



**VANCOUVER COMMUNITY COLLEGE
EDUCATION COUNCIL
CERTIFIED RESOLUTION
November 14, 2023**

I, Natasha Mandryk, Chair of the Education Council of Vancouver Community College (“VCC”), certify that the following resolutions were duly passed by the Education Council of VCC at a meeting held on November 14, 2023.

RESOLVED THAT Education Council approved:

- Delegating approval of minor changes and updates to the English language proficiency page to the Registrar
- Revised course outlines for CCED 0605 Basic Computer Skills Level 1 and CCED 0606 Basic Computer Skills Level 2, and new course CCED 0607 Basic Computer Skills Capstone
- Updates to admission requirements in the Renal Dialysis Technician Short Certificate and Medical Device Reprocessing Technician Certificate program content guides
- Revisions to the Accounting Diploma program content guide, two revised and five new course outlines, and removing the provisionally approved status of the program:
 - Revised Courses:
 - ACCT 2002 Canadian Income Tax
 - ACCT 2003 Business Data Analytics
 - New Courses:
 - ACCT 2030 Accounting Software Applications and Bookkeeping
 - ACCT 2040 Introduction to Auditing
 - ACCT 2050 Payroll, Accounts Payable, and Accounts Receivable Software
 - ACCT 2060 Accounting Capstone
 - MGMT 1020 Introduction to Business and Technology
- Revisions to the Medical Office Assistant Certificate program content guide, four revised and six new course outlines:
 - Revised Courses:
 - MEDC 1236 Medical Speed & Accuracy for Medical Office Assistant 2
 - MEDC 1250 Medical Documentation
 - MEDC 1259 Clinical Procedures
 - MEDC 1260 Medical Office Assistant Practicum
 - New Courses:
 - MEDC 1125 Administrative Procedures for Medical Office Assistant
 - MEDC 1141 Medical Terminology for Medical Office Assistant 1
 - MEDC 1142 Medical Terminology for Medical Office Assistant 2
 - MEDC 1151 Medical Speed & Accuracy for Medical Office Assistant 1
 - MEDC 1160 Electronic Communications for Medical Office Assistants
 - MEDC 1270 Medical Billing for Medical Office Assistant
- Revisions to the Legal Administrative Assistant Certificate program content guide, including removing “Full Time” from the program name, one revised and nine new course outlines:
 - Revised Course:
 - OADM 1456 Legal Administrative Assistant Practicum



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- New Courses:
 - OADM 1140 Computer Applications for Legal Administrative Assistants
 - OADM 1150 Office Procedures for Legal Administrative Assistants
 - OADM 1160 Corporate Law for Legal Administrative Assistants
 - OADM 1170 Conveyancing for Legal Administrative Assistants
 - OADM 1180 Career Development
 - OADM 1190 Civil Litigation for Legal Administrative Assistants
 - OADM 1250 Family Law for Legal Administrative Assistants
 - OADM 1260 Wills and Probates for Legal Administrative Assistants
 - OADM 1270 Practicum Readiness
- Program content guide for the new UI/UX Design Diploma and eight revised course outlines:
 - VCDP 1115 Digital Design Tools
 - VCDP 1135 Design Research
 - VCDP 2313 Design Project Management
 - VCDP 2315 UI/UX Strategy and Design 1
 - VCDP 2345 Web Development
 - VCDP 2351 Content Strategy and Information Architecture
 - VCDP 2355 Wordpress
 - VCDP 2475 Studio: Design and Development

RESOLVED THAT Education Council approved and forwarded to the Board of Governors for joint approval:

- Revised D.3.11 Transfer Credit policy and procedures

RESOLVED THAT Education Council recommends the Board of Governors approve:

- Implementation of the significantly revised Legal Administrative Assistant Certificate program
- New UI/UX Design Diploma credential and program implementation

Dated: November 14, 2023

APPROVED BY

Natasha Mandryk,
Chair, VCC Education Council