation Agreement	March 1, 2016	March 1, 2020	Transfer of PIDP courses with Okanagan College's Learner Centred Instructor Certificate
School of Instructor Education	Provincial Instructor Diploma	Province of BC, Intellectual Property Program	License agreement	February 25, 2014	ongoing	License agreement between Province and VCC for the Provincial Instructor Diploma program curriculum
School of Instructor Education	Provincial Instructor Diploma	Selkirk College Teaching and Learning Institute	Articulation Agreement	April 1, 2018	March 31, 2020	Transfer of PIDP courses with Selkirk College Teaching and Learning Institute
School of Instructor Education	Provincial Instructor Diploma	SFU	Letter of Intent	August 1, 2016	Aug 2019	Delivery of SFU Master of Education cohorts 3 & 4 at VCC
School of Instructor Education	Provincial Instructor Diploma	Southern Alberta Institute of Technology	Transfer Agreement	July 1, 2016	June 30, 2021	Transfer agreements between SAIT courses and PIDP
School of Instructor Education	Provincial Instructor Diploma	Tribal Resources Investment Corporation	Education Service Agreement	January 1, 2018	December 31, 2018	Delivery of PIDP
School of Instructor Education	Provincial Instructor Diploma	University of Fraser Valley	Transfer Agreement	September 1, 2016	August 1, 2020	Transfer agreements between PIDP to UFV Bachelor of Adult Education
School of Instructor Education	Provincial Instructor Diploma	University of Victoria	Transfer Agreement	October 1, 2014	October 1, 202	Transfer agreement UVIC Certificate in Adulthood Continuing Education and VCC's PIDP
Trades, Technology & Design	Automotive	Automotive Industries Association (AIA) Canada	MOU	July 1, 2016	July 1, 2018	Agreement between AIA Canada and VCC for use of I-CAR training material
Trades, Technology & Design	Heavy Mechanical	BCIT	MOU	June 1, 2014	June 1, 2044	Operation of the Annacis Island Campus
Trades, Technology & Design	Heavy Mechanical	BCIT	MOU	October 1, 2014	ongoing	MOU with respect to inter-institutional non-academic student codes of conduct
Trades, Technology & Design	Auto Collision and Refinishing	BMW Canada	MOU	September 18, 2016	September 18, 2018	Access to BMW online training materials
Trades, Technology & Design	Trades Education	Kwantlen University, University College of the Fraser Valley, VCC	MOU	2004	ongoing	Collaboration around Trades education
Trades, Technology & Design	Hair Design	L'Oreal	Contract	June 1, 2013	May 1, 2020	L'Oreal access to VCC Hair Salon
Trades, Technology & Design	NASKARZ ('Never Again Steal Karz')	Vancouver Police Department and Ray-Cam Community Center	Partnership / Contract	2006	requires annual renewal upon mutual agreement	Collaboration to provide auto trades training for youth at risk through a non-base funded contract with Ray-Cam
Trades, Technology & Design	Auto Collision and Refinishing	Surrey School District #36	MOU	April 1, 2019	March 31, 2024	Auto Collision Repair Tech (4301-ACSS), Auto Refinishing Prep Tech (4325)

VCC ACTIVE EDUCATION AGREEMENTS
updated November, 2020

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Trades, Technology & Design	Heavy Mechanical	Surrey School District #36	MOU	April 1, 2019	March 31, 2024	Hvy Mech Trades Foundation YTT (4304)
Trades, Technology & Design	Auto Collision and Refinishing	Delta School District #37	MOU	April 1, 2019	March 31, 2024	Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Auto Collision and Refinishing	Richmond School District #38	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair Tech (4301), Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Auto Collision and Refinishing	Vancouver School District #39	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair Tech (4301), Auto Refinishing Prep Tech (4325),
Trades, Technology & Design	Automotive	Vancouver School District #39	MOU	01-Apr-19	31-Mar-24	Auto Service Technician - Britannia (4326-AUSS), Auto Service Technician Foundation (4303)
Trades, Technology & Design	Heavy Mechanical	Vancouver School District #39	MOU	01-Apr-19	31-Mar-24	Hvy Mech Trades Foundation YTT (4304)
Trades, Technology & Design	Hair Design	Vancouver School District #39	MOU	01-Apr-19	31-Mar-24	Hair Design VSB On Campus (5215)
Trades, Technology & Design	Auto Collision and Refinishing	New Westminster School District #40	MOU	01-Apr-19	31-Mar-24	Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Auto Collision and Refinishing	Burnaby School District #41	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair Tech (4301-ACSS), Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Hair Design	Maple Ridge School District #42	MOU	01-Apr-19	31-Mar-24	Hair Design SRTS - off campus (5215)
Trades, Technology & Design	Auto Collision and Refinishing	Coquitlam School District #43	Service Agreement	01-Apr-19	31-Mar-24	Auto Collision Repair Tech (4301), Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Automotive	Coquitlam School District #43	Service Agreement	01-Apr-19	31-Mar-24	Auto Service Tech
Trades, Technology & Design	Heavy Mechanical	Coquitlam School District #43	Service Agreement	01-Apr-19	31-Mar-24	Hvy Mech Trades Foundation YTT (4304)
Trades, Technology & Design	Hair Design	Coquitlam School District #43	Service Agreement	01-Apr-19	31-Mar-24	Hair Design - VSB On Campus (5215)
Trades, Technology & Design	Auto Collision and Refinishing	Greater Victoria School District #60	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair - High school Flex Learning (A206)
Trades, Technology & Design	Auto Collision and Refinishing	Saanich School District #63	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair - High school Flex Learning (A206)
Trades, Technology & Design	Auto Collision and Refinishing	Comox School District #71	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair - High school Flex Learning (A206)

VCC ACTIVE EDUCATION AGREEMENTS
updated November, 2020

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Trades, Technology & Design	Auto Collision and Refinishing	North Okanagan School District #83	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair - High school Flex Learning (A206)
Trades, Technology & Design	Automotive	North Okanagan School District #83	Service Agreement	01-Apr-18	31-Mar-19	Auto Service Tech - High school Flex Learning
Trades, Technology & Design	Esthetics	Riverside College	MOU	06-Jun-19	21-May-22	Esthetics Certificate Program

**Practicum Placement Agreements for School of Health Sciences
Updated June 2018**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Aboriginal Life in Vancouver	Affiliation Agreement	November 9, 2016	Ongoing	Practicum placements for VCC students
Health Sciences	Aboriginal Community Career Services	Affiliation Agreement	January 29, 2018	Ongoing	Practicum placements for VCC students
Health Sciences	Action Based Care Nurse Consultants	Affiliation Agreement	April 6, 2017	Ongoing	Practicum placements for VCC students
Health Sciences	Aids Vancouver	Affiliation Agreement	June 22, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Amica at Arbutus Manor	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	ARA Mental Health	Affiliation Agreement	March 30, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Augustine House	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Baby Go Round	Affiliation Agreement	September 12, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Bayshore Home Health	Affiliation Agreement	July 13, 2012	ongoing	Practicum placements for VCC students
Health Sciences	BC First Call - Toxins/Child Health	Affiliation Agreement	November 30, 2012	ongoing	Practicum placements for VCC students
Health Sciences	BC Poverty Reduction Coalition	Affiliation Agreement	April 6, 2017	ongoing	Practicum placements for VCC students
Health Sciences	Blenheim Lodge	Affiliation Agreement	June 20, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Broadway Pentecostal Lodge	Affiliation Agreement	January 13, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Canada Safeway Ltd.	Affiliation Agreement	December 21, 2010	ongoing	Practicum placements for VCC students
Health Sciences	Carnegie Community Centre	Affiliation Agreement	June 22, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Chartwell Langley Gardens Retirement	Affiliation Agreement	October 3, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Chilliwack Society for Community Living	Affiliation Agreement	February 10, 2017	ongoing	Practicum placements for VCC students
Health Sciences	Chown Adult Day Care	Affiliation Agreement	April 10, 2013	ongoing	Practicum placements for VCC students

**Practicum Placement Agreements for School of Health Sciences
Updated June 2018**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Churchill House	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Clarendon Court	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Coast Mental Health	Affiliation Agreement	December 17, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Courtyard Terrace	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Developmental Disabilities Association	Affiliation Agreement	December 17, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Downtown Eastside Neighbourhood House	Affiliation Agreement	March 24, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Downtown Eastside Women's Centre	Affiliation Agreement	July 3, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Dunbar Community Center	Affiliation Agreement	September 12, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Evelyn Saller Centre	Affiliation Agreement	April 11, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Forensic Psychiatric Services	Affiliation Agreement	October 1, 2009	ongoing	Practicum placements for VCC students
Health Sciences	Fraser Health	Affiliation Agreement	September 11, 2015	in the process of renewing	Practicum placements for VCC students
Health Sciences	George Derby Centre	Affiliation Agreement	July 18, 2014	ongoing	Practicum placements for VCC students
Health Sciences	German -Canadian Care Home	Affiliation Agreement	January 23, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Gordon Neighbourhood House	Affiliation Agreement	December 11, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Greater Vancouver Community Services Society	Affiliation Agreement	March 21, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Haro Park Assisted Living	Affiliation Agreement	June 5, 2013	ongoing	Practicum placements for VCC students

**Practicum Placement Agreements for School of Health Sciences
Updated June 2018**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Hastings Community Centre	Affiliation Agreement	November 23, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Hawthorne Seniors Care Community	Affiliation Agreement	March 3, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Hay River Health & Social Services Authority (Out of Province)	Affiliation Agreement	January 1, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Health Home Care Society of BC	Affiliation Agreement	April 10, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Hello Cool World	Affiliation Agreement	April 10, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Interior Health Authority	Affiliation Agreement	September 2, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Kin Village Court	Affiliation Agreement	June 1, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Kitsilano Neighbourhood House	Affiliation Agreement	September 29, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Kitsilano Neighbourhood House	Affiliation Agreement	September 29, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Kiwassa Neighbourhood House	Affiliation Agreement	October 20, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Laurel Place Holdings Ltd	Affiliation Agreement	March 21, 2014	ongoing	Practicum placements for VCC students
Health Sciences	LifeLabs BC	Affiliation Agreement	August 29, 2016	August 28, 2019 (3 years)	Practicum placements for VCC students
Health Sciences	Little Mountain Place	Affiliation Agreement	October 20, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Lookout Emergency Aid Society	Affiliation Agreement	July 1, 2016	30-Jun-21	Practicum placements for VCC students
Health Sciences	Lynn Valley Care	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Metro Vancouver Alliance	Affiliation Agreement	December 6, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Motivation, Power & Achievement Society	Affiliation Agreement	April 1, 2013	ongoing	Practicum placements for VCC students

**Practicum Placement Agreements for School of Health Sciences
Updated June 2018**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Mount Pleasant & Neighbour House	Affiliation Agreement	December 9, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Native Courtworker and Counselling Association of BC (NCCABC)	Affiliation Agreement	October 31, 2014	ongoing	Practicum placements for VCC students
Health Sciences	New Vista Society	Affiliation Agreement	January 19, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Northcrest Care Centre	Affiliation Agreement	March 1, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Northern Health Authority	Affiliation agreement	July 1, 2006	in the process of renewing	Practicum placements for VCC students
Health Sciences	Office of the Chief Medical Examiner (Out of Province)	Affiliation Agreement	April 1, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Pacific Community Resources Society	Affiliation Agreement	September 30, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Pinegrove Place Care Home	Affiliation Agreement	March 1, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Portland Hotel Society	Affiliation Agreement	March 18, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Possibilities Association of BC	Affiliation Agreement	July 9, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Providence Health Care	Affiliation agreement	June 15, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Provincial Health Services Authority	Affiliation agreement	October 31, 2010	ongoing	Practicum placements for VCC students
Health Sciences	Ray-Cam Co-operative Centre	Affiliation Agreement	October 20, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Rosemary Heights Seniors Village	Affiliation Agreement	April 10, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Rosewood Manor	Affiliation Agreement	February 11, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Sobeys National Pharmacy Group	Affiliation Agreement	October 19, 2016	ongoing	Practicum placements for VCC students

**Practicum Placement Agreements for School of Health Sciences
Updated June 2018**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	St. Joseph's General Hospital	Affiliation Agreement	September 19, 2016	September 19, 2021	Practicum placements for VCC students
Health Sciences	St. Jude's Anglican Home	Affiliation Agreement	June 9, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Strathcona Health Society	Affiliation Agreement	February 28, 2017	ongoing	Practicum placements for VCC students
Health Sciences	Swedish Assisted Living Residence	Affiliation Agreement	December 21, 2015	ongoing	Practicum placements for VCC students
Health Sciences	The Bloom Group	Affiliation Agreement	July 9, 2013	ongoing	Practicum placements for VCC students
Health Sciences	The Fair Haven United Church Homes	Affiliation Agreement	May 31, 2012	ongoing	Practicum placements for VCC students
Health Sciences	The Gathering Place	Affiliation Agreement	December 11, 2012	ongoing	Practicum placements for VCC students
Health Sciences	The Governing Council of the Salvation Army in Canada	Affiliation Agreement	January 13, 2015	ongoing	Practicum placements for VCC students
Health Sciences	The Kettle Friendship Society	Affiliation Agreement	January 8, 2013	ongoing	Practicum placements for VCC students
Health Sciences	The Louis Brier Home and Hospital	Affiliation Agreement	October 2, 2014	ongoing	Practicum placements for VCC students
Health Sciences	The Ottawa Hospital (Out of Province)	Affiliation Agreement	May 1, 2003	ongoing	Practicum placements for VCC students
Health Sciences	Thunder Bay Regional Hospital (Out of Province)	Affiliation Agreement	September 1, 2003	ongoing	Practicum placements for VCC students
Health Sciences	Travel Medicine & Vaccination Centre	Affiliation Agreement	September 12, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Triage Shelter	Affiliation Agreement	June 19, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Union Gospel Mission	Affiliation Agreement	January 4, 2013	ongoing	Practicum placements for VCC students
Health Sciences	University of Victoria	Affiliation Agreement	September 1, 2009	ongoing	Practicum placements for VCC students
Health Sciences	Valley Medical Laboratories	Affiliation Agreement	November 19, 2015	ongoing	Practicum placements for VCC students

**Practicum Placement Agreements for School of Health Sciences
Updated June 2018**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Vancouver Coastal Health Authority	Affiliation Agreement	November 1, 2013	October 31, 2018	Practicum placements for VCC students
Health Sciences	Vancouver Island Health Authority	Affiliation Agreement	April 1, 2013	in the process of renewing	Practicum placements for VCC students
Health Sciences	Vancouver Native Health Society	Affiliation Agreement	February 13, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Vancouver Resource Society	Affiliation Agreement	April 10, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Watari Counselling & Support Services Society	Affiliation Agreement	November 20, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Whitehouse General Hospital (Out of Province)	Affiliation Agreement	September 1, 2007	ongoing	Practicum placements for VCC students
Health Sciences	Women's Information Safe House Drop-in Centre (WISH)	Affiliation Agreement	November 1, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Yaletown	Affiliation Agreement	January 24, 2014	ongoing	Practicum placements for VCC students
Counseling	SFU				Department to provide agreement
Counseling	UBC				Department to provide agreement
Counseling	Alder Institute				Department to provide agreement

**International Education Agreements
Updated June 2018**

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Details of Agreement
International Education	Facilitate admission of qualified students	International Language Academy of Canada (ILAC)	MOU	September 1, 2011	To facilitate admission of qualified students from ILAC to VCC academic programs
International Education	Facilitate admission of qualified students	International Language School of Canada (ILSC)	MOU	August 1, 2011	To facilitate admission of qualified students from ILSC to VCC academic programs



DECISION NOTE

PREPARED FOR: Education Council

DATE: March 9, 2021

ISSUE: New course: ENGL 0300 Topics in Fundamental English

BACKGROUND:

The Basic Education Department is proposing a new course, ENGL 0300, that functions to redesign their student entrance assessment model. Similar to MATH 0300 (approved by EDCO last year), new Basic Education English students will all be enrolled in ENGL 0300, replacing the need for a one-time intake assessment. During ENGL 0300, students will complete a series of ongoing low-stakes assessments, have the opportunity to build and reflect on their academic readiness, and then be placed in one of Basic Education's six levels. The department anticipates students will place higher as a result, and the course will enhance student success in general.

DISCUSSION:

Shantel Ivits, Department Head of Basic Education, presented the proposal. The Committee requested a couple of very minor changes. Overall, the Committee was very supportive of this course and the planned approach to assessment.

The department has requested an accelerated effective date of April or May 2021, as they have the opportunity to access some Ministry funding. The Committee supports this request.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the new course ENGL 0300 Topics in Fundamental English.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: March 1, 2021

Course Change Request

New Course Proposal

Date Submitted: 02/08/21 4:12 pm

Viewing: **ENGL 0300 : Topics in Fundamental English**

Last edit: 03/02/21 9:13 am

Changes proposed by: sivits

Course Name:

Topics in Fundamental English

Effective Date:

May 2021

School/Centre:

Arts & Sciences

Department:

Basic Education (2005)

Contact(s)

In Workflow

1. 2005 Leader
2. SAS Dean
3. Curriculum Committee Chair
4. EDCO Chair
5. Records
6. Banner

Approval Path

1. 02/08/21 4:19 pm
Andrew Candela (acandela):
Approved for 2005 Leader
2. 02/08/21 6:17 pm
Shirley Lew (slew):
Approved for SAS Dean
3. 03/02/21 9:15 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
Shantel Ivits	sivits@vcc.ca	7370

Banner Course Name:

Topics in Fundamental English

Subject Code:

ENGL - English

Course Number

0300

Year of Study

ABE Fundamental Literacy (Grade 8 & below)

Credits: 0

Course Description:

ENGL 0300 is the first course in which all Basic Education English students will enrol. In this course, students will work with an instructor to identify strengths and gaps in their fundamental reading and writing skills. They will make a learning action plan to address these gaps. Students will also create a portfolio to practice and demonstrate their skills in reading comprehension, vocabulary, sentence writing, and paragraph writing. This portfolio will be used to determine a student's placement in one of the six levels of Basic Education English. Students will also reflect and build on their skills for success as adult learners.

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 learning gaps in fundamental level reading and writing and make a learning action plan to address these gaps.
CLO #2	Demonstrate reading comprehension skills such as previewing, predicting, identifying main ideas, summarizing, questioning, making inferences, and visualizing.
CLO #3	Demonstrate skills for interpreting new vocabulary in the context of a reading.
CLO #4	Demonstrate skills for writing effective sentences and paragraphs.
CLO #5	Demonstrate academic readiness (awareness of: student responsibilities in a college environment, supports and resources, learning preferences and strengths, oral communication skills, time management skills, study skills, and test-taking strategies).

Instructional**Strategies:**

This course will be taught in a self-paced, individualized format along with group instruction and small group activities. Instructional strategies include, but are not limited to lectures, use of print and electronic

visual prompts, individualized and self-paced instruction, one-on-one and group work, group discussions, field trips, guest speakers, computer use, and activities making use of auditory, tactile and sensory learning.

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S (70%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	20	Students will make a learning action plan that identifies their strengths and learning gaps in fundamental level English. The learning action plan will be marked with a checklist for completeness.
Portfolio	60	Students will assemble a portfolio of activities that demonstrates their skills in reading comprehension, vocabulary, sentence writing, and paragraph writing. The portfolio will be marked with a checklist for completeness.
Other	20	Students will demonstrate academic readiness to undertake further course work. Academic readiness will be self-assessed with a rubric.

Hours by Learning Environment Type

Lecture, Seminar, Online

35

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Learning action plans
 Reading comprehension strategies
 Vocabulary building
 Sentence writing
 Paragraph writing
 Academic readiness

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

A variety of print and non-print media.

Rationale and Consultations

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

No

Is this the primary proposal?

Provide a rationale
 for this proposal:

Basic Education is redesigning its assessment process to enhance student success and administrative efficiency. In our current model, new students book an appointment 2-6 weeks in advance, meet one-on-one with a faculty member for an intake interview and English assessment, and then enrol in a course. Disadvantages of this model include attrition from appointment no-shows, reduced faculty time in the classroom, and the potential for inaccurate placements due to test anxiety or the need for a quick skills refresher.

Under the redesigned model, new students will be able to drop in on a designated day, be screened by the Department Head for meeting admission criteria, and then immediately enrol in ENGL 0300. This course will replace the need for an intake assessment, allowing us to put our instructional FTE in the classroom instead of towards administration.

ENGL 0300 will include skills practice followed by ongoing low-stakes assessments to determine which of our six English levels will be the best placement for the student's next registration. We anticipate that under this new model, students will place higher as a result of the skills refresher.

The course will also include the development of a learning action plan, which the Ministry of Advanced Education would like all ABE students to have in place.

Our program does not have a clear system for determining student readiness to engage in an academic program. As a result, some students enrol in our program, have poor attendance, and make little progress. Under VCC

policies, they may not be able to re-register or access future AUG funding, stymying their opportunities to return at a later time.

Under the new model, students have the opportunity to build and reflect on their academic readiness by learning about student responsibilities in a college environment, supports and resources, learning preferences and strengths, time management skills, study skills, and test-taking strategies.

Finally, the new assessment model enabled by this course will allow us to run on a term schedule. ENGL 0300 and its counterpart MATH 0300 would be the only ongoing intake CRNs. All other CRNs would be on a term schedule, starting in September, January or April. We would have about 80 CRNs rather than 450, making our administrative systems much more efficient. Students would remain in ENGL 0300 or Math 0300 until the beginning of the next term.

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

We will require FTE to develop and run ENGL 0300. We propose that the 0.5 FTE that was cut from our department in 2020 be restored.

Consultations

Consulted Areas	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	Recommended some finetuning for the CLOs.
Registrar's Office	I appreciate the willingness to look at term structured delivery so we can move towards greater standardization which should be helpful for students, faculty and staff at the College. Opportunities to embrace this should make it easier to standardize some processes that would ultimately provide benefit and clarity to all.
Financial Aid	This new course looks great and I'm sure will be successful. AUG funding is approved of course for the fee's and misc.

Additional Information

Provide any additional information if necessary.

Supporting documentation:



DECISION NOTE

PREPARED FOR: Education Council

DATE: March 9, 2021

ISSUE: New exit credential: Mechanical Engineering Technician Certificate

BACKGROUND:

Education Council approved the Mechanical Engineering Technician as a new specialty in the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma last year. The CAD & BIM Diploma is designed to allow students to exit after the first year of the program with a certificate in their first specialty.

This proposal formally establishes the exit credential for the Mechanical Engineering Technician Certificate to allow it to be issued to students.

DISCUSSION:

Bruce McGarvie, Department Head of CAD& BIM Technologies, presented the proposal. As the curriculum was already approved in its current form within the CAD & BIM Diploma, Curriculum Committee did not make any changes to the exit certificate, to maintain consistency.

The Committee did recommend that the department look at the Recommended Characteristics of Students for all of their programs in the future.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the curriculum for the Mechanical Engineering Technician Certificate, and recommend the Board of Governors approve the credential.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: March 1, 2021

Program Change Request

New Program Proposal

Date Submitted: 01/25/21 10:59 am

Viewing: Mechanical Engineering Technician Certificate

Last edit: 03/02/21 9:21 am

Changes proposed by: bmcgarvie

In Workflow

1. 4203 Leader
2. CTT Dean
3. Curriculum Committee Chair
4. EDCO Chair
5. Ministry Review
6. Board of Directors

Program Name:

Mechanical Engineering Technician Certificate

Credential Level: Certificate

Effective Date: September 2021

Effective Catalog Edition: 2021-2022

Edition:

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

Approval Path

1. 01/25/21 11:03 am
Bruce McGarvie
(bmcgarvie):
Approved for 4203
Leader
2. 02/08/21 9:43 am
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 03/02/21 9:27 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Bruce McGarvie	bmcgarvie@vcc.ca	8536

Program Content Guide

Purpose

Graduates of this program will have developed the drafting and 3D Building Information Modeling (BIM) skills that will enable them to work as team members in consulting mechanical engineering firms, fabrication facilities, municipal, provincial or federal offices, as well as in private industry. Graduates will be prepared to work on a wide variety of mechanical applications in the mining industry, chemical process plants, energy infrastructure, oil and gas, as well as mechanical systems for buildings and development work.

Admission Requirements

Grade 12 graduation or equivalent

[English Language Proficiency](#) at a grade 12 level or CLB/CLBPT Listening 8, Speaking 7, Reading 8, and Writing 7

Knowledge of mathematics demonstrated by one of the following:

Workplace Mathematics 11 or equivalent, or

VCC Math Assessment with 80% Basic Arithmetic and 60% Basic Algebra

Notes:

Applicants who do not meet the English language requirement may be admitted at the discretion of the department after an in-person interview.

Applicants who have met all the above requirements and have completed high school Drafting 11 and 12 may, with Departmental approval, apply for direct entry into Level 2 of the program.

VCC CAD Technician Short Certificate graduates (granted within the last 4 years) may insert into level 2 of the program.

Prior Learning Assessment & Recognition (PLAR)

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

PLAR is available for the following courses:

DRFT 1010 CAD Drafting Fundamentals

DRFT 1011 CAD Drafting Applied

DRFT 1013 Construction Mathematic

Students may complete up to 20% of program credits through PLAR. Tuition and fees may still apply to PLAR candidates.

Methods of PLAR vary by course, and may include exams, portfolios, interviews, and other evaluations.

To request PLAR, please contact the department directly. See the D.3.5 Prior Learning Assessment and Recognition Policy and Procedures for more information.

Program Duration & Maximum Time for Completion

Duration: Ten (10) months comprised of three levels.

Maximum Time for Completion: Three (3) years.

Program Learning Outcomes

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

Use drawing techniques to complete projects in orthographic projection, sectioning, dimensioning, auxiliary view, and machine detailing.

Apply concepts in orthographic projection, sectioning, dimensioning, auxiliary view, and machine detailing.

Employ Computer Aided Drafting (CAD) and three-dimensional (3D) modelling systems skills to produce drawings from data, designs, and/or specifications.

Demonstrate an understanding of drafting and 3D modeling skills and conventions.

Develop drafting, 3D Building Information Modeling (BIM) and related trade skills and knowledge.

Apply critical thinking, team building, and interpersonal communication skills.

Apply concepts of building construction and technology to plan and detail commercial and industrial facilities in accordance with local by-laws and the *BC Building Code*.

Utilize concepts of mechanical and process technology and planning to produce drawings and 3D models of industrial facilities.

Employ mechanical engineering theories and BIM practices to prepare engineering drawings from 3D model that incorporate mechanical, electrical, and plumbing (MEP) systems in building structures.

Prepare a comprehensive professional portfolio.

Perform job search skills such as preparing a résumé and cover letter.

Instructional Strategies, Design, and Delivery Mode

This course uses project based learning strategies with instructional presentations and laboratory work using current CAD and 3D BIM software used in the Mechanical engineering discipline (e.g. Autodesk Revit MEP, AutoCAD, Plant 3D and Inventor software). Students may be required to do assignments at home and lab work outside class time on both theory and individual projects. The program may be offered in face-to-face and blended (combination of face-to-face and online) formats.

Evaluation of Student Learning

Students are evaluated by practical projects, exams, drawings and presentations.

Student Program Progression

In order to be granted a Certificate credential upon completion of the program, a student must:

Maintain an overall minimum 2.00 GPA (C average); and

Successfully complete all courses to qualify for the credential.

Note: A student will not receive a credential if they fail to maintain a C average, or if they receive an F grade in any course.

Recommended Characteristics of Students

Related work experience

Excellent communication skills.

Working knowledge of Windows OS is strongly recommended.

Good mechanical comprehension.

Ability to work in imperial and metric units of measurement.

Good hand-eye coordination, ability to look at computer screen for long periods of time, to complete seated work for long periods of time, and manual dexterity for keyboard/mouse.

Successful work habits and an ability to work well with others.

Logical reasoning, spatial ability, and an ability to visualize objects.

An interest in all aspects of architecture, engineering, general construction and related fields.

Courses

Plan of Study Grid

Term One	Credits
<u>DRFT 1010</u> CAD Drafting Fundamentals	4
<u>DRFT 1011</u> CAD Drafting Applied	3
<u>DRFT 1012</u> Office & Construct Site Safety	1
<u>DRFT 1013</u> Construction Mathematics	1
Credits	9
Term Two	
<u>DRFT 1256</u> Plumbing Systems for Buildings	1.0
<u>DRFT 1257</u> Electrical Systems for Buildings	1.0
<u>DRFT 1258</u> Utility Data and Setting-Up Projects	1.0
<u>DRFT 1259</u> HVAC Systems for Buildings	3.0
<u>DRFT 1260</u> Fire Suppression and Sprinkler Systems for Buildings	1.0
<u>DRFT 1261</u> Process Flow Diagrams and Tank/Pump Box Fabrication	2.0
<u>DRFT 1262</u> Pipe Components: Pipe, Fittings, Valves, Supports and Pumps	1.0

DRFT 1263 Piping and Instrumentation Diagrams & Specifications	1.0
DRFT 1264 Plant and Equipment Layout	2.0
DRFT 1265 Process and Utility Piping Layout	1.0
DRFT 1266 Piping Fabrication Isometrics	1.0
Credits	15
Term Three	
DRFT 1370 Technical Communications	1
DRFT 1332 Professional Preparation	1.0
DRFT 1362 BIM Basic for Mechanical	2.0
DRFT 1363 BIM Project for MEP	2.0
DRFT 1364 MEP for Pipe Fabrication	3.0
DRFT 1365 Piping BIM Project & Specification Setup	1.0
DRFT 1366 3D BIM Pipe, Structure, and Equipment Modeling	1.0
DRFT 1367 3D BIM Creating Orthographics, Isometrics, and Bills of Material	1.0
DRFT 1394 Industrial Building Modeling	2.0
DRFT 1395 Mechanical Equipment Modeling and Layout	1.0
DRFT 1396 Piping Systems Modeling and Layout	1.0
Credits	16
Total Credits	40

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-	71-75		2.67
C+	66-70		2.33
C	60-65		2.00
Grade	Percentage	Description	Grade Point Equivalency
C-	56-59		1.67

D	50-55	Minimum Pass	1.00 ³⁶
F	0-49	Failing Grade	0.00
S		Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course			
Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

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

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

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

Rationale and Consultations

Provide a rationale for this proposal.

Graduates of this new program will have developed the Computer Aided Drafting (CAD) and Building Information Modeling (BIM) skills which will enable them to enter the workforce in many areas as team members in: consulting engineering firms, municipal, provincial or federal offices, as well as in private industry for developers and construction companies. Graduates will work on a wide variety of mechanical applications in the mining industry, chemical process plants, energy infrastructure, oil and gas, as well as mechanical systems for buildings and development work.

The certificate will substantially satisfy the criteria for program accreditation by the Applied Science Technologists and Technicians of BC (ASTTBC), with completion of the criteria obtained with the second year CAD and BIM Diploma program.

This program would provide an emphasis on the technical processes, with a great focus on BIM.

The design of this new program supports the College's Strategic Initiatives and Education Plan, as

demonstrated by the following:

- The program is designed to support the BC Government’s “Labour Market 2025” forecast for increased demand for Drafting technologists and technicians in the technical and trades segment for the energy industry infrastructure, LNG and major hydro projects. All of which involve the mechanical engineering technical services.
- The new program aligns with the learning outcomes outlined in the accreditation standard for Applied Science Technologists and Technicians of BC (ASTTBC) and the Technology Accreditations Canada (TAC). The goal is for the Certificate program to satisfy most of the objectives required for accreditation. The remaining objectives would be (to be) completed within the CAD & BIM Technician Diploma.
- This program addresses the special needs of newcomers to Canada as well as international students looking to gain knowledge in the local industry.
- This program is designed to include a high level of technical knowledge and an increased ability in Building Information Modelling. As such, it is more relevant to industry needs.
- The focus of this new program is to provide relevant high-quality curriculum that leads to student success, and to maintain (a) the positive reputation of VCC’ programs and graduates in the community.

This new program will provide the most current training required by the building and design industry today. The certificate will also provide access to those wishing to pursue a CAD & BIM Technician Diploma, and thus achieve ASTTBC accreditation.

VCC has many supports for students to facilitate success: such as the Learning Centre, Counselling Services, and Library Services. The CAD & BIM Technologies Department refers students to these services in support of student success. Several strategies are built into the program to help students gain success.

The CAD & BIM Technologies Department has many partnerships and collaborations. Numerous informal affiliation relationships exist in support of student placements. Many engineering firms, architectural firms and contracting/development companies in the greater Vancouver area seek out our graduates for placement.

The regulatory body ASTTBC and our Program Advisory Committee have been asking VCC to develop an accredited program for some time now. We value the positive partnership we have with these stakeholders. The VCC Drafting program has historically achieved the highest standards of graduates. As such, it is known in the design and building community for its positive reputation. This new design and technological upgrade to the program will continue this tradition in the years to come.

Are there any
expected costs to
this proposal.

No

Consultations

Consultated Area	Consultation Comments
Faculty/Department	Support

Consultated Area	Consultation Comments
PAC/CEG	Support
Registrar's Office	Support
Centre for Teaching, Learning, and Research (CTLR)	Support

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

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

This program is for: Domestic
 International

Marketing Description

Learn Computer Aided Drafting (CAD) and Building Information Modelling (BIM) software and techniques used in developing mechanical applications in the mining industry, chemical process plants, energy infrastructure, oil and gas, as well as mechanical systems for buildings and development work.



DECISION NOTE

PREPARED FOR: Education Council

DATE: March 9, 2021

ISSUE: Revisions to Health Unit Coordinator Certificate program

BACKGROUND:

The Health Unit Coordinator (HUC) program completed a program renewal in June of 2019 that identified 47 key recommendations. These included changes to the curriculum, including increasing digital literacy skills, working with electronic health records and moving to a blended learning model. The department received Curriculum Development Funds to redesign their program.

DISCUSSION:

Radhika Kumar, Coordinator of HUC, presented the proposal. There were three larger points of discussion.

1. The Registrar's Office raised some concerns about the credit ratio used within the courses, though they are within the bounds of the credit policy. A separate meeting will take place on March 17 with the RO, Curriculum Committee Chair, department lead and dean to discuss credits in the School of Health Sciences. Curriculum Committee was comfortable with the proposed credits.
2. The Committee requested some more specific program learning outcomes related to coordination and collaboration within the HUC role. The department added PLOs #7-8.
3. The program has a PLO related to cultural sensitivity and diversity. They also added a number of mentions of Indigenous ways of knowing to a number of course descriptions. While the Committee supported the intent, the course descriptions were not supported with course learning outcomes, topics or assessments that fleshed out a meaningful engagement with Indigenous knowledge. The department took that feedback away and decided to remove the course descriptions at this time, as they continue working with Indigenous Education and Community Engagement on embedding this topic into their curriculum.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the program content guide and 14 course outlines for the Health Unit Coordinator Certificate program.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: March 1, 2021

Program Change Request

Date Submitted: 03/02/21 1:21 pm

Viewing: **Health Unit Coordinator Certificate**

Last approved: 12/13/19 10:31 am

Last edit: 03/02/21 4:41 pm

Changes proposed by: rakumar

Catalog Pages Using
this Program

[Health Unit Coordinator Certificate](#)

Program Name:

Health Unit Coordinator Certificate

Credential Level: Certificate

Effective Date: **September 2021** ~~January 2017~~

Effective Catalog
Edition: 2021-2022

School/Centre: Health Sciences

Department Health Unit Coordinator (4610)

Contact(s)

In Workflow

1. **4610 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**

Approval Path

1. 02/05/21 1:32 pm
Deirdre Duncan
(dduncan):
Approved for 4610
Leader
2. 02/05/21 11:02 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 02/25/21 7:17 pm
Darija Rabadzija
(drabadzija):
Rollback to Initiator
4. 03/02/21 1:34 pm
Darija Rabadzija
(drabadzija):
Approved for 4610
Leader
5. 03/02/21 3:52 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
6. 03/02/21 5:01 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

History

1. Dec 20, 2017 by
clmig-jwehrheim
2. Aug 21, 2019 by
Nicole Degagne
(ndegagne)
3. Dec 11, 2019 by
Nicole Degagne
(ndegagne)
4. Dec 13, 2019 by
Darija Rabadzija
(drabadzija)

Name	E-mail	Phone/Ext.
Radhika Kumar =	rakumar@vcc.ca =	5027 =

Program Content Guide

Purpose

~~This Health Unit Coordinator certificate is designed to prepare graduates for employment as a Nursing Unit Assistant, Unit Clerk or Health Unit Coordinator primarily in acute care tertiary and sub-acute hospitals. Graduates may also work in out/inpatient clinics, extended care, rehabilitation and psychiatric hospitals.~~ **The Health Unit Coordinator Certificate (HUC) program is designed to provide students with the knowledge and skills to perform the roles and responsibilities of the HUC.** Students will learn to pronounce and use medical terminology and pharmacology correctly and improve their word processing and keyboarding skills in the program. Graduates will demonstrate accuracy and proficiency when communicating verbally, electronically or in writing ~~gain the knowledge and skills to process physicians' orders, coordinate patient activities, and communicate effectively~~ as a professional member of the health care team. Students will also explore coordinating patient transitions and activities in health care. ~~Health Unit Coordinator.~~ **The HUC program utilizes authentic and experiential learning to promote the critical thinking and adaptability skills required to work in the diverse and dynamic field of health care.**

Admission Requirements

Grade 12 Graduation or equivalent.

English Language Proficiency for the Health Unit Coordinator program: ~~Proof of English Language Proficiency:~~ English 12 with a **minimum 'B' level, B** or equivalent.

Touch typing keyboarding speed of ~~30-35~~ gross words per minute with 5 or less errors
<https://curriculum.vcc.ca/courseleaf/approve/>

touch typing keyboarding speed of ~~30~~ ~~20~~ gross words per minute with 5 or less errors.

Attend an information session

Upon Acceptance

~~Entrance exam.* Upon acceptance, the following will be required:~~ Criminal Record **Check**

~~Search:~~

Criminal Record Check (CRC) ~~immunization in the following is strongly recommended, and may be required upon acceptance to the program, in accordance with for placement in the Criminal Records Review Act.~~ **program practicum:** All individuals who work with vulnerable adults and/or children must complete a Criminal Records Check through the Ministry of Justice. Applicants to this program should be aware that practicum placement in hospitals require completion of a Criminal Records Check indicating no relevant criminal record. After submitting an admissions application, applicants will receive by email a web link and unique college access code to apply and pay for a Criminal Record Check online.

TB Screening

~~Respiratory Mask Fit.~~ **Proof Submission** of a **current** negative **tuberculosis (TB)** TB skin test. ~~In case if the skin test is positive, proof of positive a negative TB skin test, a negative TB chest x-ray report is is~~ required.

Immunization

VCC School of Health Sciences Immunization Record must be completed. Immunizations in the following are *strongly recommended* and in some cases *may be required* for practicum placement in the program:

Diphtheria

Tetanus

~~A completed immunization history form (forms and more detail obtained per Registrar's Office).~~ Immunization in the following is strongly recommended, and may be required for placement in the program **practicum:** Diphtheria/Tetanus Polio Measles, Mumps, and Rubella Hepatitis B Pertussis

Polio

Measles/Mumps/Rubella

Varicella (Chicken Pox)

Hepatitis B

Influenza (required **annually**)

~~on an annual basis)~~

~~*An invite to attend an information session to take the entrance exam will be sent after proof of English Language Proficiency and Typing test are received:~~

N95 Respiratory Mask

N95 mask fitting should be done just prior to beginning your program and is valid for one year. A copy of the certificate must be presented during the first week of classes. Please review Respiratory Mask Fit Testing Information

Prior Learning Assessment & Recognition (PLAR)

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

PLAR ~~Prior learning assessment and recognition~~ is **not** available for **the following course: this program.**

HLUC 1015 Speed and Accuracy

Methods for assessing prior learning are listed on the course outline. Please contact the Department for details. See VCC's **D.3.5 Prior Learning Assessment and Recognition Policy and Procedures** for more information.

Program Duration & Maximum Time for Completion

32 weeks of full time study. Students are required to complete all the requirements for the Health Unit Coordinator Certificate within two (2) years from their **program** start date.

Program Learning Outcomes

Upon completion ~~Graduates~~ of this **program, certificate will have acquired** the **Health Unit Coordinator graduate will be able** ~~knowledge, skills and ability needed~~ to:

~~Use Patient Information Management systems to process physicians' orders; Apply information literacy skills such as problem-solving, critical thinking and decision-making in practice; Liaise and collaborate with health care professionals when processing physicians' orders and managing admissions, transfers and discharges; Practice professional communication as a member of a healthcare team with an attention to patient safety; Identify and process diet, laboratory, diagnostic, medication, intravascular therapy and treatment orders; Use effective oral, writing, listening and electronic communication skills; Take initiative and responsibility to coordinate patient and unit activities; Use organizational, time and stress management skills; Apply Quality Improvement concepts in a healthcare environment;~~ **Apply the knowledge Act safely, ethically and skills to act safely, ethically and responsibly as a health care team member. professional in a healthcare environment.**

Model professional behaviours in health care settings.

Demonstrate professional communication skills within the healthcare environment.

Integrate knowledge of cultural sensitivity and diversity into practice in a variety of settings.

Practice digital and information literacy skills to support safe client care.

Apply critical thinking when coordinating within the role and responsibilities of the Health Unit Coordinator.

Demonstrate ~~Take~~ **initiative and responsibility to coordinate patient and unit activities. activities;**

Collaborate ~~Liaise and collaborate~~ **with health care professionals to coordinate patient and unit activities. when processing physicians' orders and managing admissions, transfers and discharges;**

Instructional Strategies, Design, and Delivery Mode

Primary instructional activities include demonstrations, simulations, case studies, group work, **labs, labs** and practicum. **Interactive learning activities with an emphasis on building digital literacy skills, cultural awareness and social responsibility will be applied throughout the program. Students will learn in a variety of learning environments which include the classroom, lab, practicum and online setting.**

~~Interactive instructional strategies will be applied during theory and lab classes. Students are encouraged to become self-directed and responsible for their own learning.~~

Evaluation of Student Learning

Students are evaluated through **a variety of assessments such as: tests, quizzes, exams, case studies and written assignments. quizzes, exams, case studies, written assignments, presentations and projects (journals, self reflective learning plans, workshops and online modules).**

~~Practicums are evaluated through observations and feedback from the instructor and preceptor. Students are required need~~ to achieve a minimum of **68% 70%** (B-) in **all theory courses each course of each term** in order to advance to the next **term.**

~~term.~~

~~Students who receive 69% or less will not be able to advance.~~ 100% attendance is **recommended. expected.** Student success in the program and **clinical** practicum is highly dependent on attendance and **participation.**

~~participation.~~

~~Students with three absences in any course may be required to withdraw.~~ **HLUC 1050 Practicum 1 and HLUC 1150 Practicum 2 are HLUC 2330 Clinical Preparation, HLUC 2400 Clinical Practicum 1 and HLUC 2410 Clinical Practicum 2 are** based on Successful (S) or Unsuccessful (U) grade, where S is deemed successfully completing all learning outcomes for the **courses. Successful (S) is equal or greater than 68%. courses.**

Successful completion of **HLUC 1050 Practicum 1 is HLUC 2400 Clinical Practicum 1 is** required in order to continue **into the second semester and HLUC 1150 Practicum 2. into HLUC 2410 Clinical Practicum 2.**

Practicums are evaluated through observations and feedback from the student, faculty instructor and preceptor.

Recommended Characteristics of Students

~~Ability to communicate fluently in English, including reading, listening, speaking and writing.~~ Ability to work accurately **with details** and manage time effectively in a **sensitive fast-paced** environment.

~~Excellent spellingskills.~~ Ability to take initiative and handle responsibility.

A caring nature and an interest in the well-being of others.

Excellent interpersonal skills.

Dependable, ethical and respectful.

Ability to work calmly and effectively under stress.

~~Comfort and familiarity with basic functions of a computer, email and the internet.~~ Good vision and finger/hand dexterity **to operate for operating** office equipment.

Comfort and familiarity with basic functions of a computer, email and the internet.

~~Flexibility to accommodate program and clinical practicum schedules.~~ Ability to utilize a variety of computer software applications such as **Microsoft Office Suite. Windows Office, email and the internet.**

Flexibility to accommodate program and clinical practicum schedules.

Physical ability to carry out the duties of a health unit coordinator **position. position, including standing for long periods of time.**

Courses

Plan of Study Grid

Term One	Credits
<u>HLUC 1005</u>Information Technologies for Health Sciences	3
<u>HLUC 1015</u>Keyboarding: Speed and Accuracy	2
<u>HLUC 1025</u>Role of the HUC	3
<u>HLUC 1035</u>Communication in Healthcare	3
<u>HLUC 1040</u>Medical Foundations	3
<u>HLUC 1045</u>Pharmacology	2.5
<u>HLUC 1050</u>HUC Practicum 1	3
Credits	19.5
Term Two	
<u>HLUC 1105</u>Order Processing Foundations	3
<u>HLUC 1115</u>Lab Foundations 1	2.5
<u>HLUC 1125</u>Lab Foundations 2	2.5
<u>HLUC 1135</u>Diagnostic Foundations	2.5
<u>HLUC 1140</u>Surgical & Specialty Foundations	3
<u>HLUC 1145</u>Practicum Orientation	2
<u>HLUC 1150</u>HUC Practicum 2	5
Credits	20.5
Total Credits	40

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

Plan of Study Grid

Term One	Credits
HLUC 1100 Medical Terminology	2
HLUC 1110 Professional Practice	1.5
HLUC 1120 Admit, Transfer and Discharge	2
HLUC 1130 Professional Communications	2
- Credits	0
Term Two	
HLUC 1200 Physicians' Orders-1	1
HLUC 1210 Physicians' Orders-2	2.5
HLUC 1220 Physicians' Orders-3	3
- Credits	0
Term Three	
HLUC 2300 Physicians' Orders-4	2.5
HLUC 2310 Physicians' Orders-5	4
HLUC 2320 Physicians' Orders-6	2
HLUC 2330 Clinical Preparation	2.5
- Credits	0
Term Four	
HLUC 2400 Clinical Practicum-1	4
HLUC 2410 Clinical Practicum-2	3
- Credits	0
- Total Credits	0

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 ⁴⁷
B	72-75		3.00
B-	68-71	Minimum Pass	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	Failing Grade	0.00
S	N/A	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

B- **68%**

Grade Point Average (GPA)

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

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

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

Rationale and Consultations

Provide a rationale for this proposal.

The HUC Program Renewal Final Report on June 24 2019 identified 47 key recommendations which highlighted the strengths of the HUC program and areas to develop and revise such as increasing graduate digital literacy skills to work with electronic health record systems and incorporate more simulated learning activities to improve student progression outcomes. The current admission requirements will remain in affect for the September intake and the revised requirements will apply to the January 2022 program start.

The new courses will be completed over 2 terms.

The revised program is a blended model in contrast to the current face-to-face offering and will provide students with increased online learning activities and assessments to build their digital literacy skills and prepare for role changes to the future work environment. This proposal and new course outlines support VCC's Institutional Learning Outcomes, many of the 47 recommendations for the Program Renewal report and completion of the initiatives identified in the Education Council report from June 24, 2019 and the 2019-2020 HUC program's Department plan Key Success Driver's (KSD) #1. Educational Quality and #2. Operational Excellence. In addition, the revisions support VCC's Vision, "the first choice for innovative, experiential learning, for life" (VCC Integrated College Plan 2018/19) by offering flexible learning options and increasing graduates employability skills.

Are there any expected costs to this proposal.

Curriculum development funds of \$15,000.00 was granted in 2020-2021, to provide release time for the small faculty in this program to develop new online teaching and learning materials before the September 2021 start. Faculty continue to teach in the current cohort and the funds will facilitate a mechanism for faculty to dedicate time to develop online course material with the ongoing support from ELearning and CTLR.

Consultations

Consultated Area	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	Julie Gilbert, IA consulted HUC team and supported the renewal and design phase through multiple team and curriculum meetings from September 2019-February 2021.
Registrar's Office	Leah St. Louis, Supervisor of Admission & Registration Advised October 7, 2019 to grandfather current admission requirements for the January 2021 revised program start and amend the current requirements for the following intake in Sept. 2021 once the curriculum revisions are complete and graduate and industry outcomes are achieved. On March 2020, the revised program changes were on pause and the start date was pushed to September 2021 due to COVID-19.

Consultated Area	Consultation Comments
Marketing & Communications	Danielle Libonati, Marketing Communications Officer consulted November 2019 to add this statement, on the HUC program webpage for applicants that the HUC program is undergoing a curriculum review and update with changes expected to affect the January 2021 intake. On March 2020, the revised program changes were on pause and the start date was pushed to September 2021 due to COVID-19. The HUC Program webpage was updated with the new start date, September 2021.
Registrar's Office	Leszek Apouchtine, Associate Registrar, VCC Feb 6, 2020 -will share tentative admission requirements with Bonnie and advise if any feedback. -provided parameters for the new HLUC course numbers. -consulted Feb 21, 2020 on the new HLUC course credit structure. January 2021: consulted regarding credit, hours and revised CRC, TB and Immunization requirements. No concerns to the revised Admission requirements and credit structure amended as advised.
Other	Deb Shaw, UC Education Coordinator at Providence Health Care consulted on Feb, 24, 20. Advised on the basic skills of the future UC includes: Medical Terminology, Anatomy and Physiology, General/common drug names and classes, Hospital dept. and services roles and responsibilities, foundational knowledge of the various types of orders and admission, transfer discharge, death processes like Medication Reconciliation orders. Other skills include good customer service, professional communication (written and verbal), and problem solving and critical thinking skills.

Consultated Area	Consultation Comments
Other Department(s)	Sharon Rai, Clerical Supervisor, BC Cancer Agency commented: "it is very nicely done! You have covered what I had mentioned and I am very happy with it."
Advising & Recruitment	Domingo Salviejo, Academic Advisor, consulted February 25, 2020 for general feedback on revised program proposal. Response: consider aligning the progression guideline with the VCC Grading assessment scale from C.1.1. policy and procedure. All theory course outlines have been amended to 68% to follow the VCC policy.
Assessment Centre	Patricia Mori, Assessment Lead, consulted February 25, 2020 for general feedback on revised program proposal and typing assessment. Recommended removing the Entrance exam based on the new program learning outcomes but keeping the information session as an admission requirement. Move the essay to the orientation day and the information session can be open to anyone interested in the program.

Consultated Area	Consultation Comments
Disabilities Services	<p>Brianna Higgins, Department Head, consulted February 25, 2020 for general comments to support diverse learners. Responded back that she will share with her team and respond by Mar 4, 20.</p> <p>On March 4th, Brianna suggested the program to consider adding “or equivalent” to the touch typing speed equivalent to reflect the ongoing dialogue around how using text to speech, for example, could be used to meet this occupational requirement. From a duty to accommodate lens, we are encouraging areas to include “or equivalent” in entrance requirements because with accommodation, there are other ways to meet this occupational requirement. Talent Acquisition Managers were consulted and although there is value in diversity the mechanisms to support HUC employees is not quite there yet. January 22, 2021 consulted Brianna regarding the statement " physical ability to carry out the duties of the HUC position" as per the union Benchmark. Suggest to leave the statement as is and to consider adopting a broader statement amongst all Health programs regarding support student with disabilities through Disability Services.</p>
Learning Centre	<p>Emily Simpson, Coordinator II, consulted February 25, 2020 to comment on student support services.</p> <p>Response: "With more activities transitioning to online, it would be great if reminders about the Learning Centre support available for HUC students could be included (such as life sciences tutoring, English tutoring, learning strategies). We are exploring student interest in online tutoring for life sciences, so that may be a conversation to continue as the blended format launches." Also she has developed an online resume and cover letter course for all VCC students.</p>

Consultated Area	Consultation Comments
Indigenous Education & Community Engagement (IECE)	<p>Clayton Munro, Dean, consulted February 25, 2020 for feedback and strategies to include Indigenous Education goals.</p> <p>Response: RE: Learning Outcome #4 (Integrate knowledge of cultural sensitivity and diversity into practice in a variety of settings) show how we will aim to ensure students gain important indigenous cultural awareness / safety through the program/courses. A follow up meeting on January 20, 2021 with Lindsay Heller and Robert Daum for preliminary discussion on how to Indigenize teaching and learning content in the HUC program. On January 28, 2021 Clay Little was consulted re: LO#4 and commented this is a good start and recommended adding a statement in each course description, incorporating Indigenous ways of knowing while we continue to work with IECE and Elders to support Indigenizing the new curriculum.</p>
Information Technology (IT)	<p>John Love, Elearning Media Developer, consulted February 25, 2020 on increase in Moodle presence and how to support online elearning. Response: has opened an ELSupport ticket to track conversation on the project and involve other ELSupport members when we are ready to move forward with online activities. December 2020: Andrew Dunn, John Love and Janita explored WeVu as a platform for Instructors to assess and provide direct feedback to a students self-recorded skill video.</p> <p>February 2021: Blair Friesen created new HUC Cohort Shell with links to new HLUC courses, in development to support the Sept blended delivery and a process to move content from the current Moodle HLUC shell, and for the Online January 2022 cohort.</p>

Consultated Area	Consultation Comments
Financial Aid	<p>financialaid@vcc.ca consulted February 25, 2020 for feedback on the new course structure.</p> <p>Responded with: This is exciting to see. As far as loan funding, the student will be able to apply for a part time loan as this is based over 2 years. Shouldn't be a problem at all.</p> <p>Murray MacGregor Supervisor, Financial Aid and Awards</p>
Library	<p>Ella-Fay Zalezsak, Coordinator II, consulted February 25, 2020 for feedback on the revised program proposal and supports to transition students with blended delivery. Response: "PLO 5. Practice computer and information literacy skills to support safe client care.</p> <p>In particular, I like the way information literacy is described at: https://www.commonsense.org/education/digital-citizenship/information-literacy"</p> <p>PLO5 was amended.</p>
Counselling	<p>Blair McLean and Kate Gates, Counselor's, consulted February 25, 2020 for general comments on how to support students learning in a blended format.</p>
PAC/CEG	<p>Lisa Bower, VCH Regional Clinical Education Manager consulted on September 1, 2020 on the skill requirements of the health unit coordinator post electronic health record implementation with computerized physician order entry.</p>
Other	<p>Judy Christie, Clinical Practice Education Coordinator consulted January 2021 regarding: CRC, TB and Immunization language and practicums.</p>

Consultated Area	Consultation Comments
Faculty/Department	Applied Business Department: Medical Office Assistant (MOA) and Medical Transcriptionist (MT) Programs consulted on Feb 19, 2020 and Nov 30, 2020 regarding feedback on the use of the Typist App software program utilized by MT and MOA students and adopting the MEDC 1121 Course Outline for HUC students, now Keyboarding: Speed and Accuracy course. There was full support to adopt the app and course outline.
Faculty/Department	SHS, HCA Department Leader Lisa Beveridge on November 2020 on co-creating the Information for Technologies for Health Sciences course. Also part of the Blended International HCA program.

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

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

This program is for: Domestic
 International

Marketing Description

Learn to process physicians' orders and coordinate patient activities in hospitals as well as long-term and specialized care facilities.

Please note that this program is undergoing a curriculum review and update, with changes expected to affect the **September** ~~January~~ 2021 intake.

Course Change Request

New Course Proposal

Date Submitted: 03/02/21 1:25 pm

Viewing: **HLUC 1005 : Information Technologies**

Last edit: 03/02/21 1:25 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

Information Technologies for Health Sciences

Effective Date: September 2021

School/Centre: Health Sciences

Department: Health Unit Coordinator (4610)

Contact(s)

In Workflow

1. **4610 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/05/21 1:33 pm
Deirdre Duncan
(dduncan):
Approved for 4610
Leader
2. 02/05/21 10:58 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 02/25/21 7:17 pm
Darija Rabadzija
(drabadzija):
Rollback to Initiator
4. 03/02/21 1:36 pm
Darija Rabadzija
(drabadzija):
Approved for 4610
Leader
5. 03/02/21 3:08 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
6. 03/02/21 5:01 pm
Todd Rowlatt
(trowlatt): Approved

Name	E-mail	Phone/Ext.
Radhika Kumar	Rakumar@vcc.ca	604.871.7000/5027

Banner Course Information Technologies

Name:

Subject Code: HLUC - Health Unit Coordinator

Course Number 1005

Year of Study 1st Year Post-secondary

Credits: 3

Course Description:

This course is designed to provide students with a solid foundation in computer and digital literacy, and an overview of health information technologies used in the Canadian healthcare system. Students will receive a comprehensive introduction to the learning management system and associated software that will be used during their program. Students will also explore basic concepts related to digital literacy with the use of information technologies in health care and the associated ethical and legal principles.

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 terminology related to basic computer functions, and related hardware and software.
CLO #2	Demonstrate the ability to use business applications and learning management systems.

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

CLO #3	Demonstrate professional standards when using electronic communication.
CLO #4	Assess online sources of information and media for purpose, message, accuracy and bias (information literacy).
CLO #5	Integrate computer and digital literacy skills to perform internet searches.
CLO #6	Evaluate digital information sources to determine suitability.
CLO #7	Utilize computer and digital literacy skills to complete individual and group online learning activities.
CLO #8	Describe the appropriate use of electronic devices and electronic health records in health care.
CLO #9	Identify the impacts of privacy, confidentiality, and security related to health information technologies.

Instructional

Strategies:

Lecture, computer laboratory, group work, role play, and lecture.

Evaluation and Grading

Grading System: Letter Grade (A-F)
B-=68%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	35	Online activities, assessments (as per rubric).
Assignments	35	Projects/presentations demonstrating course outcomes (as per rubric).
Quizzes/Tests	30	Short answer online assessments.

Hours by Learning Environment Type

Lecture, Seminar, Online

25

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Common computer terminologies, functions, equipment and software.

Electronic mail

Moodle and Zoom

Microsoft Word, Excel and PowerPoint

Digital Literacy

Web and Library catalogue searches

Evidence Based Practice

Electronic Health Records and Electronic Charting

Ethics, Privacy and Security

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

Resources are items which the student is responsible for purchasing as identified by the department/instructor.

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

Health Unit Coordinator Program Proposal

Provide a rationale
for this proposal:

Course Change Request

New Course Proposal

Date Submitted: 03/02/21 1:25 pm

Viewing: **HLUC 1015 : Speed and Accuracy**

Last edit: 03/02/21 1:25 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

Keyboarding: Speed and Accuracy

Effective Date: September 2021

School/Centre: Health Sciences

Department: Health Unit Coordinator (4610)

Contact(s)

In Workflow

1. **4610 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/05/21 1:33 pm
Deirdre Duncan
(dduncan):
Approved for 4610
Leader
2. 02/05/21 10:58 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 02/25/21 7:17 pm
Darija Rabadzija
(drabadzija):
Rollback to Initiator
4. 03/02/21 1:36 pm
Darija Rabadzija
(drabadzija):
Approved for 4610
Leader
5. 03/02/21 3:09 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
6. 03/02/21 5:01 pm
Todd Rowlatt
(trowlatt): Approved

Name	E-mail	Phone/Ext.
Radhika Kumar	rakumar@vcc.ca	5027

Banner Course Name: Speed and Accuracy

Subject Code: HLUC - Health Unit Coordinator

Course Number: 1015

Year of Study: 1st Year Post-secondary

Credits: 2

Course Description:

This course gives students the opportunity to develop their keyboarding skills with a focus on speed and accuracy by means of selected timed writings and drills on a computer. Students identify areas for improvement and develop corrective practices.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Successfully complete a keyboarding speed test with 35 gross words per minute on a five minute test with five or less errors.

Course Learning

Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Self assess posture and alignment to keyboard accurately.

Upon successful completion of this course, students will be able to:	
CLO #2	Demonstrate correct touch typing technique.
CLO #3	Demonstrate a minimum keyboarding speed of 35 gross words per minute on a 5-minute test with 5 errors or less.
CLO #4	Demonstrate accurate keyboard skills utilizing relevant software.
Instructional Strategies: Online, class, lab activities, discussions and demonstrations	

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

B-=68%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Five minute timings to achieve 35 gwpm with 5 or less errors
Quizzes/Tests	20	Skill development paragraphs
Assignments	25	Honour Rolls
Quizzes/Tests	25	Speed and accuracy studies

Hours by Learning Environment Type

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

35

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Five-Minute Timings
 Skill Development Paragraphs
 Honour Roll Timings
 Accuracy & Speed Study Drills

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

Resources are items which the student is responsible for purchasing as identified by the department/instructor.

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

Health Unit Coordinator Program Proposal

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer

Comments

Darija Rabadzija (drabadzija) (02/25/21 7:17 pm): Rollback: for edits

Darija Rabadzija (drabadzija) (03/02/21 1:36 pm): Approved on behalf of DL as per Curriculum Committee
Chair

Course Change Request

New Course Proposal

Date Submitted: 03/02/21 1:27 pm

Viewing: **HLUC 1025 : Role of the HUC**

Last edit: 03/02/21 3:13 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

Role of the HUC

Effective Date: September 2021

School/Centre: Health Sciences

Department: Health Unit Coordinator (4610)

Contact(s)

In Workflow

1. **4610 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/05/21 1:34 pm
Deirdre Duncan
(dduncan):
Approved for 4610
Leader
2. 02/05/21 10:58 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 02/25/21 7:17 pm
Darija Rabadzija
(drabadzija):
Rollback to Initiator
4. 03/02/21 1:37 pm
Darija Rabadzija
(drabadzija):
Approved for 4610
Leader
5. 03/02/21 3:13 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
6. 03/02/21 5:01 pm
Todd Rowlatt
(trowlatt): Approved

Name	E-mail	Phone/Ext.
Radhika Kumar	Rakumar@vcc.ca	5027

Banner Course Name: Role of the HUC

Subject Code: HLUC - Health Unit Coordinator

Course Number: 1025

Year of Study: 1st Year Post-secondary

Credits: 3

Course Description:

This course introduces students to the administrative role and responsibilities of the health unit coordinator (HUC) and members of the interdisciplinary team in various health care settings. Students learn the terms to work in a clerical, support role and how to complete tasks accurately and safely on electronic or paper health records. Students will learn how to manage patient transitions such as admissions, transfers and discharges and be able to describe the organizational structure of the hospital and its departments. Students will also examine the role of their actions on patient safety and the principles of confidentiality when working in the health care 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	Describe the essential role of the HUC across health care settings.

Upon successful completion of this course, students will be able to:	
CLO #2	Describe the roles and responsibilities of the multi-disciplinary health care team.
CLO #3	Define the organizational structure of departments and services in health care.
CLO #4	Differentiate the processes required for patient transitions in health care systems.
CLO #5	Apply effective problem solving skills to promote safe patient care.
CLO #6	Demonstrate computer literacy skills required to practice safely in the HUC role.
CLO #7	Demonstrate accurate written, verbal and electronic communication on patient health records.
Instructional Strategies: Guided discussions, demonstrations, group activities, case studies, lecture, simulations.	

Evaluation and Grading

Grading System: Letter Grade (A-F)
B-=68%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Short answer quiz or test.
Exam	35	Midterm exam or case study.
Exam	35	Final exam or case study.

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:

Overview of the HUC role and multidisciplinary health care team
Responsibilities and tasks of the HUC and multidisciplinary health care team
Admission, Transfer, Discharge, and Death terms and abbreviations:
Freedom of Information and Protection of Privacy Act (FOIPPA) and Confidentiality
British Columbia health authorities and resources
Patient safety guidelines and terms
Online modules to complete as required by the health authority
Bed management terms and abbreviations

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

Resources are items which the student is responsible for purchasing as identified by the department/instructor.

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

Health Unit Coordinator Program Proposal

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer

Comments

Darija Rabadzija (drabadzija) (02/25/21 7:17 pm): Rollback: for edits

Course Change Request

New Course Proposal

Date Submitted: 03/02/21 1:29 pm

Viewing: **HLUC 1035 : Communication in Healthcare**

Last edit: 03/02/21 1:28 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

Communication in Healthcare

Effective Date: September 2021

School/Centre: Health Sciences

Department: Health Unit Coordinator (4610)

Contact(s)

In Workflow

1. **4610 Leader**
2. **SHS Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/05/21 1:34 pm
Deirdre Duncan (dduncan):
Approved for 4610 Leader
2. 02/05/21 10:59 pm
Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
3. 02/25/21 7:17 pm
Darija Rabadzija (drabadzija):
Rollback to Initiator
4. 03/02/21 1:37 pm
Darija Rabadzija (drabadzija):
Approved for 4610 Leader
5. 03/02/21 3:06 pm
Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
6. 03/02/21 5:01 pm
Todd Rowlatt (trowlatt): Approved

Name	E-mail	Phone/Ext.
Radhika Kumar	rakumar@vcc.ca	604.871.7000.5027

Banner Course Communication in Healthcare

Name:

Subject Code: HLUC - Health Unit Coordinator

Course Number 1035

Year of Study 1st Year Post-secondary

Credits: 3

Course Description:

This course prepares students to communicate professionally by examining cultural sensitivity and diversity within healthcare practice. Concepts in de-escalation and conflict resolution techniques will also be explored. Students will improve their professional communication, technical and computer literacy skills with practice and reflection while learning common terms and abbreviations to work in health settings.

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 key elements of effective communication in the role of the Health Unit Coordinator (HUC).
CLO #2	Identify professional behaviors required to work in the health care setting.
CLO #3	Operate communication devices effectively in the health care environment.

Upon successful completion of this course, students will be able to:	
CLO #4	Describe principles of cultural safety and humility as applied to the organizational culture.
CLO #5	Explain the basic structure of the Canadian and British Columbia (BC) healthcare systems.
CLO #6	Describe key competencies of interprofessional collaboration and communication in healthcare.
CLO #7	Demonstrate accurate written, verbal and electronic communication skills.
Instructional Strategies: Group work, role play, lecture, simulation and self reflection.	

Evaluation and Grading

Grading System: Letter Grade (A-F)
B-=68%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	Satisfactory self reflective activity on professional communication behaviors, as per rubric.
Quizzes/Tests	35	Online or written short answer assessments related to the learning outcomes.
Exam	35	Online or written cumulative exam.

Hours by Learning Environment Type

Lecture, Seminar, Online

50

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

10

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Professional communications as a health care team member
Professional concepts and behaviors as a health care team member
Communication Equipment overview
Health care team roles and responsibilities
Departments and services roles and responsibilities
Introduction to the healthcare system

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

Resources are items which the student is responsible for purchasing as identified by the department/instructor.

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

Health Unit Coordinator Program Proposal

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Course Change Request

New Course Proposal

Date Submitted: 03/02/21 1:29 pm

Viewing: **HLUC 1040 : Medical Foundations**

Last edit: 03/02/21 1:29 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

Medical Foundations

Effective Date: September 2021

School/Centre: Health Sciences

Department: Health Unit Coordinator (4610)

Contact(s)

In Workflow

1. **4610 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/05/21 1:34 pm
Deirdre Duncan
(dduncan):
Approved for 4610
Leader
2. 02/05/21 10:59 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 02/25/21 7:16 pm
Darija Rabadzija
(drabadzija):
Rollback to Initiator
4. 03/02/21 1:37 pm
Darija Rabadzija
(drabadzija):
Approved for 4610
Leader
5. 03/02/21 3:16 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
6. 03/02/21 5:02 pm
Todd Rowlatt
(trowlatt): Approved

Name	E-mail	Phone/Ext.
Radhika Kumar	rakumar@vcc.a	604.871.7000/5027

Banner Course Medical Foundations

Name:

Subject Code: HLUC - Health Unit Coordinator

Course Number 1040

Year of Study 1st Year Post-secondary

Credits: 3

Course Description:

Students will be introduced to medical terminology, anatomy and disease processes relating to the body systems which includes learning basic medical word structures such as prefixes, suffixes, combining forms and root words. How to correctly spell and pronounce commonly used medical terms and conditions pertaining to the body system will also be explored.

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 combining forms, suffixes, prefixes and terms that pertain to the whole body system.
CLO #2	Spell combining forms, suffixes, prefixes and terms correctly that pertain to the whole body system.
CLO #3	Communicate medical terminology with accuracy, in written and verbal formats.

Upon successful completion of this course, students will be able to:	
CLO #4	Describe basic human anatomy and physiology according to each body systems.
CLO #5	Define the terms and pathological conditions relating to each body system.
CLO #6	Describe the location and major functions of the organs in each body system.
Instructional Strategies: Blended delivery, classroom, discussion, small group presentations	

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
 B-=68%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25	Group presentation as per rubric and multiple spelling tests.
Quizzes/Tests	25	Written or online short answer quizzes/tests.
Quizzes/Tests	35	Written or online short answer quizzes/tests.
Exam	15	Written or online cumulative 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:**Medical Terminology**

Word elements, terms, abbreviations and definitions

Anatomy and Physiology

Overview of body and body systems

Related terms, conditions and abbreviations

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

Gyls, B. A., & Masters R. (2019). Medical terminology simplified: A program learning approach by body system. F. A. Davis Company. (latest edition)

Resources are items which the student is responsible for purchasing as identified by the department/instructor.

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

Health Unit Coordinator Program Proposal

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Course Change Request

New Course Proposal

Date Submitted: 03/02/21 1:30 pm

Viewing: **HLUC 1045 : Pharmacology**

Last edit: 03/02/21 1:30 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

Pharmacology

Effective Date:

September 2021

School/Centre:

Health Sciences

Department:

Health Unit Coordinator (4610)

Contact(s)

In Workflow

1. **4610 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/05/21 1:34 pm
Deirdre Duncan
(dduncan):
Approved for 4610
Leader
2. 02/08/21 9:58 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 02/25/21 7:16 pm
Darija Rabadzija
(drabadzija):
Rollback to Initiator
4. 03/02/21 1:37 pm
Darija Rabadzija
(drabadzija):
Approved for 4610
Leader
5. 03/02/21 3:18 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
6. 03/02/21 5:02 pm
Todd Rowlatt
(trowlatt): Approved

Name	E-mail	Phone/Ext.
Radhika Kumar	rakumar@vcc.ca	5027

Banner Course Name: Pharmacology

Subject Code: HLUC - Health Unit Coordinator

Course Number: 1045

Year of Study: 1st Year Post-secondary

Credits: 2.5

Course Description:

This course examines the principles of pharmacology and the common therapeutic classifications of medications used in health care. Students will learn to correctly identify and spell medications along with common routes of medication administration and use references appropriately to research and problem solve within their role as a health unit coordinator (HUC).

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 current references to research therapeutic classification, brand and generic names.
CLO #2	Define common therapeutic classifications and mechanisms of actions of the HUC.
CLO #3	Spell the generic and brand name(s) of commonly prescribed medications correctly.

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

CLO #4 Identify common routes of medication administration.

Instructional

Strategies:

Blended delivery, classroom, discussion, small group presentations

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

B-=68%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	15	Group presentation demonstrating course outcomes, as per rubric.
Quizzes/Tests	35	Short answer quizzes/tests including spelling tests.
Quizzes/Tests	35	Short answer cumulative quizzes/tests.
Exam	15	Final exam

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:

Course Topics:

Common therapeutic classifications and related medications
 Common routes of medication administration
 References
 Spelling & Pronunciation

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

Gylys, B. A., & Masters R. (2019). Medical terminology simplified: A program learning approach by body system. F. A. Davis Company.(latest edition)

Resources are items which the student is responsible for purchasing as identified by the department/instructor.

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

Health Unit Coordinator Program Proposal

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer

Comments

Darija Rabadzija (drabadzija) (02/25/21 7:16 pm): Rollback: for edits

Darija Rabadzija (drabadzija) (03/02/21 1:37 pm): Approved on behalf of DL as per Curriculum Committee Chair

Marketing Information

Course Change Request

New Course Proposal

Date Submitted: 03/02/21 1:31 pm

Viewing: **HLUC 1050 : Practicum 1**

Last edit: 03/02/21 1:31 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

HUC Practicum 1

Effective Date:

September 2021

School/Centre:

Health Sciences

Department:

Health Unit Coordinator (4610)

Contact(s)

In Workflow

1. **4610 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/05/21 1:34 pm
Deirdre Duncan
(dduncan):
Approved for 4610
Leader
2. 02/05/21 10:59 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 02/25/21 7:16 pm
Darija Rabadzija
(drabadzija):
Rollback to Initiator
4. 03/02/21 1:37 pm
Darija Rabadzija
(drabadzija):
Approved for 4610
Leader
5. 03/02/21 3:25 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
6. 03/02/21 5:02 pm
Todd Rowlatt
(trowlatt): Approved

Name	E-mail	Phone/Ext.
Radhika Kumar	Rakumar@vcc.ca	604-871-7001/5027

Banner Course Practicum 1

Name:

Subject Code: HLUC - Health Unit Coordinator

Course Number 1050

Year of Study 1st Year Post-secondary

Credits: 3

Course Description:

This course provides students with a health care environment to practice their professional communication behaviours within the multidisciplinary healthcare team and apply the skills and knowledge from the first term. Students will complete the basic tasks of a health unit coordinator when using electronic health record operating systems and health forms, and utilize resources to work safely, confidently and independently.

Course Pre-Requisites (if applicable):

HLUC 1005 Information Technologies for Health Sciences

HLUC 1015 Keyboarding

HLUC 1025 Role of the HUC

HLUC 1035 Communication in Healthcare

HLUC 1040 Medical Foundations

HLUC 1045 Pharmacology

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	Practice professional communication skills as a member of the health care team.
CLO #2	Demonstrate health authority standards, policies and procedures in health unit coordinator practice.
CLO #3	Collaborate with health care professionals to coordinate patient transitions.
CLO #4	Practice safely, ethically and responsibly as a health unit coordinator.
CLO #5	Create personal practice resources to demonstrate independent and professional skills.
CLO #6	Apply information and digital literacy skills by utilizing resources in HUC practice.
CLO #7	Demonstrate professionalism and responsibility as an emerging health care professional.
CLO #8	Apply organizational, time and stress management skills effectively in HUC practice.

Instructional

Strategies:

The student and preceptor health unit coordinator work together to facilitate the students learning goals in the health care setting. A faculty member will support the student and preceptor towards understanding the beginning role and responsibilities of the health unit coordinator. Students will reflect on their learning goals in person or online.

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	S/U	Weekly online journals, self reflective evaluations which may include praxis hours.

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

12

Practicum 78

Self Paced / Individual Learning

Course Topics

Course Topics:

Hospital orientation
 Unit orientation
 Roles of team members
 Communication:
 Verbal and non-verbal, communication styles
 Health care communication devices
 Charts, health forms, operating systems
 Professional health care role

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

Resources are items which the student is responsible for purchasing as identified by the department/instructor.

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

Health Unit Coordinator Program Proposal

Additional Information

Provide any additional information if necessary.

Course Change Request

New Course Proposal

Date Submitted: 03/02/21 1:32 pm

Viewing: **HLUC 1105 : Order Processing Foundations**

Last edit: 03/02/21 4:44 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

Order Processing Foundations

Effective Date: September 2021

School/Centre: Health Sciences

Department: Health Unit Coordinator (4610)

Contact(s)

In Workflow

1. **4610 Leader**
2. **SHS Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/05/21 1:34 pm
Deirdre Duncan (dduncan):
Approved for 4610 Leader
2. 02/05/21 10:59 pm
Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
3. 02/25/21 7:16 pm
Darija Rabadzija (drabadzija):
Rollback to Initiator
4. 03/02/21 1:38 pm
Darija Rabadzija (drabadzija):
Approved for 4610 Leader
5. 03/02/21 3:27 pm
Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
6. 03/02/21 5:02 pm
Todd Rowlatt (trowlatt): Approved

Name	E-mail	Phone/Ext.
Radhika Kumar	Rakumar@vcc.ca	604-871-7000/5027

Banner Course Name: Order Processing Foundations

Subject Code: HLUC - Health Unit Coordinator

Course Number: 1105

Year of Study: 1st Year Post-secondary

Credits: 3

Course Description:

This course builds on concepts from the first term and provides students with foundational skills and knowledge required to transcribe prescriber orders onto forms such as the kardex and the medication administration record (MAR). Students will create and use their own resources to complete tasks accurately and safely on electronic or paper health records. Students will continue to develop their knowledge of the role and responsibility of the health unit coordinator (HUC) to facilitate patient/client admissions, transfers and discharges in the healthcare setting.

Course Pre-Requisites (if applicable):

HLUC 1050 Practicum 1

Course Co-requisites (if applicable):

HLUC 1115 Lab Foundations 1

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 components, classification and duration categories of prescriber's orders.

Upon successful completion of this course, students will be able to:	
CLO #2	Demonstrate procedures to accurately process prescriber's orders using patient health records.
CLO #3	Differentiate between the various health records, including electronic and paper based systems.
CLO #4	Identify the different types of orders, and related terminology, utilized in acute care.
CLO #5	Apply information literacy skills, such as problem solving and critical thinking, when processing orders.
CLO #6	Describe when to communicate with health care team members and departments as required to safely process orders.
CLO #7	Demonstrate procedures required to complete patient admissions, transfers and discharges.
<p>Instructional Strategies: Classroom, simulation, guided discussions, demonstrations, group activities, and skill building exercises using case studies.</p>	

Evaluation and Grading

Grading System: Letter Grade (A-F)
B-=68%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	35	Short answer quizzes/tests on the kardex and MAR use.
Exam	35	1 midterm case study exam.
Project	30	Create personal resources (as per rubric) and demonstrate information literacy skills.

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:

Foundations to process on the:

Kardex

Medication Administration Record (MAR):

Pharmacology categories and medications review

New, changed , discontinued prescribed orders

Hold, stat, reordered medications

As needed (PRN), routine/scheduled medication orders

Preprinted orders (PPO)

Related abbreviations and medical terminology to all topics including admission, transfers and discharges.

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

Gyls, B. A., & Masters R. (2019). Medical terminology simplified: A program learning approach by body system. F. A. Davis Company. (latest edition)

Resources are items which the student is responsible for purchasing as identified by the department/instructor.

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

Health Unit Coordinator Program Proposal

Course Change Request

New Course Proposal

Date Submitted: 03/02/21 1:33 pm

Viewing: **HLUC 1115 : Lab Foundations 1**

Last edit: 03/02/21 1:33 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

Lab Foundations 1

Effective Date:

September 2021

School/Centre:

Health Sciences

Department:

Health Unit Coordinator (4610)

Contact(s)

In Workflow

1. **4610 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/05/21 1:35 pm
Deirdre Duncan
(dduncan):
Approved for 4610
Leader
2. 02/05/21 10:59 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 02/25/21 7:16 pm
Darija Rabadzija
(drabadzija):
Rollback to Initiator
4. 03/02/21 1:38 pm
Darija Rabadzija
(drabadzija):
Approved for 4610
Leader
5. 03/02/21 3:28 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
6. 03/02/21 5:02 pm
Todd Rowlatt
(trowlatt): Approved

Name	E-mail	Phone/Ext.
Radhika Kumar	rakumar@vcc.ca	5027

Banner Course Lab Foundations 1

Name:

Subject Code: HLUC - Health Unit Coordinator

Course Number 1115

Year of Study 1st Year Post-secondary

Credits: 2.5

Course Description:

This course builds on the theory and practice from Semester 1 and provides students with the procedures to process hematology and chemistry orders. The responsibilities of the Laboratory Department, its personnel and the hospital staff are also discussed. Students will develop information literacy skills in class by creating and using their own resources to complete tasks accurately and safely on electronic or paper health records. Students will continue to develop their knowledge of the role and responsibility of the health unit coordinator (HUC) in the healthcare setting.

Course Pre-Requisites (if applicable):

HLUC 1050 Practicum 1

Course Co-requisites (if applicable):

HLUC 1105 Order Processing Foundations

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 primary responsibilities of the Laboratory Department and its personnel.

Upon successful completion of this course, students will be able to:	
CLO #2	Define specimens analyzed by Hematology and Chemistry Departments.
CLO #3	Differentiate between hematology, chemistry, fasting and standing blood work orders.
CLO #4	Identify and correctly spell abbreviations and vocabulary used in lab tests.
CLO #5	Distinguish between the components, classification and duration categories of laboratory orders.
CLO #6	Apply procedures to accurately process laboratory orders using patient health records.
CLO #7	Differentiate between the various health records, including electronic and paper based systems used to process laboratory orders.
CLO #8	Apply information literacy skills, such as problem solving and critical thinking, when processing laboratory orders.
CLO #9	Examine when to communicate with health care team members and departments as required to safely process laboratory orders.
<p>Instructional Strategies:</p> <p>Guided discussion, demonstrations, group activities, skill building exercises, simulation, case studies, and lab activities.</p>	

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
B-=68%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	35	Short answer quizzes/tests.
Exam	35	Case study exam.
Project	30	Create personal resources (as per rubric) to demonstrate information literacy skills.

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:

Laboratory department and personnel
Specimens
Hematology
Chemistry
Related terms and abbreviations

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

Gyls, B. A., & Masters R. (2019). Medical terminology simplified: A program learning approach by body system. F. A. Davis Company. (latest edition)

Resources are items which the student is responsible for purchasing as identified by the department/instructor.

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

Health Unit Coordinator Program Proposal

Provide a rationale
for this proposal:

Course Change Request

New Course Proposal

Date Submitted: 03/02/21 2:44 pm

Viewing: **HLUC 1125 : Lab Foundations 2**

Last edit: 03/02/21 2:44 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

Lab Foundations 2

Effective Date: September 2021

School/Centre: Health Sciences

Department: Health Unit Coordinator (4610)

Contact(s)

In Workflow

1. **4610 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/05/21 1:35 pm
Deirdre Duncan
(dduncan):
Approved for 4610
Leader
2. 02/05/21 10:59 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 02/25/21 7:16 pm
Darija Rabadzija
(drabadzija):
Rollback to Initiator
4. 03/02/21 3:19 pm
Darija Rabadzija
(drabadzija):
Approved for 4610
Leader
5. 03/02/21 3:34 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
6. 03/02/21 5:02 pm
Todd Rowlatt
(trowlatt): Approved

Name	E-mail	Phone/Ext.
Radhika Kumar	rakumar@vcc.ca	5027

Banner Course Lab Foundations 2

Name:

Subject Code: HLUC - Health Unit Coordinator

Course Number 1125

Year of Study 1st Year Post-secondary

Credits: 2.5

Course Description:

This course builds on the theory and practice from Semester 1 and continues the study of laboratory tests from the Microbiology, Pathology Departments. Students will learn the procedures to order blood transfusion products, related services and the common lab tests from the BC Cancer Agency and BC Center for Disease Control. Students will further develop information literacy skills in class by creating and using their own resources to complete tasks accurately and safely on electronic or paper health records. Students will continue to develop their knowledge of the role and responsibility of the health unit coordinator (HUC) in relation to the healthcare setting.

Course Pre-Requisites (if applicable):

HLUC 1050 Practicum 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:

Upon successful completion of this course, students will be able to:	
CLO #1	Explain the primary responsibilities of the Microbiology, Pathology, Blood Transfusion Services, BC Cancer Agency and BC Center for Disease Control agencies its personnel.
CLO #2	Define specimens analyzed by Microbiology, Pathology, Blood Transfusion Services, BC Cancer Agency and BC Center for Disease Control agencies.
CLO #3	Identify and correctly spell abbreviations and vocabulary used in lab tests.
CLO #4	Distinguish between the components, classification and duration categories of laboratory orders.
CLO #5	Demonstrate the procedures to accurately process laboratory orders using patient health records.
CLO #6	Differentiate between the various health records, including electronic and paper based systems used to process laboratory orders.
CLO #7	Apply information literacy skills, such as problem solving and critical thinking, when processing laboratory orders.
CLO #8	Examine when to communicate with health care team members and departments as required to safely process laboratory orders.

Instructional

Strategies:

Guided discussion, demonstrations, group activities, skill building exercises, simulation, case studies, and lab activities.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

B-=68%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	35	Short answer quizzes/tests.
Exam	35	Case study exam.
Project	30	Create personal resources (as per rubric) to demonstrate information literacy skills.

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:

Laboratory department and personnel
Specimens
Microbiology
Pathology
Blood Transfusion Services
BC Cancer Agency
BC Center for Disease Control
Related medical terms and abbreviations

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

Gyls, B. A., & Masters R. (2019). Medical terminology simplified: A program learning approach by body system. F. A. Davis Company. (latest edition)

Resources are items which the student is responsible for purchasing as identified by the department/instructor.

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

Health Unit Coordinator Program Proposal

Course Change Request

New Course Proposal

Date Submitted: 03/02/21 2:46 pm

Viewing: **HLUC 1135 : Diagnostic Foundations**

Last edit: 03/02/21 2:46 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

Diagnostic Foundations

Effective Date: September 2021

School/Centre: Health Sciences

Department: Health Unit Coordinator (4610)

Contact(s)

In Workflow

1. **4610 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/05/21 1:35 pm
Deirdre Duncan
(dduncan):
Approved for 4610
Leader
2. 02/05/21 11:00 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 02/25/21 7:15 pm
Darija Rabadzija
(drabadzija):
Rollback to Initiator
4. 03/02/21 3:19 pm
Darija Rabadzija
(drabadzija):
Approved for 4610
Leader
5. 03/02/21 3:38 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
6. 03/02/21 5:02 pm
Todd Rowlatt
(trowlatt): Approved

Name	E-mail	Phone/Ext.
Radhika Kumar	rakumar@vcc.ca	604.871.7000/5027

Banner Course Diagnostic Foundations

Name:

Subject Code: HLUC - Health Unit Coordinator

Course Number 1135

Year of Study 1st Year Post-secondary

Credits: 2.5

Course Description:

This course builds from the concepts in Semester 1 and provides students with the skills to understand the requirements to process Diagnostic orders. Students will develop information literacy skills in class by creating and using their own resources to complete tasks accurately and safely on electronic or paper health records. Students will continue to develop their awareness of the role and responsibility of the health unit coordinator (HUC) in relation to Diagnostic orders.

Course Pre-Requisites (if applicable):

HLUC 1050 Practicum 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	Distinguish between the components, classification and duration categories of Diagnostic prescribers' orders.
CLO #2	Identify Diagnostic orders, and related terminology, utilized in acute care.

Upon successful completion of this course, students will be able to:	
CLO #3	Describe the function of Diagnostic Departments.
CLO #4	Demonstrate the procedures to accurately process Diagnostic orders using patient health records.
CLO #5	Differentiate between the various health records, including electronic and paper based systems.
CLO #6	Apply information literacy skills, such as problem solving and critical thinking, when processing Diagnostic orders.
CLO #7	Identify when to communicate with health care team members and departments as required to safely process Diagnostic orders.
<p>Instructional Strategies:</p> <p>Classroom, simulation, guided discussions, demonstrations, group activities, and skill building exercises using case studies.</p>	

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
B-=68%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	35	2 short answer quizzes/tests.
Exam	35	Case study exam.
Project	30	Create personal resources (as per rubric) to demonstrate information literacy skills.

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:

Foundations to process Diagnostic orders:

-Specimens collection

-Investigate all Laboratory departments

-Introduction to the Diagnostic Departments

-Interdisciplinary team members' role and responsibility

Related abbreviations and medical terminology to all topics

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

Gyls, B. A., & Masters R. (2019). Medical terminology simplified: A program learning approach by body system. F. A. Davis Company. (latest edition)

Resources are items which the student is responsible for purchasing as identified by the department/instructor.

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

Health Unit Coordinator Program Proposal

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Course Change Request

New Course Proposal

Date Submitted: 03/02/21 2:47 pm

Viewing: **HLUC 1140 : Surgical & Specialty**

Last edit: 03/02/21 2:47 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

Surgical & Specialty Foundations

Effective Date:

September 2021

School/Centre:

Health Sciences

Department:

Health Unit Coordinator (4610)

Contact(s)

In Workflow

1. **4610 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/05/21 1:35 pm
Deirdre Duncan
(dduncan):
Approved for 4610
Leader
2. 02/05/21 11:00 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 02/25/21 7:15 pm
Darija Rabadzija
(drabadzija):
Rollback to Initiator
4. 03/02/21 3:19 pm
Darija Rabadzija
(drabadzija):
Approved for 4610
Leader
5. 03/02/21 3:43 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
6. 03/02/21 5:02 pm
Todd Rowlatt
(trowlatt): Approved

Name	E-mail	Phone/Ext.
Radhika Kumar	rakumar@vcc.ca	5027

Banner Course Name: Surgical & Specialty

Subject Code: HLUC - Health Unit Coordinator

Course Number: 1140

Year of Study: 1st Year Post-secondary

Credits: 3

Course Description:

This course builds on the theory and practice from Semester 1 and provides students with the skills to understand the foundations to process surgical orders, and orders from specialty units. Students will develop information literacy skills in class by creating and using their own resources to complete tasks accurately and safely on electronic or paper health records. Students will continue to develop their knowledge of the role and responsibility of the health unit coordinator (HUC) within specialized medical settings.

Course Pre-Requisites (if applicable):

HLUC 1050 Practicum 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	Distinguish between the components, classification and duration categories of surgical orders and orders from specialty units.

Upon successful completion of this course, students will be able to:	
CLO #2	Demonstrate the procedures to accurately process prescriber's orders using patient health records.
CLO #3	Apply the procedures to process surgical orders and specialty unit orders.
CLO #4	Differentiate between the various health records, including electronic and paper based systems.
CLO #5	Identify the different types of surgical orders, specialty unit orders and related terminology, utilized in acute care.
CLO #6	Apply information literacy skills, such as problem solving and critical thinking, when processing orders.
CLO #7	Identify when to communicate with health care team members and departments as required to safely process orders.
<p>Instructional Strategies:</p> <p>Guided discussion, demonstrations, group activities, skill building exercises, simulation, case studies, and labs.</p>	

Evaluation and Grading

Grading System: Letter Grade (A-F)
B-=68%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	35	Short answer quizzes/tests.
Exam	35	Case Study exam.
Project	30	Create personal resources (as per rubric) to demonstrate information literacy skills.

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:

- Pre-operative orders
- Clinical Pathways
- Acute Pain Service
- Post-operative orders
- Specialty unit orders
- Interdisciplinary team members' role and responsibility
- Related abbreviations and medical terminology to all topics

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

Gylys, B. A., & Masters R. (2019). Medical terminology simplified: A program learning approach by body system. F. A. Davis Company. (latest edition)

Resources are items which the student is responsible for purchasing as identified by the department/instructor.

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

Health Unit Coordinator Program Proposal

Provide a rationale
for this proposal:

Course Change Request

New Course Proposal

Date Submitted: 03/02/21 2:48 pm

Viewing: **HLUC 1145 : Practicum Orientation**

Last edit: 03/02/21 4:46 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

Practicum Orientation

Effective Date: September 2021

School/Centre: Health Sciences

Department: Health Unit Coordinator (4610)

Contact(s)

In Workflow

1. **4610 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/05/21 1:35 pm
Deirdre Duncan
(dduncan):
Approved for 4610
Leader
2. 02/05/21 11:00 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 02/25/21 7:15 pm
Darija Rabadzija
(drabadzija):
Rollback to Initiator
4. 03/02/21 3:19 pm
Darija Rabadzija
(drabadzija):
Approved for 4610
Leader
5. 03/02/21 3:46 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
6. 03/02/21 5:02 pm
Todd Rowlatt
(trowlatt): Approved

Name	E-mail	Phone/Ext.
Radhika Kumar	rakumar@vcc.ca	604.871.7000/5027

Banner Course Practicum Orientation

Name:

Subject Code: HLUC - Health Unit Coordinator

Course Number 1145

Year of Study 1st Year Post-secondary

Credits: 2

Course Description:

The course provides students with the technical and reflective skills to work as a professional member of the health care team. Students will complete activities and assignments on and off campus in preparation for the practicum course.

Course Pre-Requisites (if applicable):

HLUC 1050 Practicum 1

HLUC 1105 Order Processing Foundations

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Create a personal learning plan for the clinical practice setting.
CLO #2	Identify organizational, time, and stress management skills for the health unit coordinator (HUC) role.
CLO #3	Demonstrate resume writing and interview skills required for HUC employment.

Upon successful completion of this course, students will be able to:	
CLO #4	Demonstrate accurate keyboarding skills utilizing relevant software.
CLO #5	Demonstrate a minimum keyboarding speed of 40 gross words per minute on a 5-minute test with 5 errors or less.
CLO #6	Complete orientation requirements specified by the BC Practice Education Guidelines as per Health Sciences Placement Network (HSPnet)
Instructional Strategies: Classroom, lab, self reflective exercises and simulation.	

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	35	Keyboarding skill assessments completed as per department requirements.
Assignments	35	Satisfactory written reflective learning plan as per rubric.
Project	30	Satisfactory completion of resume writing, mock interview skills, and health authority orientation as per rubrics.

Hours by Learning Environment Type

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Preparing for the practicum placement: Health authority required orientation

Learning plan

Interview skills

Key boarding skills

Resume writing

Mock interview

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

Resources are items which the student is responsible for purchasing as identified by the department/instructor.

Rationale and Consultations

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Yes

Is this the primary proposal?

No

Primary Proposal

Health Unit Coordinator Program Proposal

Provide a rationale
for this proposal:

Are there any

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 03/02/21 2:48 pm

Viewing: **HLUC 1150 : HUC Practicum 2**

Last edit: 03/02/21 2:48 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:
HUC Practicum 2

Effective Date: September 2021

School/Centre: Health Sciences

Department: Health Unit Coordinator (4610)

Contact(s)

In Workflow

1. **4610 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

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Deirdre Duncan
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Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
6. 03/02/21 5:02 pm
Todd Rowlatt
(trowlatt): Approved

Name	E-mail	Phone/Ext.
Radhika Kumar	rakumar@vcc.ca	604.871.7000/5027

Banner Course HUC Practicum 2

Name:

Subject Code: HLUC - Health Unit Coordinator

Course Number 1150

Year of Study 1st Year Post-secondary

Credits: 5

Course Description:

The final practice course integrates knowledge and skills from all previous courses and provides students the practical setting to demonstrate effective professional communication behaviors, use operating systems and health forms accurately, to complete the beginning tasks of a health unit coordinator (HUC). This course also prepares students to utilize resources to work safely and confidently in HUC practice.

Course Pre-Requisites (if applicable):

HLUC 1105 Order Processing Foundations
 HLUC 1115 Lab Foundations 1
 HLUC 1125 Lab Foundations 2
 HLUC 1135 Diagnostic Foundations
 HLUC 1140 Surgical & Specialty
 HLUC 1145 Practicum Orientation

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	Practice professional communication in the health care setting to facilitate patient safety.
CLO #2	Demonstrate health authority standards, policies and procedures in health unit coordinator practice.
CLO #3	Collaborate with health care professionals to coordinate patient transitions and process orders on electronic or patient health records.
CLO #4	Practice safely, ethically and responsibly as a health unit coordinator.
CLO #5	Create personal practice resources to demonstrate independent and professional skills.
CLO #6	Apply information literacy skills in the health care setting by utilizing resources in HUC practice.
CLO #7	Demonstrate initiative and responsibility as an emerging health care professional.
CLO #8	Apply organizational, time and stress management skills effectively in HUC practice.

Instructional

Strategies:

The student and preceptor health unit coordinator work together to facilitate the students learning goals in the health care setting. Faculty collaborate with the student and preceptor to facilitate student's ability to practice safely, accurately and independently as a beginning health unit coordinator. Students will reflect on their learning goals in person or online.

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	S/U	Satisfactory completion of weekly online journals, self reflective evaluations (as per rubrics) which may include praxis hours.

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

12

Practicum 138

Self Paced / Individual Learning

Course Topics

Course Topics:

Hospital orientation

Unit orientation

Professional health care roles and responsibilities

Communication:

-Verbal and non-verbal

-Utilize all communication devices

-Charts, health forms, operating systems (general competencies)

Process prescribers' orders

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

Rationale and Consultations

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Yes

Is this the primary proposal?

No

Primary Proposal

Health Unit Coordinator Program Proposal

Provide a rationale
for this proposal: