



Vancouver Community College Education Council
 Meeting Agenda
 December 12, 2023
 3:30–5:30 p.m. Videoconference
<https://vcc.zoom.us/j/62075047937>

Topic	Action	Speaker	Time	Attachment	Page
1. CALL TO ORDER		N. Mandryk			
2. ACKNOWLEDGEMENT		B. Higgins			
3. ADOPT AGENDA	Approval	N. Mandryk	1 min	✓	1-2
4. APPROVE PAST MINUTES	Approval	N. Mandryk	1 min	✓	3-8
5. ENQUIRIES & CORRESPONDENCE	Info	N. Mandryk	1 min		
6. BUSINESS ARISING (PART 1)					
a. EdCo Planning Day Debrief	Info	N. Mandryk	5 min		
b. Indigenous Representation on Education Council	Discussion	N. Mandryk	15 min		
7. COMMITTEE REPORTS					
a. Curriculum Committee					
i. New Course Content Guide: Academic Upgrading Pre-Grade 10 Skills	Approval	S. Ivits	5 min	✓	9-16
ii. Program Update: Occupational/Physical Therapist Assistant Diploma	Approval	C. Kimoto	5 min	✓	17-26
iii. Program Update: Health Unit Coordinator Certificate	Approval	R. Kumar	5 min	✓	27-60
iv. Program Updates: Health Care Assistant Certificate & Health Care Assistant Diploma (International Cohort)	Approval	L. Beveridge	5 min	✓	61-81
v. Program Updates:	Approval	K. Wightman	5 min	✓	82-150
<ul style="list-style-type: none"> • Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma • Architectural Technician Certificate • Civil/Structural Technician Certificate 					

Topic	Action	Speaker	Time	Attachment	Page
<ul style="list-style-type: none"> Mechanical Drafting Technician Certificate Steel Construction Modelling Technician Certificate 					
vi. New Program: Cybersecurity Risk Management Post-Degree Diploma	Approval	S. Khullar	10 min	✓	151-242
vii. Curriculum Approval Timeframe 2024	Info	T. Rowlatt	1 min	✓	243
viii. myVCC Curriculum Development Page	Info	T. Rowlatt	2 min		
b. Policy Committee	Info	S. Kay	5 min		
c. Education Quality Committee	Info	T. Rowlatt	5 min		
8. BUSINESS ARISING (CONTINUED)					
a. Strategic Innovation Plan (SIP) Update	Info	J. Shin, E. Wansink	20 min		
9. ELECTIONS					
EdCo Chair	Decision	L. Apouchtine	10 min		
EdCo Vice-Chair					
Two Executive Committee Members					
Standing Committee Chairs:					
<ul style="list-style-type: none"> Curriculum Committee Education Policy Committee Education Quality Committee 					
10. CHAIR REPORT					
	Info	N. Mandryk	5 min		
11. STUDENT REPORT					
	Info	J. Ligeralde	5 min		
12. NEXT MEETING & ADJOURNMENT					
	Info	N. Mandryk	1 min		
Next meeting: January 16, 2024, 3:30–5:30 p.m.					



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	David Wells	Lisa Beveridge
Sarah Kay (Vice-Chair)	Dennis Innes	Louise Dannhauer
Belinda Kaplan	Derek Sproston	Marcus Ng
Brianna Higgins	Emily Simpson	Shirley Lew
Dana Valeria Rodriguez	Heidi Parisotto	Todd Rowlatt
Arellano	Jessica Ligeralde	Vivian Munroe
Dave McMullen	Kseniia Osipova	

Regrets

Simranjot Kaur

Guests

Claire Sauvé	Jeremy White	Lucy Griffith
Clay Little	Jo-Ellen Zakoor	Mark Chiarello
David Kirk	John Demeulemeester	Marnie Findlater
Dawn Cunningham Hall	Julia Slade	Nuala Rochfort
Herbie Atwal	Julie Gilbert	Rebecca Bennett
Janet Latter	Ken McMorris	Stefan Nielsen
Jennifer Gossen	Les Apouchtine	Willy Aroca Aguirre

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- B. Kaplan acknowledged the College’s location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwx̱ wú7mesh (Squamish), and səliłw̓ ətaʔt (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the November 14, 2023 agenda as presented.

Moved by L. Beveridge, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the October 10, 2023 minutes as presented.

Moved by M. Ng, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) EdCo Elections & Welcome to New Members

- Following the recent elections, new EdCo members were welcomed: S. Kaur, D. Rodriguez Arellano, J. Ligeralde (student representatives); B. Higgins, E. Simpson, L. Beveridge (faculty representatives); and K. Osipova (staff representative). V. Pardalis Munroe, M. Ng, L. Dannhauer, T. Rowlatt and N. Mandryk were re-elected.
- Departing members were thanked for their service on EdCo and its standing committees: A. Oliver (staff representative); A. Sellwood and J. Schappert (faculty representatives); and G. Sarnoh, S. Singh, and E. Cheung (student representatives).

b) Enrolment Plan Update

- Following the announcement of updates to the Enrolment Plan at the last meeting, J. Latter attended the meeting to respond to questions. The proposal from the Registrar's Office and Institutional Research is to remove projected full-time equivalent (FTE) student numbers and solely report projected registrations. Actual FTE numbers from the previous fiscal year would continue to be reported.
- The rationale is to simplify and streamline the reporting process. Registrations are the authoritative measure used in enrolment planning, and FTE calculations are not standardized between programs or registrations.
- There were questions about the impact of this change on comparisons with previous years. For example, if a program's structure/number of courses was significantly revised, the number of registrations would automatically deviate from previous years, making comparisons more difficult. Notes could be added to the Enrolment Plan document to explain changes based on program revisions. However, it is not feasible to provide FTE calculations for only a select number of programs. Discussions about the approach for next year's plan will continue.
- Education Council reviews Enrolment Plan drafts each year in February and March and makes a recommendation on approval to the Board of Governors at the end of March. An educational session for Education Council members around enrolment planning will be held in the new year.

c) English Language Proficiency (ELP) Requirements - Report

- D. McMullen shared a report on various English language assessment tools and related student achievement as measured by grade point average (GPA). The motivation for the report is the addition of new tools, such as Duolingo, prompted by the pandemic. VCC has also recently begun using Accuplacer, and not enough information was available to warrant including Accuplacer in the report at this time. The purpose of the report was to provide confidence around established test scores.
- Data encompassed about a 4-year time span; data was not separated by year, which would have been challenging due to a lack of standard terms. Data includes both international and domestic students. The report does not distinguish between the ELP level or grade students had to meet to be admitted to their program. The use of TOEFL (Test of English as a Foreign Language) has declined, though it is still an accepted assessment tool.
- Members discussed experiences with discrepancies between students' English language skills in the classroom and their test scores. Re-assessing students at the start of a program was discussed as an option to identify students who require more language support. The College is working on a plan to add more EAL (English as an Additional Language) faculty.
- Discussions about this topic will continue. It was suggested to share this report more widely, for example, at Leaders' Forum, and provide updates to Education Council on a regular basis.

d) Updates to English Language Proficiency Page

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

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

- D. McMullen presented the proposal, which mirrors a previous decision by EdCo to delegate minor changes to the math equivalency page to the Registrar. The goal is to enable the Registrar's Office to update the English language proficiency (ELP) page in a timely manner, without requiring EdCo approval for minor edits. EdCo will be consulted to confirm whether a change is considered minor.

e) Affiliation Agreements Update

- This item was brought back for discussion following conversations earlier in the year. Several educational agreements were identified as not being aligned with approval processes.
 - D. Wells spoke to the item in reference to policies C.3.10 Educational Affiliations and C.3.5 Education Service Contract. Some issues to address will be capturing definitions for all types of agreements, as well as accurately categorizing agreements, since approval pathways depend on the agreement type. Policy will need to be reviewed, including around managing agreement expiry and renewal. A standardized template will be developed. One consideration will be differentiating between agreements in which VCC is the receiving institution (of transfer students), as opposed to the sending institution. Review of affiliation agreements could also be tied in with program renewal.
 - There were questions about the process and timeline for the review of existing agreements and bringing them in compliance with governance processes. The discussion will continue at a later date.
- D. Wells left the meeting at 4:30 p.m.

f) Election: Interim EdCo Executive Committee Member

- D. McMullen conducted the election of an interim EdCo Executive Committee member (November–December 2023), since A. Sellwood's EdCo term ended.
- N. Mandryk nominated T. Rowlatt. Nomination accepted.
- Second and third call for nominations: there were none.
- By acclamation, T. Rowlatt was announced interim Executive Committee member of Education Council.

g) EdCo Planning Day

- Education Council Planning Day will be held on December 1. Following the morning session for EdCo members, Curriculum Committee and Education Policy Committee will hold a joint session on trauma-informed practice. The session will be facilitated by N. Johnson and I. Gianvito from Sheridan College, authors of the [Cultivating Trauma-Informed Spaces in Education: Promising Practices Manual](#). EdCo and Education Quality Committee members will be invited to attend.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Course Updates: CCED 0605 & 0606 & New Course: CCED 0607

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

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

- N. Rochfort presented the proposal. Following program renewal in the Community and Career Education (CACE) department, two new courses were created (CCED 0605 and 0606). To align with the standard term structure, hours in both courses were adjusted, and the new capstone course CCED

0607 created. Adjustments to learning outcomes across the three courses were requested by Curriculum Committee and completed.

ii) Program Updates: Renal Dialysis Technician Short Certificate & Medical Device Reprocessing Technician Certificate

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

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

- T. Rowlett presented proposed updates to admission requirements in these two programs. COVID-19 was added to the list of immunizations, and English language proficiency requirements were aligned with the standard format. Curriculum Committee discussed immunization requirements. While VCC does not require immunizations, practicum placement sites for these two programs do, and students cannot complete the programs without the practicum.

iii) Program Update: Accounting Diploma

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

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

- J. White presented proposed revisions to the Accounting Diploma. The program focus is shifting from preparation for a pathway towards Chartered Professional Accountant (CPA) designation towards preparing students to enter entry-level employment. This change was based on experiences with the first two cohorts. However, the program will still include required courses students can transfer into a degree, after which they can pursue CPA designation.
- T. Rowlett explained that the program was originally provisionally approved, meaning that an ad hoc committee was formed to provide guidance during the first run of the program as well as approve minor curriculum adjustments. The committee is recommending removal of the provisional status. J. White and the department were commended on their work.

iv) Program Update: Medical Office Assistant Certificate

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

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

- J. Slade presented proposed revisions to the Medical Office Assistant Certificate, following program renewal. The curriculum was brought up-to-date and aligned with actual teaching practice. The program duration of six months remained unchanged.
- Changes requested by Curriculum Committee were completed, including expanding the purpose section and revising language around accommodations.

v) Program Update: Legal Administrative Assistant Certificate

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

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

- J. Slade presented the proposal for the redesign of the long-standing Legal Administrative Assistant Certificate, following program renewal. Based on student and instructor feedback around the intensity

of the program, the duration was extended from five to six months and a practicum preparedness ⁷ course added. The program is still shorter than similar offerings at other institutions. Additional changes were made to bring the curriculum up-to-date and align it with actual teaching practice. Curriculum Committee feedback was incorporated.

- Since the program was substantially revised, VCC will seek a tuition reset. Tuition changes need to be approved by the ministry and the Board of Governors.

vi) New Program: UI/UX Design Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the new program content guide for the UI/UX Design Diploma and eight revised course outlines, and recommend the Board of Governors approve the credential and implementation of the program.

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

- T. Rowlatt presented the proposal on behalf of S. Albert. The new UI/UX Design Diploma will prepare students for in-demand careers in user interface and user experience (UI/UX). Students will take foundational courses shared with the existing Graphic Design Diploma program before moving on to UI/UX content.
- The original program proposal developed a few years ago included a range of electives, which would have been challenging to operationalize. The current proposal is for a more stream-lined cohort-based model. Since new courses were approved at the time of the original proposal, only a small number of courses was included in the current proposal.
- In consultation with the Registrar's Office, the advanced entry pathway was removed. However, students will be able to complete up to 65% of credits through prior learning assessment and recognition (PLAR) and transfer credit. The department will consult with D. Kirk and C. Little on Indigenous research approaches for the research and design course.

b) Policy Committee

i) D.3.11 Transfer Credit

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised D.3.11 Transfer Credit policy and procedures, and forward them to the Board of Governors for joint approval.

Moved by S. Kay, Seconded & CARRIED (Unanimously)

- S. Kay presented revisions to D.3.11 Transfer Credit policy and procedures following a scheduled review. Revisions focused on clarifying language and definitions, as well as clearly outlining the transfer credit process and documentation requirements for students. A College-wide standard deadline for transfer credit was established, with some discretion for departments. The residency requirement (percentage of credits students need to complete at VCC to qualify for a VCC credential) was increased from 25% to 35%, matching the requirement in the revised Granting of Credentials policy. New principle #3 was added, explicitly delegating authority from Education Council and the Board of Governors to the Registrar's Office for evaluation of transfer credit requests that do not fall under policy C.3.10 Educational Affiliations.
- The policy went through the College feedback process; no substantive feedback was received. Following the November 1 Education Policy Committee meeting, a definition of syllabus was added, and the definitions of course outline and program content guide updated to align with policy C.3.14 Curriculum Development and approval (under review).
- Following Education Council approval, the policy will move forward to Governance Committee and the Board of Governors for joint approval.

c) Education Quality Committee (EQC)

i) Annual Program Review 2023

- T. Rowlett reported that Annual Program Review (APR) information was sent to department leaders earlier in the month. The committee will review reports in the new year to identify key themes.

8. CHAIR REPORT

- N. Mandryk reported that J. Shin will provide a written update on Strategic Innovation Plan (SIP) objectives to EdCo later this month, followed by a Q&A session at the December EdCo meeting.
- The Academic Governance Council met on November 6 at BCIT's Burnaby campus and remotely. The council is made up of EdCo chairs and vice-chairs from institutions across B.C. Representatives shared institutional reports highlighting major change initiatives, governance updates, and areas of EdCo interest or development. Topics of discussion included the role of the registrar in academic governance, policy review and development processes, micro-credentials, generative AI and academic integrity, and strategies for establishing dedicated Indigenous member seats on education councils.

9. STUDENT REPORT

- M. Ng reported on SUVCC activities, including an immunization clinic and Diwali celebrations. Students' concerns were raised about limited cafeteria opening hours at both campuses.

10. NEXT MEETING AND ADJOURNMENT

- Education Council Planning Day will take place on December 1 (9:00 a.m. –12 noon), followed by lunch and Education Policy Committee and Curriculum Committee planning sessions (1:00–3:00 p.m.).
- The next regular Education Council meeting will take place on December 12, 2023, 3:30–5:30 p.m.
- The meeting was adjourned at 5:15 p.m.

Natasha Mandryk,
Chair, VCC Education Council



DECISION NOTE

PREPARED FOR: Education Council

DATE: December 12, 2023

ISSUE: New Course Content Guide for Academic Upgrading Pre-Grade 10 Skills

BACKGROUND:

The Basic Education department is proposing a course content guide (CCG) for Academic Upgrading Pre-Grade 10 Skills. Education Council approved its first course content guide for Academic Upgrading Grades 10–12 in June 2023 to better display the primarily course-based offering in academic upgrading on the website. Built using the standard program content guide template in Courseleaf CIM, VCC's curriculum inventory management system, non-applicable fields were left blank.

If approved, the course content guide can be used to populate the website in a way that will make more sense to the typical Basic Education student. The courses listed are already approved and are simply grouped in a way that is more accessible to potential students.

Education Council determined that the initial creation of a CCG must go through Curriculum Committee and Education Council for approval. After that, changes that do not affect curriculum elements (such as adding additional approved courses) can be made by a CourseLeaf administrator and reported to Curriculum Committee. Changes that affect curriculum elements require Curriculum Committee approval and are reported to Education Council.

DISCUSSION:

Shantel Ivits, Department Head of Basic Education, presented the proposal, which is modeled closely on the CCG for Academic Upgrading Grades 10-12.

Curriculum Committee discussed two elements were discussed:

- The Basic Education department hours are listed in the admission requirements. The Committee inquired whether this information is likely to change regularly and would be a challenge to keep up to date. The department is planning to maintain those hours consistently and had no concerns about the currency of the information.
- The list of courses was organized more clearly by subject to simplify the upload onto the website.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the new Course Content Guide for Academic Upgrading Pre-Grade 10 Skills.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: November 23, 2023

Program Change Request

New Program Proposal

Date Submitted: 11/09/23 11:22 am

Viewing: **Academic Upgrading Pre-Grade 10 Skills**

Last edit: 11/09/23 11:22 am

Changes proposed by: sivits

In Workflow

1. 2005 Leader
2. SAS Dean
3. Curriculum Committee
4. Education Council

Program Name:

Academic Upgrading Pre-Grade 10 Skills

Credential Level: Course Content Guide (non-credential)

Effective Date: January 2024

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Arts & Sciences

Department: Basic Education (2005)

Contact(s)

Approval Path

1. 11/09/23 11:23 am
Shantel Ivits (sivits):
Approved for 2005
Leader
2. 11/10/23 6:25 am
Shirley Lew (slew):
Approved for SAS
Dean
3. 11/23/23 11:52 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Shantel Ivits	sivits@vcc.ca	7370
Mihaela Vasilache	mvasilache@vcc.ca	7369

Program Content Guide

Purpose

ABE Fundamentals courses are for students who wish to:

Review skills to prepare for Grade 10 coursework

Develop fundamental reading and writing skills for day-to-day life and work

Develop fundamental skills to solve everyday problems with whole numbers, decimals, fractions, ratios, and percents

Build confidence with keyboarding, the Internet, email, and Microsoft Word

Adult Upgrading courses are tuition-free. The department will help students apply for the [Adult Upgrading Grant \(AUG\)](#) to cover costs such as student fees and course materials.

Admission Requirements

Students applying to ABE Fundamentals courses must be:

able to understand and comfortably speak English

a Canadian citizen or permanent resident

age 16 or older

To get permission to register, drop by the Basic Education Department Office: Wednesdays, 9:30am to 12:00pm (No appointment needed). VCC Broadway Campus, Building A, Room 2713.

Note: The ABE Fundamentals Office is closed every summer from July 1 to the end of August. Please email basiced@vcc.ca or phone 604.871.7369 during this time.

Prior Learning Assessment & Recognition (PLAR)

N/A

Program Duration & Maximum Time for Completion

N/A

Program Learning

Outcomes

	Upon successful completion of this program, graduates will be able to:
PLO #1	N/A

Additional PLO Information

N/A

Subject	Instruction Mode	Delivery
Math	Self-paced with one-to-one support from an instructor	online and in person
English	Small group setting	online and in person
Computer	Self-paced with one-to-one support from an instructor	in-person only

Evaluation of Student Learning

Evaluations vary by course. Please refer to the appropriate course outline.

Recommended Characteristics of Students

ABE Fundamentals courses is suitable for students who:

are able to work co-operatively in a group or independently in a self-paced classroom

have not completed Grade 10 or were streamed into an Evergreen certificate

Basic Education is not an appropriate placement for students who have a strong academic background indicated by post-secondary training at a university or similar academic institution.

Students are referred to the Vancouver Community College program that best meets their educational

needs. Students who need more work on oral language skills are normally referred to EAL programs. Students with cognitive disabilities and students who are Deaf, hard of hearing, or visually impaired are normally referred to specialized programs for [students with disabilities](#).

Courses

English Courses

ENGL 0300	Topics in Fundamental English	0
ENGL 0611	Fundamentals of English 1A	0
ENGL 0612	Fundamentals of English 1B	0
ENGL 0613	Fundamentals of English 1C	0
ENGL 0621	Fundamentals of English 2A	0
ENGL 0622	Fundamentals of English 2B	0
ENGL 0623	Fundamentals of English 2C	0
ENGL 0631	Fundamentals of English 3A	0
ENGL 0632	Fundamentals of English 3B	0
ENGL 0633	Fundamentals of English 3C	0
ENGL 0641	Fundamentals of English 4A	0

<u>ENGL 0642</u>	Fundamentals of English 4B	0
<u>ENGL 0643</u>	Fundamentals of English 4C	0
<u>ENGL 0651</u>	Fundamentals of English 5A	0
<u>ENGL 0652</u>	Fundamentals of English 5B	0
<u>ENGL 0653</u>	Fundamentals of English 5C	0
<u>ENGL 0661</u>	Fundamentals of English 6A	0
<u>ENGL 0662</u>	Fundamentals of English 6B	0
<u>ENGL 0663</u>	Fundamentals of English 6C	0
Computer Courses		
<u>COMP 0300</u>	Introduction to Online Learning in Basic Education	0
<u>COMP 0311</u>	Computer Literacy Level 1	0
<u>COMP 0312</u>	Computer Literacy Level 2	0
Career Courses		
<u>CLFE 0311</u>	Career Literacy Foundations	0
Math Courses		
<u>MATH 0300</u>	Topics in Fundamental Mathematics	0
<u>MATH 0610</u>	Fundamentals of Mathematics 1A	0
<u>MATH 0615</u>	Fundamentals of Mathematics 1B	0
<u>MATH 0620</u>	Fundamentals of Mathematics 2A	0
<u>MATH 0625</u>	Fundamentals of Mathematics 2B	0
<u>MATH 0630</u>	Fundamentals of Mathematics 3A	0
<u>MATH 0635</u>	Fundamentals of Mathematics 3B	0
<u>MATH 0640</u>	Fundamentals of Mathematics 4A	0
<u>MATH 0645</u>	Fundamentals of Mathematics 4B	0
<u>MATH 0650</u>	Fundamentals of Mathematics 5A	0
<u>MATH 0655</u>	Fundamentals of Mathematics 5B	0
<u>MATH 0660</u>	Fundamentals of Mathematics 6A	0
<u>MATH 0665</u>	Fundamentals of Mathematics 6B	0

For most courses:

GradeDescription

- S Satisfactory: Student has met the outcomes and completed the course.
- IP In Progress: Student is making progress but has not yet met the outcomes of the course.
- U Unsatisfactory: Student has not made progress toward meeting the outcomes of the course.
- W Withdrawal: Student has decided to withdraw from the class and signed a withdrawal form.

For exit levels (ENGL 0663 and Math 0665)

GradePercentage Range

- A+ 90-100%
- A 85-89%
- A- 80-84%
- B+ 76-79%
- B 72-75%
- B- 68-71%
- C+ 64-67%
- C 60-63%
- C- 55-59%
- D 50-54%
- F 0-49%

Rationale and Consultations

Provide a rationale for this proposal.

This CCG is intended to provide clarity across student services and Marketing & Communications about how the ABE Fundamentals department is different from the rest of ABE. It is a companion to the Academic Upgrading Grades 10-12 CCG being brought forward by CCA and CF Departments.

Are there any expected costs to this proposal.

N/A

Consultations

Consultated Area	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	Andy S. provided suggestions
Registrar's Office	Dawn & Marnie reviewed and offered comments.
Faculty/Department	All Basic Ed faculty reviewed and offered feedback.

Consultated Area	Consultation Comments
Advising & Recruitment	Chifumi offered comments.
<p>Additional Information</p> <hr/> <p>Provide any additional information if necessary.</p> <p>Supporting documentation:</p> <p>Marketing Information</p> <hr/> <p><i>FOR MARKETING PURPOSES ONLY. DO NOT EDIT.</i></p> <p><i>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.</i></p> <p>This program is for: Domestic</p> <p>Marketing Description</p> <p>Improve your pre-Grade 10 reading, writing, math, computer, and career exploration skills. Join our small supportive classes or flexible self-paced sessions. For students aged 16 and older.</p> <p>What you will learn</p> <p>Develop fundamental reading and writing skills for home, work, college and community life</p> <p>Develop fundamental skills to solve everyday problems with whole numbers, decimal numbers, fractions, ratio and percent</p> <p>Build confidence with keyboarding, the Internet, email, and Microsoft Word</p> <p>Gain skills for academic success</p> <p>What to expect</p> <p>New ABE Fundamentals English students begin in ENGL 0300: Topics in Fundamental English. New ABE Fundamentals Math students begin in MATH 0300: Topics in Fundamental Math. These courses include skills refreshers, academic goal setting, and referral to appropriate follow-up courses.</p> <p>After completing our program, students may wish to enroll in Grade 10 courses in the College and Career Access Department or College Foundations Department.</p>	
Reviewer	Comments



DECISION NOTE

PREPARED FOR: Education Council

DATE: December 12, 2023

ISSUE: Changes to admission requirements for the Occupational/Physical Therapist Assistant (OPTA) Diploma program

BACKGROUND:

The OPTA department is proposing changes to the admission requirements for the diploma program to align with similar programs in BC and Canada. The goal is to reduce barriers to students beginning the program and ease workload on the Admissions Department bringing students into the program.

The revisions are:

- Human Biology 12 with a minimum C+ grade completed within the last 5 years, changed to Anatomy and Physiology 12: the course name was updated, the required grade was lowered to a passing grade and the completion deadline was removed.
- The required Medical Terminology course was removed.
- The required 50 hours of paid or volunteer work experience were removed.
- Attending a program information session is no longer required, but is strongly recommended.

DISCUSSION:

Carmen Kimoto, Department Head of OPTA, presented the proposal. The Committee asked about concerns that students might struggle in the first terms with a lower required grade for anatomy and less experience with medical terminology. While the department will pay attention to student success, these changes align the department with similar successful programs across the province and Canada. In addition, this change will make the program more accessible to students since they don't need to invest as much time and money into completing admission requirements.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the revised admission requirements for the Occupational/Physical Therapist Assistant diploma program.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: November 23, 2023

Program Change Request

Date Submitted: 11/01/23 3:35 pm

Viewing: **Occupational/Physical Therapist**

Assistant Diploma

Last approved: 03/22/23 9:15 pm

Last edit: 11/23/23 11:48 am

Changes proposed by: ckimoto

Catalog Pages Using

this Program

[Occupational/Physical Therapist Assistant Diploma](#)

Program Name:

Occupational/Physical Therapist Assistant Diploma

Credential Level: Diploma

Effective Date: September ~~2023~~ 2024

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Health Sciences

Department: Occup/Physical Therapist Asst (5076)

Contact(s)

In Workflow

1. 5076 Leader
2. SHS Dean
3. Curriculum Committee
4. Education Council

Approval Path

1. 11/01/23 3:36 pm
Carmen Kimoto (ckimoto):
Approved for 5076 Leader
2. 11/07/23 2:22 pm
Jo-Ellen Zakoor (jzakoor): Rollback to 5076 Leader for SHS Dean
3. 11/09/23 8:47 am
Carmen Kimoto (ckimoto):
Approved for 5076 Leader
4. 11/09/23 9:26 am
Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
5. 11/23/23 11:52 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Dec 20, 2017 by
clmig-jwehrheim

2. Apr 16, 2019 by
Nicole Degagne
(ndegagne)
3. Aug 21, 2019 by
Nicole Degagne
(ndegagne)
4. Dec 11, 2019 by
Nicole Degagne
(ndegagne)
5. Jan 17, 2020 by
Darija Rabadzija
(drabadzija)
6. Mar 4, 2021 by
Darija Rabadzija
(drabadzija)
7. Dec 9, 2021 by
Nicole Degagne
(ndegagne)
8. Apr 14, 2022 by
Todd Rowlatt
(trowlatt)
9. Sep 14, 2022 by
Carmen Kimoto
(ckimoto)
10. Sep 27, 2022 by
Darija Rabadzija
(drabadzija)
11. Sep 27, 2022 by
Darija Rabadzija
(drabadzija)
12. Nov 22, 2022 by
Darija Rabadzija
(drabadzija)
13. Dec 15, 2022 by
Nicole Degagne
(ndegagne)
14. Mar 22, 2023 by
Darija Rabadzija
(drabadzija)

Name	E-mail	Phone/Ext.
Carmen Kimoto	ckimoto@vcc.ca	5057

Program Content Guide

Purpose

The Occupational/Physical Therapist Assistant (Rehab Assistant) Program is designed to prepare students to work as Occupational Therapist Assistants (OTAs) and Physical Therapist Assistants (PTAs). Under the direction and supervision of an Occupational Therapist and/or Physical Therapist, graduates will provide client-centered care that promotes and maintains the physical, emotional, cognitive, mental and social well-being of clients.

Upon completion of the program, graduates will have the skills, knowledge and attitudes to work in hospitals, rehabilitation centres, continuing care facilities, the community and private practice.

Grade 12 graduation or equivalent

English Language Proficiency as demonstrated by *one* of the following:

English 12 with a minimum 'B' grade, or equivalent

or

English Language Proficiency at an English 12 'B' level

Anatomy and Physiology 12 or equivalent

~~Human Biology 12 with a minimum 'C+' grade, or equivalent, completed within the last 5 years~~
~~OACP 1108 Medical Terminology 1 with a minimum 70% grade or equivalent~~
~~50 hours of paid or volunteer experience working with people with cognitive, emotional, mental or physical disabilities as verified by a supervisor, employer or educational institute;~~
~~OPTA Work Experience Verification form.~~
Attending Attend a Program Information Session is strongly recommended.

Upon acceptance to the program:

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

Current (within 6 months) CPR course – Health Care Provider level

Submission of a negative Tuberculosis (TB) Skin test. If the TB Skin Test is positive, proof of a negative TB chest x-ray is required. Clinical Facilities may decline individual students for their placement if a student is unable to provide proof of immunization or satisfactory serum titers and TB screening.

A completed Immunization Record. Immunizations for the following are strongly recommended, and may be required for practicum placements:

Diphtheria/Pertussis/Tetanus (DPT)

Polio

Measles, Mumps, and Rubella (MMR)

Varicella (chicken pox)

Hepatitis B

Influenza (Flu vaccine) - required annually

COVID-19

Prior Learning Assessment & Recognition (PLAR)

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

Program Duration & Maximum Time for Completion

The Occupational/Physical Therapist Assistant (OPTA) Program is 69 weeks in length. It consists of 5 semesters delivered over two years. Year 1 consists of Semesters 1, 2 and 3 and is scheduled from September to June. Year 2 consists of Semesters 4 and 5 and is scheduled from September to April.

Students must complete the diploma within three years of starting the program.

Outcomes

Upon successful completion of this program, graduates will be able to:	
PLO #1	Practise as an Occupational Therapist Assistant or Physical Therapist Assistant in a competent, professional, accountable and ethical manner.
PLO #2	Utilize evidence-informed rehabilitation knowledge to implement assigned Occupational Therapy or Physical Therapy interventions.
PLO #3	Collaborate as a member of an interdisciplinary team within an evolving health care system.
PLO #4	Contribute to the development and maintenance of an effective practice environment through direct client care, organization and support of rehabilitation services.
PLO #5	Identify and report relevant information regarding the client's status and well-being to the appropriate interdisciplinary team member.
PLO #6	Communicate effectively, through verbal, nonverbal, written and electronic means, with clients, their families, caregivers and other interdisciplinary team members.
PLO #7	Collect client information and complete client records.
PLO #8	Develop and implement strategies to maintain and improve professional competence within the role of the Occupational Therapist Assistant and Physical Therapist Assistant.
PLO #9	Promote, support and encourage health and wellness for self and others.

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

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

Instructors promote an environment conducive to learning through activities such as lectures, pre-readings, guided discussions, debates, audio-visual presentations, group activities, projects, skill-building exercises, role rehearsals, on-line learning, site visits and simulations. Students practise and develop their practical skills by practising on each other.

~~Classes are usually scheduled Monday through Friday from 8 am to 3pm. Hours may vary depending on the availability of resources and clinical sites.~~

Theoretical knowledge is evaluated through quizzes, exams, assignments, group projects and presentations. The evaluation of clinical skills is based on practical skills assessments.

Each semester must be successfully completed before the next one can be started.

The passing grade for all courses is 68%. Courses that include clinical skills require a passing grade of 68% for both the theoretical and clinical components of the course.

Eligibility for the practicum courses is dependent upon the successful completion of all of the other courses within that term. A Satisfactory grade is required for all practicum courses.

Recommended Characteristics of Students

Ability to work with people who have physical, emotional, mental health and/or cognitive challenges

Willingness to provide physical and emotional support to clients

Good health and physical stamina, including the ability to lift 15 kg and stand for a full working day.

Patience, empathy and a genuine interest in promoting the independence and well-being of others

Good observational and organizational skills

Ability to follow instructions and work as part of a team

Ability to adapt and respond appropriately to changing situations

Listen, comprehend and clearly communicate in a complex, health care environment

Mature, trustworthy, reliable and dependable

Basic computer skills – email, word processing, internet searching

Courses

Plan of Study Grid

First Year

Term One	Credits
<u>OPTA 1131</u> Anatomy and Physiology for OTAs and PTAs	6
<u>OPTA 1132</u> Health Care and Rehabilitation	3
<u>OPTA 1133</u> Introduction to Rehabilitation Skills	5
<u>OPTA 1134</u> Health Promotion and Recreation	3
<u>OPTA 1135</u> Communications 1	3
<u>OPTA 1136</u> Introduction to Professional Practice	1.5
Credits	21.5

Term Two

<u>OPTA 1231</u> Conditions 1	2
<u>OPTA 1232</u> Physical Therapist Assistant 1	4
<u>OPTA 1233</u> Occupational Therapist Assistant 1	4
<u>OPTA 1234</u> Lifespan Development	3
<u>OPTA 1235</u> Communications 2	2
<u>OPTA 1236</u> Professional Practice 1	1.5

Credits	16.5
Term Three	
<u>OPTA 1331</u> Conditions 2	3
<u>OPTA 1332</u> Physical Therapist Assistant 2	2.5
<u>OPTA 1333</u> Occupational Therapist Assistant 2	2.5
<u>OPTA 1334</u> Professional Practice 2	1.5
<u>OPTA 1335</u> Practicum 1	7
Credits	16.5
Second Year	
Term Four	
<u>OPTA 2431</u> Conditions 3	2
<u>OPTA 2432</u> Physical Therapist Assistant 3	4
<u>OPTA 2433</u> Occupational Therapist Assistant 3	4
<u>OPTA 2434</u> Professional Practice 3	2
<u>OPTA 2435</u> Practicum 2	8
Credits	20
Term Five	
<u>OPTA 2531</u> Conditions 4	2
<u>OPTA 2532</u> Inter-Professional Practice	5
<u>OPTA 2533</u> Professional Practice 4	4.5
<u>OPTA 2534</u> Practicum 3	8
Credits	19.5
Total Credits	94

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

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

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	90-100		4.33
A	85-89		4.00
A-	80-84		3.67
B+	76-79		3.33
B	72-75		3.00
B-	68-71		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	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

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

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

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

Rationale and Consultations

Provide a rationale for this proposal.

The OPTA program is proposing to streamline the program admission requirements to be in line with other programs within BC and Canada. These streamlined admission requirements will reduce barriers for both domestic and international applicants. It is also anticipated that the streamlined admission requirements will ease workload within the Admissions Department

Are there any expected costs to this proposal.

Consultations

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

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

This program is for: Domestic
 International

Marketing Description

Learn to assist in the delivery of rehabilitation plans that promote independence and function for patients recovering from illness or injury.

What you will learn



DECISION NOTE

PREPARED FOR: Education Council

DATE: December 12, 2023

ISSUE: Changes to admission requirements for the Health Unit Coordinator (HUC) Certificate program

BACKGROUND:

The HUC department is proposing changes to the admission requirements for the certificate program to align with similar programs in BC and Canada. These changes will make the program more competitive with similar programs at BCIT and the University of the Fraser Valley, while reducing barriers to students. In addition, minor revisions to hours in six courses are proposed to better fit the scheduling requirements of the program. The Registrar's Office has agreed that the hours changes do not require new course numbers.

The revisions to the admission requirements are:

- Removing the required testing of touch-typing keyboarding speed of 30 gross words per minute
- Attending a program information session is no longer required, but is strongly recommended

DISCUSSION:

Radhika Kumar, Department Head of HUC, presented the proposal. The Committee asked how much touch typing is needed for student success, particularly in Term 1. Ms. Kumar explained that there is a typing course immediately in Term 1, and that students have the entire program to build up to the 40 gross words per minute that is a standard industry requirement. The other Term 1 courses do not require a specific typing speed to succeed.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the revised admission requirements for the Health Unit Coordinator Certificate program and six revised course outlines.

PREPARED BY: Todd Rowlett, Chair, Curriculum Committee

DATE: November 23, 2023

Program Change Request

Date Submitted: 11/09/23 2:03 pm

Viewing: **Health Unit Coordinator Certificate**

Last approved: 03/22/23 8:19 pm

Last edit: 11/23/23 12:03 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:

[May 2024](#) ~~September 2021~~

Effective Catalog
Edition:

2023-2024 Academic Calendar

School/Centre:

Health Sciences

Department

Health Unit Coordinator (4610)

Contact(s)

In Workflow

1. **4610 Leader**
2. **SHS Dean**
3. **Curriculum
Committee**
4. **Education Council**

Approval Path

1. 11/09/23 2:07 pm
Radhika Kumar
(rakumar):
Approved for 4610
Leader
2. 11/09/23 8:02 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 11/23/23 12:03 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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)

5. Mar 15, 2021 by Radhika Kumar (rakumar)
6. Mar 19, 2021 by Darija Rabadzija (drabadzija)
7. Aug 19, 2021 by Darija Rabadzija (drabadzija)
8. Dec 9, 2021 by Nicole Degagne (ndegagne)
9. Jan 24, 2022 by Darija Rabadzija (drabadzija)
10. Jan 24, 2022 by Darija Rabadzija (drabadzija)
11. Sep 27, 2022 by Darija Rabadzija (drabadzija)
12. Sep 27, 2022 by Darija Rabadzija (drabadzija)
13. Sep 27, 2022 by Darija Rabadzija (drabadzija)
14. Sep 27, 2022 by Darija Rabadzija (drabadzija)
15. Dec 15, 2022 by Nicole Degagne (ndegagne)
16. Mar 22, 2023 by Darija Rabadzija (drabadzija)

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

Program Content Guide

Purpose

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 as a professional member of the health care team. Students will also explore coordinating patient transitions and activities in health care.

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](#) as demonstrated by *one* of the following:

English 12 with a minimum 'B' grade, or equivalent

or

English Language Proficiency at an English 12 'B' level

[Attending an information session is strongly recommended.](#) ~~Attend an information session~~

~~Touch typing keyboarding speed of 30 gross words per minute with 5 or less errors.~~ Upon Acceptance

Criminal Record Check (CRC)

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

TB Screening

Proof of a current negative tuberculosis (TB) skin test. In case of positive TB skin test, a negative TB chest x-ray report 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

Pertussis

Polio

Measles/Mumps/Rubella

Varicella (Chicken Pox)

Hepatitis B

Influenza (required annually)

[Covid 19 Vaccination](#)

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 is available for the following course:

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 successful completion of this program, graduates will be able to:
PLO #1	Apply the knowledge and skills to act safely, ethically and responsibly as a health care team member.
PLO #2	Model professional behaviours in health care settings.
PLO #3	Demonstrate professional communication skills within the healthcare environment.
PLO #4	Integrate knowledge of cultural sensitivity and diversity into practice in a variety of settings.
PLO #5	Practice digital and information literacy skills to support safe client care.
PLO #6	Apply critical thinking when coordinating within the role and responsibilities of the Health Unit Coordinator.
PLO #7	Demonstrate initiative and responsibility to coordinate patient and unit activities.
PLO #8	Collaborate with health care professionals to coordinate patient and unit activities.

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

Primary instructional activities include demonstrations, simulations, case studies, group work, 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.

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

Students are required to achieve a minimum of 68% (B-) in all theory courses in order to advance to the next term.

100% attendance is recommended. Student success in the program and practicum is highly dependent on attendance and participation.

HLUC 1050 Practicum 1 and HLUC 1150 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%.

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

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

Recommended Characteristics of Students

Ability to work accurately and manage time effectively in a sensitive environment.

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.

Good vision and finger/hand dexterity to operate office equipment.

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

Ability to utilize a variety of computer software applications such as Microsoft Office Suite.

40 WPM touch typing keyboarding speed is required for successful completion of the program and gain employment.

Flexibility to accommodate practicum schedules.

Physical ability to carry out the duties of a health unit coordinator position.

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

HLUC 1115 Lab Foundations 1	2.5
HLUC 1125 Lab Foundations 2	2.5
HLUC 1135 Diagnostic Foundations	2.5
HLUC 1140 Surgical & Specialty Foundations	3
HLUC 1145 Practicum Orientation	2
HLUC 1150 HUC Practicum 2	5
Credits	20.5
Total Credits	40

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

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

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

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	90-100		4.33
A	85-89		4.00
A-	80-84		3.67
B+	76-79		3.33
B	72-75		3.00
B-	68-71	Minimum Pass	2.67
C+	64-67		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

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 Admission Requirement amendments were based on an environmental scan of similar programs, which will make VCC's HUC program more competitive with UFV and BCIT, reducing barriers for applicants and increasing enrollment. Edits to course hours and pre req's were also discussed for May 2024 implementation, due to minor changes.

Are there any expected costs to this proposal.

There are not expected costs since total program hours and credits remain the same.

Consultations

Consultated Area	Consultation Comments
Registrar's Office	Dawn and Marnie recommended the Admission Requirement changes based on an environmental scan of similar programs which will make VCC's HUC program more competitive, reduce barriers for applicants and increase enrollment. Edits to course hours and pre req's were also discussed for May 2024 implementation, due to minor changes.
Faculty/Department	HUC instructors, Dean and SHS Department Leaders consulted.
Advising & Recruitment	Advisors aware of Admission requirement changes for May 2024 and are less prohibitive.

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Marketing Information

Course Change Request

Date Submitted: 11/09/23 2:13 pm

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

Last approved: 03/31/21 4:07 am

Last edit: 11/09/23 2:13 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

Role of the HUC

Effective Date:

May 2024

School/Centre:

Health Sciences

Department:

Health Unit Coordinator (4610)

Contact(s)

In Workflow

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

Approval Path

1. 11/09/23 2:24 pm
Radhika Kumar
(rakumar):
Approved for 4610
Leader
2. 11/09/23 8:03 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 11/23/23 12:03 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

History

1. Mar 31, 2021 by
Radhika Kumar
(rakumar)

Name	E-mail	Phone/Ext.
Radhika Kumar	Rakumar@vcc.ca	7787835027 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

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

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.
CLO #2	Describe the roles and responsibilities of the multi-disciplinary health care team.

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

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

To complete this section:

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

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

TOTAL COURSE HOURS: 65 ~~60~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1: 30

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

Check all that apply:

Hours in Category 2: 35 ~~30~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

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

Course Change Request

Date Submitted: 11/09/23 2:14 pm

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

Last approved: 03/31/21 4:06 am

Last edit: 11/09/23 2:14 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

Communication in Healthcare

Effective Date:

May 2024

School/Centre:

Health Sciences

Department:

Health Unit Coordinator (4610)

Contact(s)

In Workflow

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

Approval Path

1. 11/09/23 2:24 pm
Radhika Kumar
(rakumar):
Approved for 4610
Leader
2. 11/09/23 8:15 pm
Jo-Ellen Zakoor
(jzakoor): Rollback
to 4610 Leader for
SHS Dean
3. 11/10/23 7:16 am
Radhika Kumar
(rakumar):
Approved for 4610
Leader
4. 11/10/23 12:07 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
5. 11/23/23 12:03 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Mar 31, 2021 by
Radhika Kumar
(rakumar)

Name	E-mail	Phone/Ext.
Radhika Kumar	rakumar@vcc.ca	<u>778 783 5027</u> 604.871.7000.5027

Banner Course Name: Communication in Healthcare

Subject Code: HLUC - Health Unit Coordinator

Course Number: 1035

Year of Study: 1st Year Post-secondary

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 3

Bridge Course Level: 01

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.
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

To complete this section:

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

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

TOTAL COURSE HOURS: 55 ~~60~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1: 40 ~~50~~

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

Check all that apply:

Hours in Category 2: 15 ~~10~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

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.

Course Change Request

Date Submitted: 11/09/23 2:21 pm

Viewing: **HLUC 1045 : Pharmacology**

Last approved: 03/31/21 4:07 am

Last edit: 11/09/23 2:21 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:
Pharmacology

Effective Date: May 2024

School/Centre: Health Sciences

Department: Health Unit Coordinator (4610)

Contact(s)

In Workflow

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

Approval Path

1. 11/09/23 2:24 pm
Radhika Kumar
(rakumar):
Approved for 4610
Leader
2. 11/09/23 8:08 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 11/23/23 12:03 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Mar 31, 2021 by
Radhika Kumar
(rakumar)

Name	E-mail	Phone/Ext.
Radhika Kumar	rakumar@vcc.ca	7787835027 5027

Banner Course Name: Pharmacology

Subject Code: HLUC - Health Unit Coordinator

Course Number: 1045

Year of Study: 1st Year Post-secondary

Credits: 2.5

Bridge College Code: VO

Bridge Billing Hours: 2.5

Bridge Course Level: 01

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.
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)
B-=68%

Passing grade:

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

To complete this section:

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

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

TOTAL COURSE HOURS: 45 ~~50~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1: 20 ~~25~~

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

Check all that apply:

Hours in Category 2: 25

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

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

HUC PCG

Additional Information

Provide any additional information if necessary.

Course Change Request

Date Submitted: 11/09/23 2:17 pm

Viewing: **HLUC 1050 : HUC Practicum 1**

Last approved: 10/14/21 5:01 am

Last edit: 11/09/23 2:17 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

HUC Practicum 1

Effective Date:

May 2024

School/Centre:

Health Sciences

Department:

Health Unit Coordinator (4610)

Contact(s)

In Workflow

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

Approval Path

1. 11/09/23 2:24 pm
Radhika Kumar
(rakumar):
Approved for 4610
Leader
2. 11/09/23 8:10 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 11/23/23 12:03 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Oct 14, 2021 by
Radhika Kumar
(rakumar)

Name	E-mail	Phone/Ext.
Radhika Kumar	Rakumar@vcc.ca	778 783 5027 604-871- 7001/5027

Banner Course Name: HUC Practicum 1

Subject Code: HLUC - Health Unit Coordinator

Course Number: 1050

Year of Study: 1st Year Post-secondary

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 3

Bridge Course Level: 01

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, HLUC 1015, HLUC 1025, HLUC 1035, HLUC 1040, HLUC 1045.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	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.

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

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

To complete this section:

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

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

TOTAL COURSE HOURS: 90

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

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

Check all that apply:

Hours in Category 2: 0 ~~12~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3: 90 ~~78~~

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?

Course Change Request

Date Submitted: 11/09/23 2:18 pm

Viewing: **HLUC 1145 : Practicum Orientation**

Last approved: 11/10/21 5:06 am

Last edit: 11/23/23 11:55 am

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

Practicum Orientation

Effective Date:

May 2024

School/Centre:

Health Sciences

Department:

Health Unit Coordinator (4610)

Contact(s)

In Workflow

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

Approval Path

1. 11/09/23 2:24 pm
Radhika Kumar
(rakumar):
Approved for 4610
Leader
2. 11/09/23 8:11 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 11/23/23 12:03 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Mar 31, 2021 by
Radhika Kumar
(rakumar)
2. Nov 10, 2021 by
Darija Rabadzija
(drabadzija)

Name	E-mail	54 Phone/Ext.
Radhika Kumar	rakumar@vcc.ca	<u>778 783 5027</u> 604.871.7000/5027

Banner Course Name: Practicum Orientation

Subject Code: HLUC - Health Unit Coordinator

Course Number: 1145

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: VO

Bridge Billing Hours: 2

Bridge Course Level: 01

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, HLUC 1105, HLUC 1115, HLUC 1125, HLUC 1135, HLUC 1140. ~~1105.~~

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.

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

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

To complete this section:

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

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

TOTAL COURSE HOURS: 40 ~~50~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1: 10 ~~20~~

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

Check all that apply:

Hours in Category 2: 30

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Preparing for the practicum placement: Health authority required orientation
 Learning plan
 Interview skills
Keyboarding
~~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.

Course Change Request

Date Submitted: 11/09/23 2:20 pm

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

Last approved: 11/10/21 5:06 am

Last edit: 11/09/23 2:20 pm

Changes proposed by: rakumar

Programs
referencing this
course

[52: Health Unit Coordinator Certificate](#)

Course Name:

HUC Practicum 2

Effective Date:

May 2024

School/Centre:

Health Sciences

Department:

Health Unit Coordinator (4610)

Contact(s)

In Workflow

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

Approval Path

1. 11/09/23 2:24 pm
Radhika Kumar
(rakumar):
Approved for 4610
Leader
2. 11/09/23 8:13 pm
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 11/23/23 12:03 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Mar 31, 2021 by
Radhika Kumar
(rakumar)
2. Nov 10, 2021 by
Darija Rabadzija
(drabadzija)

Name	E-mail	58 Phone/Ext.
Radhika Kumar	rakumar@vcc.ca	<u>778 783 5027</u> 604.871.7000/5027

Banner Course Name: HUC Practicum 2
 Subject Code: HLUC - Health Unit Coordinator
 Course Number: 1150
 Year of Study: 1st Year Post-secondary
 Credits: 5

Bridge College Code	VO
Bridge Billing Hours	5
Bridge Course Level	01

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, HLUC 1115, HLUC 1125, HLUC 1135, HLUC 1140, HLUC 1145.

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.

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

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

To complete this section:

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

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

TOTAL COURSE HOURS: 140 ~~150~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

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

Check all that apply:

Hours in Category 2: ~~12~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3: 140 ~~138~~

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

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?



DECISION NOTE

PREPARED FOR: Education Council

DATE: December 12, 2023

ISSUE: Revisions to admission requirements for the Health Care Assistant (HCA) Certificate and the Health Care Assistant Diploma (International Cohort) programs

BACKGROUND:

The BC Care Aide Registry is the governing body for the Health Care Assistant Certificate and Diploma programs. Their guidelines for admissions have been updated and must be implemented by September 2024.

The main changes are:

- Grade 10 completion is now required, instead of just English 10. The diploma program already required Grade 12 completion.
- Two paths for English language proficiency: one for applicants with three years of full-time instruction in English, and one for applicants with less than three years.
- Completion of a HCA English Declaration form
- Updating First Aid language to current terminology

Some minor revisions were also made to the program learning outcomes.

DISCUSSION:

Lisa Beveridge, Department Head of Continuing Care, presented the proposal. The Committee understood these changes are mandated by the governing body.

COVID-19 was added to the list of recommended immunizations for the certificate program, as it had been missed.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Health Care Assistant (HCA) Certificate and the Health Care Assistant Diploma (International Cohort) programs.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: November 23, 2023

Program Change Request

Date Submitted: 11/07/23 2:57 pm

Viewing: **Health Care Assistant Certificate**

Last approved: 09/22/23 9:18 am

Last edit: 11/23/23 12:07 pm

Changes proposed by: lbeveridge

Catalog Pages Using
this Program

[Health Care Assistant Certificate](#)

Program Name:

Health Care Assistant Certificate

Credential Level:

Certificate

Effective Date:

September ~~2023~~ 2024

Effective Catalog
Edition:

2024-2025 Academic Calendar

School/Centre:

Health Sciences

Department

Health Care Assistant (5116)

Contact(s)

In Workflow

1. **5116 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**

Approval Path

1. 11/03/23 2:34 pm
Lisa Beveridge (lbeveridge):
Rollback to Initiator
2. 11/03/23 2:57 pm
Lisa Beveridge (lbeveridge):
Rollback to Initiator
3. 11/07/23 2:58 pm
Lisa Beveridge (lbeveridge):
Approved for 5116 Leader
4. 11/07/23 6:32 pm
Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
5. 11/23/23 12:22 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Dec 20, 2017 by
clmig-jwehrheim
2. Jan 16, 2018 by
Nicole Degagne

(ndegagne)

3. Jan 16, 2020 by Lisa Beveridge (lbeveridge)
4. Feb 6, 2020 by Darija Rabadzija (drabadzija)
5. Apr 23, 2020 by Lisa Beveridge (lbeveridge)
6. Mar 4, 2021 by Darija Rabadzija (drabadzija)
7. Dec 9, 2021 by Nicole Degagne (ndegagne)
8. Jun 15, 2023 by Lisa Beveridge (lbeveridge)
9. Sep 22, 2023 by Darija Rabadzija (drabadzija)

Name	E-mail	Phone/Ext.
Lisa Beveridge	lbeveridge	5129

Program Content Guide

Purpose

The Health Care Assistant Program is designed to provide students with opportunities to develop the knowledge, skills and attitudes necessary to function effectively as front-line care-givers and respected members of the healthcare team. Under the direction and supervision of a health professional, graduates provide person-centered care aimed at promoting and maintaining the physical, emotional, cognitive, and social well-being of clients. Upon completion of the program, graduates are prepared to work in any level of continuing care, including: home support, assisted living, complex care, special care units, other home and community care settings, and acute care.

Grade 10 completion, or equivalent.Evidence of HCA Program English Language Competency Requirements

~~All BC Health Care Assistant program applicants are required to demonstrate English language proficiency as set by the BC Care Aide and Community Health Worker Registry. VCC will adhere to the entry requirements set out by the Registry at:~~

~~https://www.cachwr.bc.ca/Documents/Educators/English-Language-Competency_HCA-Program-Entry_2018.aspx~~

~~English 10 with a passing grade, or equivalent English 10 completion or equivalent. Language Proficiency, as per required by the BC Care Aide Registry and Community Health Worker Registry~~

~~All BC Health Care Assistant program applicants are required to demonstrate English language proficiency test score, as per BC Care set by the BC Care Aide Registry.~~

~~Completion of the VCC HCA English Competency Declaration Health Care Assistant Program's Self-Declaration form~~

Standard First Aid (Red Cross or St. John Ambulance) *including* current CPR level C or BLS Health Care Provider CPR CPR certificates expire one year from the date of issue. Current status is required for all clinical and practicum experiences.

BC FOODSAFE Certificate Level 1

Upon Acceptance

Criminal Record Check (CRC)

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

Within six months of the start of the program, students must submit a negative TB skin test. If the TB skin test is positive, a negative TB chest x-ray is required.

Immunizations

An Immunization Record must be completed

Immunizations in the following are *strongly recommended* and in some case *may be required* for practice education ~~practicum~~ placements:

Diphtheria/Tetanus/Pertussis

Polio

Measles, Mumps & Rubella

Varicella (Chicken pox)

Hepatitis B

Influenza (annually)

COVID-19

=

N95 Respiratory Mask

An N95 respirator mask that is individually fitted by a trained provider, following CSA guidelines.

The individual mask fitting should be done just prior to beginning the program. Mask fitting must be done annually.

Students are responsible for the cost of the mask fitting.

The original certificate must be presented to the department on the first day of class.

Prior Learning Assessment & Recognition (PLAR)

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

Program Duration & Maximum Time for Completion

The Health Care Assistant Program is 31 weeks in length (full-time) and 47 weeks in length (part-time). The maximum length of time to complete the Health Care Assistant program is 2 years from the date that a student initially started the program.

Program Learning

Outcomes

	Upon successful completion of this program, graduates will be able to:
PLO #1	Provide person-centered care and assistance that recognizes and respects the uniqueness of each individual client.
PLO #2	Use an informed problem-solving approach to provide care and assistance that promotes the physical, psychological, social, cognitive and spiritual <u>health and</u> well-being of clients <u>and</u> and families.
PLO #3	Provide <u>person-centred</u> care and assistance for clients experiencing complex health challenges.
PLO #4	Provide <u>person-centred</u> care and assistance for clients experiencing cognitive and/or mental health challenges.
PLO #5	Interact with other members of the healthcare team in ways that contribute to effective working relationships and the achievement of goals.
PLO #6	Communicate clearly, accurately and <u>sensitively</u> in sensitive ways with clients and families within a variety of community and facility contexts.
PLO #7	Provide personal care and assistance in a safe, competent and organized manner.
PLO #8	Recognize and respond to own self-development, learning and health enhancement needs.
PLO #9	Perform the care provider role in a reflective, responsible, accountable and professional manner.

Additional PLO Information

The program consists of theory, laboratory practice and practice education experiences in complex care facilities and community care sites. The theory component is delivered through discussion groups, student presentations, lectures, online activities and demonstrations, and guest speakers. Students apply the theory component in the laboratory and practice education settings.

Theory courses are evaluated by written exams, assignments, and/or completion of a journal. Laboratory and clinical performance is assessed by instructor observations of students in work experience situations. All courses are evaluated consistent with the College Grading System.

Students must achieve at least a C+ in every course in order to proceed to the next level, or to graduate from the program. Students must achieve a “Satisfactory” grade in HRCA 1184, HRCA 1294 and HRCA 1391.

Attendance of all classes and laboratory experiences is required in order to truly understand and master the theoretical and practical components behind the Health Care Assistant role. Students may not miss more than 15% of scheduled classroom, laboratory and/or clinical experiences. Where students exceed this maximum, the College may withdraw the student from the program. The program requires 100% attendance for the community practicum experience.

If a student withdraws from the Health Care Assistant program for any reason, the student may apply to take the needed courses to complete the program in future cohorts providing:

There is space available

Departmental Leader approval is granted

The potential completion date of the program will not be exceeded

Space Availability:

Space in a cohort program is determined by:

Capacity number of student in the cohort

Capacity of clinical placement sites secured

Department Leader Approval:

The Department Leader will base approval on the following considerations:

Number of full time students already enrolled in cohort

Number of insertion students already enrolled in cohort

Student's performance, attendance and punctuality before withdrawal.

Program Completion Deadline:

The program must be completed within 2 years from the date that a student initially started the program. Program completion deadlines are necessary to ensure the currency of student skills and in alignment with the BC Care Aide and Community Health Workers Registry recognition requirements.

Re-insertion Requirements

In alignment with the BC Care Aide and Community Health Workers Registry recognition requirements, the amount of time a student is absent from the program will determine pre-requisites when re-entered into the program.

More than 3 months:

If the time between the completion of lab skills coursework and the start of practice education is greater than 3 months, the student will be required to register and successfully complete the appropriate preceding Personal Care and Assistance course prior to entering a practice education course, regardless if the Personal Care and Assistance course has been successfully completed previously.

More than 12 months:

If the time is greater than 12 months, the student will be required to register and successfully complete both Personal Care and Assistance course (level 1 and 2) before entering a practice education course.

Ability to work under direction and to act with initiative as a member of the health care team
 A genuine concern for the well-being of others
 Patience and perseverance
 Flexibility, trustworthiness, and dependability
 Maturity
 Ability to communicate effectively in both written and spoken English
 High standard of personal hygiene and grooming
 Ability to use problem-solving approach
 Physical stamina
 No sensitivity or allergy to latex
 Ability to work in environments where standards may be different from one's own

Courses

<u>HRCA 1197</u>	Foundations	1
<u>HRCA 1190</u>	Lifestyle and Choices	1.5
<u>HRCA 1191</u>	Interpersonal Communications	3
<u>HRCA 1192</u>	Introduction to Practice	1.5
<u>HRCA 1181</u>	Personal Care & Assistance 1	4
<u>HRCA 1182</u>	Common Health Challenges 1	3
<u>HRCA 1183</u>	Concepts for Practice	3.5
<u>HRCA 1184</u>	Clinical 1	3
<u>HRCA 1291</u>	Cognitive and/or Mental Health Challenges	3
<u>HRCA 1292</u>	Common Health Challenges 2	3
<u>HRCA 1293</u>	Personal Care & Assistance 2	4
<u>HRCA 1294</u>	Clinical 2	6
<u>HRCA 1391</u>	Community Practicum	2
Total Credits		38.5

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

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

Grading Standard

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

Grade Point Average (GPA)

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

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

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

Rationale and Consultations

Provide a rationale for this proposal.

Updates to BC Care Aide Registry's Program Recognition Guide (the regulatory body for the HCA programs).

Are there any expected costs to this proposal.

No

Consultations

Consultated Area	Consultation Comments
Affiliation, Articulation, and/or Accreditation Bodies	<p>The BC Care Aide Registry made several changes to the Admission requirements in the program recognition guide for the Health Care Assistant program. These changes were released in July 2023. On Oct 18, the Registry advised PSIs that they want the changes implemented for Sept 2024. To give the RO and students sufficient time to adjust, these changes are being submitted through fall 2023 governance.</p> <p>Changes to the Recognition guide are summarized as follows:</p> <ol style="list-style-type: none"> 1. Addition of proof of Grade 10 completion. 2. Change in terminology from "applicants who first language is English/applicants whose first language is not English" to "applicants with three years of full-time instruction in English/applicants with less than three years of full time instruction in English". 3. The allowance for any 7 years of education in English was removed. The three years of instruction in English must be secondary or post secondary. Secondary is considered to start at grade 8. 4. The minimum credit threshold for those three years to be considered full time is 54-90 credits.

Consultated Area	Consultation Comments
	<p>5. Updates were made to the list of approved countries for instruction in English</p> <p>6. Language Placement Index (LPI) and Canadian Adult Achievement Tests (CAAT) have been removed as options to demonstrate English language proficiency.</p> <p>7. Change from CPR HCP to CPR BLS.</p> <p>Nov 7 - The updated PCG was sent to the BC Care Aide Registry on Nov 3 for review and returned on Monday Nov 6. The Registry made additional suggestions about language changes to practice education, which were implemented.</p>
Registrar's Office	<p>October 30</p> <p>The DH advised the RO of the impending changes and compared their understanding of the updates via email with the DH's own understanding. It was noted in that email conversation that Marketing would need to update the declaration form to reflect the changes once the PCG change was approved. The RO (Dawn Cunningham) said that she would advise marketing.</p> <p>Nov 7</p> <p>The DH met with the RO (Dawn) to review the language changes to the PCG and create consistent language between the department's HCA certificate PCG and HCA Diploma PCG. The HCA Program Entry Requirement document was sent to the RO to be made into a link, to be added to the PCG.</p>
Advising & Recruitment	Nov 3 - Advising has been notified of the impending changes.

Additional Information

Provide any additional information if necessary.

Four small language changes to the PLOs were missed when the PCG was sent through governance in the spring for the curriculum updates. This have been corrected in this version of the document.

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

Marketing Description

Acquire the knowledge and skills to provide person-centered care and promote physical, emotional, cognitive, and social well-being of clients in continuing care environments.

What you will learn

What to expect

Reviewer

Comments

Lisa Beveridge (lbeveridge) (11/03/23 2:34 pm): Rollback: remove link

Lisa Beveridge (lbeveridge) (11/03/23 2:57 pm): Rollback: wait for lara

Program Change Request

Date Submitted: 11/07/23 2:57 pm

Viewing: **Health Care Assistant Diploma
(International Cohort)**

Last approved: 09/22/23 9:22 am

Last edit: 11/23/23 12:10 pm

Changes proposed by: lbeveridge

Program Name:

Health Care Assistant Diploma (International Cohort)

Credential Level: Diploma

Effective Date: September 2024 ~~January 2023~~

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Health Sciences

Department: Health Care Assistant (5116)

Contact(s)

In Workflow

1. **5116 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**

Approval Path

1. 11/03/23 2:34 pm
Lisa Beveridge (lbeveridge):
Rollback to Initiator
2. 11/03/23 2:57 pm
Lisa Beveridge (lbeveridge):
Rollback to Initiator
3. 11/07/23 2:58 pm
Lisa Beveridge (lbeveridge):
Approved for 5116 Leader
4. 11/07/23 6:33 pm
Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
5. 11/23/23 12:22 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Feb 15, 2022 by Lisa Beveridge (lbeveridge)

2. Feb 23, 2022 by
Darija Rabadzija
(drabadzija)
3. Feb 25, 2022 by
Darija Rabadzija
(drabadzija)
4. Mar 7, 2022 by
Darija Rabadzija
(drabadzija)
5. Mar 11, 2022 by
Darija Rabadzija
(drabadzija)
6. Mar 11, 2022 by
Darija Rabadzija
(drabadzija)
7. Mar 11, 2022 by
Darija Rabadzija
(drabadzija)
8. Dec 7, 2022 by
Darija Rabadzija
(drabadzija)
9. Dec 15, 2022 by
Nicole Degagne
(ndegagne)
10. Mar 22, 2023 by
Darija Rabadzija
(drabadzija)
11. Sep 22, 2023 by
Darija Rabadzija
(drabadzija)

Name	E-mail	Phone/Ext.
Lisa Beveridge	lbeveridge@vcc.ca	5129

Program Content Guide

This program is designed for international students seeking work in the Canadian Health Care sector. The Health Care Assistant Diploma will provide students with a solid foundation in the Canadian health care system and prepare them for work as a Health Care Assistant in a variety of health care settings.

The health care sector is one of the largest employers in B.C. The Health Care Assistant Diploma will provide students with opportunities to develop the knowledge, skills and attitudes necessary to function effectively as front-line caregivers and respected members of the health care team. Under the direction and supervision of a health professional, students will learn to provide person-centred care aimed at promoting and maintaining the physical, emotional, cognitive, and social well-being of clients. Upon completion of the program, graduates will be prepared to work in a variety of health care settings, including complex care, home support, assisted living, and other home and community care settings.

High School Graduation

18 years of age or older

Evidence Completion of HCA Program the VCC English Language Competency Requirements Declaration form
For applicants with three years of full-time instruction in English: English 10 completion or equivalent, Language Proficiency, as per required by the BC Care Aide Registry and Community Health Worker Registry
For applicants with less than three years of full-time instruction in English: Standardized English language proficiency test score, as per BC Care Aide Registry.

Completion of the VCC HCA English Competency Declaration form

~~Completion of the VCC English Language Declaration form~~ English Language Proficiency is demonstrated by one of the following: English 10 minimum C grade, or equivalent IELTS: Overall score of 6 with a minimum of 6 in Speaking and Listening and no score lower than 5.5 in Reading and Writing TOEFL iBT - Overall score of 76 with no score lower than 20 in Speaking and Listening and no score lower than 18 in Reading and Writing A police check from the applicant's country of origin.

To be Completed During Term 1:

Standard First Aid (Red Cross or St. John Ambulance) *including* current CPR level C or BLS.

CPR certificates expire one year from the date of issue. Current status is required for all clinical and practicum experiences.

BC FOODSAFE Certificate Level 1

Criminal Record Check

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

~~(e.g. practicums) or graduate.~~ **TB Screening**

Within the first term, students must submit a negative TB skin test. If the TB skin test is positive, a negative TB chest x-ray is required.

An Immunization Record must be completed

Immunizations in the following are *strongly recommended* and in some case *may be required* for practice education practicum placements:

Diphtheria/Tetanus/Pertussis

Polio

Measles, Mumps & Rubella

Varicella (Chicken pox)

Hepatitis B

Influenza (annually)

COVID-19

N95 Respiratory Mask

An N95 respirator mask that is individually fitted by a trained provider, following CSA guidelines.

The individual mask fitting should be done just prior to beginning the program. Mask fitting must be done annually.

Students are responsible for the cost of the mask fitting.

The original certificate must be presented to the department on the first day of class.

Please see [Respiratory Mask Fit Testing Information](#)

Prior Learning Assessment & Recognition (PLAR)

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

Program Duration & Maximum Time for Completion

The program is two years in length and divided into four terms. The maximum time for completion is 5 years.

Program Learning

Outcomes

	Upon successful completion of this program, graduates will be able to:
PLO #1	Provide person-centered care and assistance that recognizes and respects the uniqueness of each individual client.
PLO #2	Use an informed problem-solving approach to provide care and assistance that promotes the physical, psychological, social, cognitive and spiritual <u>health and</u> well-being of clients <u>and</u> and families.
PLO #3	Provide <u>person-centred</u> care and assistance for clients experiencing complex health challenges.
PLO #4	Provide <u>person-centred</u> care and assistance for clients experiencing cognitive and/or mental health challenges.
PLO #5	Interact with other members of the healthcare team in ways that contribute to effective working relationships and the achievement of goals.
PLO #6	Communicate clearly, accurately and <u>sensitively</u> in sensitive ways with clients and families within a variety of community and facility contexts.
PLO #7	Provide personal care and assistance in a safe, competent and organized manner.
PLO #8	Recognize and respond to own self-development, learning and health enhancement needs.
PLO #9	Perform the care-provider role in a reflective, responsible, accountable and professional manner.

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

The program is divided into four terms. The theory component is delivered through class discussion groups, student presentations, lectures, online activities, demonstrations and guest speakers. Students apply the theory in the laboratory, clinical and practicum settings. Instruction in professional communication skills is provided throughout the program to support success in students' studies and the workplace.

Theory courses are evaluated by written exams, assignments, projects/presentations, online activities and the completion of journals. Laboratory and clinical performance is assessed by instructor observations of students in work experience situations. All courses are evaluated consistent with the College Grading System.

Students must achieve at least a C+ (minimum 64%) in every course in order to proceed to the next level, or to graduate from the program.

Attendance of all classes, laboratory and practice education experiences is required in order to truly understand and master the theoretical and practical components behind the Health Care Assistant role.

If a student withdraws from the Health Care Assistant program for any reason, the student may apply to take the needed courses to complete the program in future cohorts providing:

There is space available.

Departmental Leader approval is granted.

The potential completion date of the program will not be exceeded.

Program Completion Deadline:

The program must be completed within 5 years from the date that a student initially started the program. Program completion deadlines are necessary to ensure the currency of student skills and in alignment with the BC Care Aide and Community Health Workers Registry recognition requirements.

Amount of Time Absence for the Program

In alignment with the BC Care Aide and Community Health Workers Registry recognition requirements, the amount of time a student is absent from the program will determine prerequisites when re-entered into the program.

Absent more than 3 months:

If the elapsed time between withdrawal and re-entry is greater than 3 months, the student will be required to register and successfully complete the appropriate preceding Personal Care and Assistance course prior to entering a clinical course, regardless if the Personal Care and Assistance course has been successfully completed previously.

Absent more than 12 months:

If the elapsed time is greater than 12 months, the student will be required to register and successfully complete both Personal Care and Assistance courses, before entering a clinical course.

Recommended Characteristics of Students

A genuine concern for the well-being of others.

Patience and perseverance.

Flexibility, trustworthiness, and dependability.

High standard of personal hygiene and grooming.

Physical stamina.

No sensitivity or allergy to latex.

Ability to work in environments where standards of conduct may be different from one's own.

Term One	Credits
HRCA 1197 Foundations	1
HRCA 1161 Communications for Health Care Assistants 1	3
HRCA 1162 Information Technologies for Health Sciences	2
HRCA 1191 Interpersonal Communications	3
HRCA 1190 Lifestyle and Choices	1.5
HRCA 1140 Common Health Challenges 1	1.5
HRCA 1192 Introduction to Practice	1.5
HRCA 1163 Impacts of Colonization on the Health and Wellbeing of Indigenous People	1.5
Credits	15
Term Two	
HRCA 1261 Communications for Health Care Assistants 2	3
HRCA 1181 Personal Care & Assistance 1	4
HRCA 1183 Concepts for Practice	3.5
HRCA 1240 Common Health Challenges 2	4.5
HRCA 1135 Clinical 1	2
Credits	17
Term Three	
HRCA 2161 Communications for Health Care Assistants 3	3
HRCA 1291 Cognitive and/or Mental Health Challenges	3
HRCA 2140 Common Health Challenges 3	3.0
HRCA 1293 Personal Care & Assistance 2	4
HRCA 2135 Clinical 2	3
Credits	16
Term Four	
HRCA 2261 Communications for Health Care Assistants 4	2
HRCA 2291 Advanced Communication Skills for Cognitive and Mental Health Challenges	3
HRCA 2240 Common Health Challenges 4	2
HRCA 2235 Clinical 3	6
HRCA 2265 Community Practicum	3
Credits	16
Total Credits	64

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

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

Grading Standard

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

Grade Point Average (GPA)

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

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

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

Rationale and Consultations

Provide a rationale for this proposal.

Updates to BC Care Aide Registry's Program Recognition Guide (the regulatory body for the HCA programs).

Are there any expected costs to this proposal.

No

Consultations

Additional Information

Provide any additional information if necessary.

The consultations related to these changes are written out in the domestic HCA PCG as they match the changes made to this PCG. Both PCGs are being submitted together for consistency and because both programs are scheduled to run in Sept 2024.

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: International

Marketing Description

Learn to provide person-centered care and promote physical, emotional, cognitive, and social well-being of clients in continuing care environments in British Columbia.

What you will learn

What to expect

Reviewer

Comments



DECISION NOTE

PREPARED FOR: Education Council

DATE: December 12, 2023

ISSUE: Changes to courses in CAD/BIM Technician Diploma and related certificates

BACKGROUND:

Curriculum for the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma and its four related certificates (Architectural, Civil/Structural, Mechanical and Steel Construction Modelling) was renewed in September 2023, with a number of significant structural changes to the programs. One important factor was missed: international students must take full-time studies (minimum 9 credits) in every term (except for the last term). Term 3 of the diploma program did not meet that minimum, which would have prevented international students from taking this program.

The solution was to move a few credits from Term 2 from the specialties into Term 3, requiring the split of several courses. Six new courses were developed that split the learning outcomes and hours from the previous three-course version of the program. The outcomes, assessments and content remain the same.

DISCUSSION:

Kelly Wightman, Department Head of CAD & BIM Technologies, presented the proposal. The Committee and the Registrar's Office took the opportunity to make a few additional minor changes:

- Standardizing English Language Proficiency wording
- Clarifying the process for using credits from the CAD Technician Short Certificate program
- Updating the progression and attendance requirements

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the revised program content guides for the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma, the Mechanical Drafting Technician Certificate, the Civil/Structural Technician Certificate, the Architectural Technician Certificate, and the Steel Construction Modelling Technician Certificate, and six new course outlines.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: November 23, 2023

Program Change Request

Date Submitted: 10/25/23 11:03 am

Viewing: **Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma**

Last approved: 10/03/23 3:58 pm

Last edit: 11/21/23 10:10 am

Changes proposed by: fbarillaro

Catalog Pages Using
this Program

[Computer Aided Draft \(CAD\) and Building Information Modelling \(BIM\) Technician D](#)

Program Name:

Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma

Credential Level: Diploma

Effective Date: September 2024

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

1. **4203 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**

Approval Path

1. 10/25/23 1:35 pm
Kelly Wightman (kwightman):
Approved for 4203 Leader
2. 10/26/23 4:43 am
Lucy Griffith (lgriffith): Approved for CTT Dean
3. 11/23/23 2:11 pm
Todd Rowlett (trowlatt): Approved for Curriculum Committee

History

1. May 13, 2019 by Nicole Degagne (ndegagne)
2. May 13, 2019 by Nicole Degagne (ndegagne)
3. Aug 21, 2019 by Nicole Degagne (ndegagne)
4. Sep 4, 2019 by Darija Rabadzija (drabadzija)

5. Sep 11, 2020 by
Bruce McGarvie
(bmcgarvie)
6. Oct 16, 2020 by
Nicole Degagne
(ndegagne)
7. Dec 9, 2020 by
Bruce McGarvie
(bmcgarvie)
8. Feb 4, 2021 by
Darija Rabadzija
(drabadzija)
9. Mar 10, 2022 by
Todd Rowlatt
(trowlatt)
10. Jan 4, 2023 by Ron
Palma (rpalma)
11. Mar 8, 2023 by
Darija Rabadzija
(drabadzija)
12. Sep 14, 2023 by
Kelly Wightman
(kwightman)
13. Oct 3, 2023 by
Darija Rabadzija
(drabadzija)

Name	E-mail	Phone/Ext.
Kelly Wightman	kwightman@vcc.ca	8536
Brett Griffiths	bgriffiths@vcc.ca	7012

Program Content Guide

Purpose

Graduates of this program will develop the Computer Aided Drafting (CAD) and Building Information Modeling (BIM) skills gained in two specialty areas. During their first year, they will develop skills in either Architectural, Civil/Structural, Mechanical or Steel Construction Modelling with Steel Detailing. Students will further develop their skills by adding an additional specialty of either Architectural, Civil/Structural, Mechanical or Steel Construction Modelling with Steel Detailing. They will learn to analyze and apply the current practices of a 3D Integrated Design Process (IDP) and contribute to the design/build team utilizing Integrated Project Delivery (IPD) methods.

Graduates will be well prepared to work as team members on a wide variety of projects, examples of which are: Residential housing developments, commercial buildings and institutional complexes.

A wide variety of steel and concrete structures including schools, sports stadiums, bridges, commercial buildings and high-rise offices.

Highway construction and subdivision development work.

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.

Graduates will apply qualifications from two disciplines to become more competitive in the job market and adaptive in the work place.

Students receive a CAD and BIM Technician Diploma upon successful completion of the program.

Admission Requirements

Grade 12 graduation or equivalent

Knowledge of English demonstrated by one of the following:

English Studies 12 with a minimum 'C-' grade or equivalent, or

English Language Proficiency at an English Studies 12 'C-' level

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 may be inserted into Term 4 of the program provided they have:

Applicants may be eligible for advanced standing into Year 2 of the program provided they have:

Successfully completed VCC's Architectural, Civil/Structural, Mechanical or Steel Construction Modelling Modelling/Steel Detailing Technician Certificate within the last 3 4 years, *or*

Successfully completed a Drafting Technician Certificate (any discipline) at another institution with Department review and approval.

Notes: VCC CAD Technician Short Certificate graduates (granted within the last 3 4 years) can have credits are eligible for the following courses applied towards the diploma: exemption (EX) for: DRFT 1010, DRFT 1011, DRFT 1012, DRFT 1013.

For assistance with meeting the entrance requirements, please contact Advising Services to schedule an appointment with an Advisor.

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 1012 Office and Construction Site Safety
- DRFT 1013 Construction Mathematics

Applicants who completed Drafting 11 and 12 may apply for PLAR for DRFT 1010, DRFT 1011, and DRFT 1013. 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.

[See the D.3.5 Prior Learning Assessment and Recognition Policy and Procedures for more information.](#)

Program Duration & Maximum Time for Completion

The program is 2 years of full-time study. The Diploma is seventy (70) credits: Forty (40) credits of the first year Certificate, and thirty (30) credits of second year courses to complete the Diploma.

Candidates have up to 5 years to complete the Diploma from the start of year one.

Upon successful completion of the first year of study and the successful completion of forty (40) credits, students may choose to exit the program and receive a Certificate credential in the specialty they completed in the first year: either (i) Architectural Technician Certificate, (ii) Civil/Structural Technician Certificate, (iii) Steel Construction Modelling Technician Certificate, or (iv) Mechanical Drafting Technician Certificate.

Program Learning

Outcomes

	Upon successful completion of this program, graduates will be able to:
<u>PLO #1</u>	<u>See Additional PLO Information</u>

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

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

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

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

Demonstrate drafting and 3D modeling skills and conventions.

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

Utilize critical thinking, team building and interpersonal communication skills.

Prepare a comprehensive professional portfolio.

Prepare a résumé and letters of application and perform other related job search skills.

And one (1) set of outcomes from their chosen specialty:

Architectural Specialty:

Use concepts of building construction and technology to plan and detail residential and commercial buildings in accordance with local by-laws and the BC Building Code.

Prepare Architectural drawings of residential and commercial structures, which incorporate concrete, steel and wood.

Civil/Structural Specialty:

Apply concepts of civil technology and planning to produce drawings and three dimensional models for the development of a civil site.

Use structural engineering theories and BIM practices to prepare engineering drawings for three dimensional models of structures, which incorporate reinforced concrete and structural steel.

Steel Construction Modelling Specialty:

Utilize data from current building codes and fabrication standards to develop practical connections between components that are code-compliant and practical to fabricate and install on site.

Use structural engineering drawings and specifications to prepare three dimensional models of structures that utilise structural steel.

Employ current Computer Aided Drafting (CAD) and three dimensional modelling systems as a tool to produce structural steel fabrication and arrangement drawings from data, designs and/or specifications.

Mechanical Specialty:

Apply concepts of building construction and technology to plan and detail mechanical systems for 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.

Upon successful completion of the **second year** of this program, students will be able to:

Apply Integrated Design Process (IDP) to integrate people systems and practices into a process to reduce waste and optimize efficiency through all phases of design, fabrication and construction.

Employ current Computer Aided Drafting (CAD) and three-dimensional modelling systems as a tool to produce drawings from data, designs and/or specifications.

Apply terminology and conventions used in a project design team.

Integrate a variety of CAD models for each discipline into a complete final model using CAD drafting, 3D BIM, and related trade skills and knowledge.

Prepare a comprehensive professional portfolio.

Contribute as part of a multidisciplinary design team.

Use critical thinking, team building and interpersonal communication skills to work effectively in a team environment.

Integrate various BIM software to communicate, collaborate and cooperate with a design team.

Apply the concepts and processes of a second discipline (either Architectural, Mechanical or Civil/Structural), and apply those conceptions in a 3D BIM setting.

Apply personal reflection and critical thinking to the relation between the program's learning outcomes and the student's individualized learning.

Communicate effectively and work collaboratively in a design team setting.

Instructional Strategies, Design, and Delivery Mode

This program uses project-based learning strategies with in-class instructional presentations, blended online delivery, and laboratory work using Autodesk, Trimble, and other software. Students are 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 through practical projects, exams, drawings, and presentations.

Student Program Progression

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

Receive an overall minimum program grade point average of 'C' (2.0); and

Receive a minimum grade point average of 'C minus' (1.67) in each course.

Students who receive an F grade in a course may not be allowed to progress.

See individual Course Outlines for course prerequisite details.

Attendance

Attendance plays a major role in student success. This is an intensive program with a condensed 3-day week, which makes attendance vital. Students are encouraged to speak to their instructor or Department Leader should they need to miss classes as frequent absences will impact performance and skills development.

Related work experience

General computer skills, including working ~~Working~~ knowledge of Windows OS. ~~OS is strongly recommended.~~

Good mathematical and 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, 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

YEAR 1

CORE COURSES

<u>DRFT 1010</u>	CAD Drafting Fundamentals
<u>DRFT 1011</u>	CAD Drafting Applied
<u>DRFT 1012</u>	Office & Construct Site Safety
<u>DRFT 1013</u>	Construction Mathematics

SELECT YOUR 1ST SPECIALIZATION

ARCHITECTURAL

<u>DRFT 1110</u>	Architectural Principles
<u>DRFT 1115</u>	Residential Single Family 1
<u>DRFT 1200</u>	Residential Single Family 2
<u>DRFT 1201</u>	Residential Multi-Family
<u>DRFT 1202</u>	Commercial Retail Buildings 1
<u>DRFT 1225</u>	Professional Communication
<u>DRFT 1302</u>	<u>Commercial Retail Buildings 2</u>
<u>DRFT 1374</u>	Introduction to 3D and BIM
<u>DRFT 1375</u>	Commercial Office Layouts

CIVIL/STRUCTURAL

<u>DRFT 1120</u>	Civil Site Layout
<u>DRFT 1125</u>	Introduction to Civil 3D
<u>DRFT 1213</u>	Introduction to Steel Structures
<u>DRFT 1214</u>	Reinforced Concrete and Foundations
<u>DRFT 1215</u>	Advanced Civil 3D
<u>DRFT 1216</u>	Introduction to 3D CAD
<u>DRFT 1225</u>	Professional Communication
<u>DRFT 1286</u>	Engineering Statics
<u>DRFT 1316</u>	<u>Introduction to Revit Structures</u>
<u>DRFT 1379</u>	Concrete Floor Systems and Secondary Structures
<u>DRFT 1385</u>	Reinforced Concrete Structural Components

STEEL CONSTRUCTION MODELLING

<u>DRFT 1130</u>	Steel Detailing Fundamentals
<u>DRFT 1135</u>	Professional Communications for Steel Detailing
<u>DRFT 1293</u>	Industrial and Commercial Basic Framing
<u>DRFT 1295</u>	Detail of Inclined Components
<u>DRFT 1296</u>	Miscellaneous Metals Detailing
<u>DRFT 1380</u>	CAD 3D and Assemblies
<u>DRFT 1391</u>	Introduction to BIM Software
<u>DRFT 1392</u>	Working with BIM Software
<u>DRFT 1393</u>	Heavy Structural Steel Framing
<u>DRFT 1352</u>	Steel Trusses

MECHANICAL

<u>DRFT 1140</u>	Electrical and Plumbing Systems
<u>DRFT 1145</u>	HVAC and Fire Suppression System
<u>DRFT 1217</u>	Process Flow, Piping, and Instrumentation Diagrams
<u>DRFT 1218</u>	Equipment Detail and Plant Layout
<u>DRFT 1219</u>	Process Piping and Pipe Fabrication
<u>DRFT 1220</u>	3D Modeling Fundamentals
<u>DRFT 1221</u>	Mechanical Equipment Modelling and Layout
<u>DRFT 1225</u>	Professional Communication
<u>DRFT 1324</u>	<u>3D Piping Systems Modelling</u>
<u>DRFT 1344</u>	BIM for Mechanical, Electrical, Plumbing Projects
<u>DRFT 1364</u>	Mechanical, Electrical, Plumbing for Pipe Fabrication

YEAR 2

30

INTEGRATED BIM PROJECT

<u>DRFT 2100</u>	Integrated BIM Project
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SELECT YOUR 2ND SPECIALIZATION (MUST BE DIFFERENT FROM YOUR FIRST)

ARCHITECTURAL

<u>DRFT 2110</u>	Advanced Architectural Principles
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<u>DRFT 2115</u>	Advanced Residential Single Family 1
<u>DRFT 2200</u>	Advanced Residential Single Family 2
<u>DRFT 2201</u>	Advanced Residential Multi-Family
<u>DRFT 2107</u>	Capstone Project using BIM
CIVIL/STRUCTURAL	
<u>DRFT 2120</u>	Advanced Civil Site Layout
<u>DRFT 2125</u>	Advanced Introduction Civil 3D
<u>DRFT 2213</u>	Advanced Introduction to Steel Structures
<u>DRFT 2214</u>	Advanced Reinforced Concrete and Foundations
<u>DRFT 1286</u>	Engineering Statics
<u>DRFT 2107</u>	Capstone Project using BIM
STEEL CONSTRUCTION MODELLING	
<u>DRFT 2130</u>	Advanced Steel Detailing Fundamentals
<u>DRFT 2293</u>	Advanced Industrial and Commercial Basic Framing
<u>DRFT 2294</u>	Advanced BIM Software for Steel Detailing
<u>DRFT 2295</u>	Advanced Detail of Inclined Components
<u>DRFT 2296</u>	Advanced Miscellaneous Metals Detailing
<u>DRFT 2107</u>	Capstone Project using BIM
MECHANICAL	
<u>DRFT 2140</u>	Advanced Electrical and Plumbing Systems
<u>DRFT 2145</u>	Advanced HVAC and Fire Suppression System
<u>DRFT 2217</u>	Advanced Process Flow, Piping, and Instrumentation Diagrams
<u>DRFT 2218</u>	Advanced Equipment Detail and Plant Layout
<u>DRFT 2219</u>	Advanced Process Piping and Pipe Fabrication
<u>DRFT 2107</u>	Capstone Project using BIM
Total Credits	70

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

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

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60	Minimum Pass	1.67
D	50-55		1.00
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

Program Change Request

Date Submitted: 10/25/23 10:43 am

Viewing: **Architectural Technician Certificate**

Last approved: 09/14/23 5:10 pm

Last edit: 11/21/23 10:10 am

Changes proposed by: fbarillaro

Catalog Pages Using
this Program

[Architectural Technician Certificate](#)

Program Name:

Architectural Technician Certificate

Credential Level:

Certificate

Effective Date:

September 2024

Effective Catalog
Edition:

2024-2025 Academic Calendar

School/Centre:

Trades, Technology & Design

Department

Drafting (4203)

Contact(s)

In Workflow

1. **4203 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**

Approval Path

1. 10/25/23 1:35 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 10/26/23 4:43 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 11/23/23 2:11 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Dec 15, 2017 by
clmig-jwehrheim
2. May 14, 2018 by
cdeans
3. Jun 21, 2018 by
Nicole Degagne
(ndegagne)
4. Aug 21, 2019 by
Nicole Degagne
(ndegagne)
5. Sep 29, 2020 by
Nicole Degagne

(ndegagne)

6. Oct 16, 2020 by
Nicole Degagne
(ndegagne)

7. Dec 20, 2021 by
Todd Rowlatt
(trowlatt)

8. Mar 10, 2022 by
Todd Rowlatt
(trowlatt)

9. Sep 22, 2022 by
Darija Rabadzija
(drabadzija)

10. Feb 24, 2023 by
Darija Rabadzija
(drabadzija)

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

12. Sep 14, 2023 by
Kelly Wightman
(kwightman)

Name	E-mail	Phone/Ext.
Kelly Wightman	kwightman@vcc.ca	xx

Program Content Guide

Purpose

Graduates of this program will have developed the drafting and 3D modeling skills that will enable them to work as team members in architectural firms, consulting engineering firms, municipal, provincial or federal offices, as well as in private industry. Graduates will be prepared to work on a wide variety of residential housing developments, commercial buildings and institutional complexes.

Grade 12 graduation or equivalent

Knowledge of English demonstrated by one of the following:

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

[English Language Proficiency](#) at an English Studies 12 'C-' level

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

Note:

VCC CAD Short Certificate graduates (granted within the last 2 4 years) can have credits ~~are eligible~~ for the following courses applied towards the diploma: ~~exemption (EX) for:~~ DRFT 1010, DRFT 1011, DRFT 1012, DRFT 1013. For assistance with meeting the entrance requirements, please contact Advising Services to schedule an appointment with an Advisor.

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 1012 Office and Construction Site Safety

DRFT 1013 Construction Mathematics

Applicants who completed Drafting 11 and 12 may apply for PLAR for DRFT 1010, DRFT 1011, and DRFT 1013.

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. See individual course outlines for details.

See the [D.3.5 Prior Learning Assessment and Recognition](#) Policy and Procedures for more information.

Program Duration & Maximum Time for Completion

Ten (10) months, comprised of three terms. Maximum time to complete the program: 3 years.

Program Learning

Outcomes

Upon successful completion of this program, graduates will be able to:	
PLO #1	Use drawing techniques to complete projects in orthographic projection, sectioning, and dimensioning, auxiliary view and machine detailing.

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

	Upon successful completion of this program, graduates will be able to:
PLO #2	Describe concepts in orthographic projection, sectioning, and dimensioning, auxiliary view and machine detailing.
PLO #3	Employ Computer Aided Drafting (CAD) skills to produce drawings from data, designs and/or specifications.
PLO #4	Develop drafting and related trade knowledge.
PLO #5	Develop 3D modeling and related trade skills and knowledge.
PLO #6	Demonstrate an understanding of drafting skills and conventions.
PLO #7	Use concepts of building construction and technology to plan and detail residential and commercial buildings in accordance with local bylaws and the BC Building Code.
PLO #8	Prepare Architectural drawings of residential and commercial structures, which incorporate concrete, steel and wood.
PLO #9	Apply terminology and conventions used in industry.
PLO #10	Prepare a comprehensive professional portfolio.
PLO #11	Prepare a résumé and letters of application and perform other related job search skills.

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

This course uses project based learning strategies with instructional presentations and laboratory work using Autodesk Revit Architecture, AutoCAD and SketchUp. Students are required to do assignments at home and lab work outside class time on both theory and individual projects.

Students are evaluated by:

Practical projects

Exams

Drawings

Presentations

Student Program Progression

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

Receive an overall minimum program grade point average of 'C' (2.0); and

Receive a minimum grade point average of 'C minus' (1.67) in each course.

Students who receive an F grade in a course may not be allowed to progress.

Attendance

Attendance plays a major role in student success. This is an intensive program with a condensed 3-day week, which makes attendance vital. Students are encouraged to speak to their instructor or Department Leader should they need to miss classes as frequent absences will impact performance and skills development.

Recommended Characteristics of Students

General computer skills, including working Working knowledge of Windows OS ~~is strongly recommended.~~

Good mathematical and mechanical comprehension.

Ability to work in imperial and metric units of measurement.

Good hand-eye coordination and manual dexterity.

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

Logical reasoning and an ability to visualize objects.

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

Courses

Plan of Study Grid

First Year	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
<u>DRFT 1110</u> Architectural Principles	5
<u>DRFT 1115</u> Residential Single Family 1	2
<u>DRFT 1200</u> Residential Single Family 2	2
<u>DRFT 1201</u> Residential Multi-Family	6
<u>DRFT 1225</u> Professional Communication	1.5
<u>DRFT 1202</u> Commercial Retail Buildings 1	2
<u>DRFT 1302</u> <u>Commercial Retail Buildings 2</u>	3

<u>DRFT 1374</u> Introduction to 3D and BIM	3.5
<u>DRFT 1375</u> Commercial Office Layouts	6
Credits	40
Total Credits	40

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

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

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

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
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C+	66-70		2.33
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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.

Restructuring Terms 2 and 3 courses to ensure we have the required 9 credits in Term 3 for international students.

Are there any expected costs to this proposal.

Consultations

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

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

This program is for:

Marketing Description

Learn Computer Aided Drafting (CAD) and Building Information Modelling (BIM) software and techniques used in developing residential housing, commercial buildings, and institutional complexes.

Program Change Request

Date Submitted: 10/25/23 10:46 am

Viewing: **Civil/Structural Technician Certificate**

Last approved: 09/14/23 5:10 pm

Last edit: 11/21/23 10:09 am

Changes proposed by: fbarillaro

Catalog Pages Using
this Program

[Civil/Structural Technician Certificate](#)

Program Name:

Civil/Structural Technician Certificate

Credential Level:

Certificate

Effective Date:

September 2024

Effective Catalog
Edition:

2024-2025 Academic Calendar

School/Centre:

Trades, Technology & Design

Department

Drafting (4203)

Contact(s)

In Workflow

1. **4203 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**

Approval Path

1. 10/25/23 1:35 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 10/26/23 4:43 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 11/23/23 2:11 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Dec 18, 2017 by
clmig-jwehrheim
2. May 14, 2018 by
cdeans
3. Jun 21, 2018 by
Nicole Degagne
(ndegagne)
4. Oct 10, 2018 by
Timothy Conklin
(tconklin)
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Todd Rowlatt
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10. Mar 10, 2022 by
Todd Rowlatt
(trowlatt)

11. Mar 15, 2023 by
Leszek Apouchtine
(lapouchtine)

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

13. Sep 14, 2023 by
Kelly Wightman
(kwightman)

Name	E-mail	Phone/Ext.
Kelly Wightman	kwightman@vcc.ca	xx

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 engineering firms, architectural firms, municipal, provincial or federal offices, as well as in private industry. Graduates will be prepared to work on a wide variety of structures, highway construction and real estate development work.

Grade 12 graduation or equivalent

Knowledge of English demonstrated by one of the following:

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

[English Language Proficiency](#) at an English Studies 12 'C-' level

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

Note:

VCC CAD Short Certificate graduates (granted within the last 2 4 years) are eligible for exemption (EX) for: DRFT 1010, DRFT 1011, DRFT 1012, DRFT 1013.

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DRFT 1011 CAD Drafting Applied

DRFT 1012 Office and Construction Site Safety

DRFT 1013 Construction Mathematics

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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. See individual Course Outlines for details.

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 terms.

Maximum Time for Completion: Three (3) years.

Program Learning

Outcomes

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

	Upon successful completion of this program, graduates will be able to:
PLO #1	Use drawing techniques to complete projects in orthographic projection, sectioning, and dimensioning, auxiliary view and machine detailing.
PLO #2	Describe concepts in orthographic projection, sectioning, and dimensioning, auxiliary view and machine detailing.
PLO #3	Employ Computer Aided Drafting (CAD) and three dimensional modelling systems skills to produce drawings from data, designs and/or specifications.
PLO #4	Demonstrate an understanding of drafting and 3D modeling skills and conventions.
PLO #5	Develop drafting, 3D Building Information Modeling (BIM) and related trade skills and knowledge.
PLO #6	Utilize critical thinking, team building and interpersonal communication skills.
PLO #7	Apply concepts of civil technology and planning to produce drawings and three dimensional models for the development of a civil site.
PLO #8	Use structural engineering theories and BIM practices to prepare engineering drawings for three dimensional models of structures, which incorporate reinforced concrete and structural steel.
PLO #9	Prepare a comprehensive professional portfolio.
PLO #10	Prepare a résumé and letters of application and perform other related job search skills.

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

This course uses project based learning strategies with instructional presentations and laboratory work using Autodesk Revit Structure, AutoCAD, Inventor, and Civil 3D software. Students are required to do assignments at home and lab work outside class time on both theory and individual projects.

Students are evaluated by:

Practical projects

Exams

Drawings

Presentations

Student Program Progression

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

Receive an overall minimum program grade point average of 'C' (2.0); and

Receive a minimum grade point average of 'C minus' (1.67) in each course.

Students who receive an F grade in a course may not be allowed to progress.

Attendance

Attendance plays a major role in student success. This is an intensive program with a condensed 3-day week, which makes attendance vital. Students are encouraged to speak to their instructor or Department Leader should they need to miss classes as frequent absences will impact performance and skills development.

Recommended Characteristics of Students

General computer skills, including working Working knowledge of Windows OS. OS is strongly recommended.

Good mathematical and mechanical comprehension.

Ability to work in imperial and metric units of measurement.

Good hand-eye coordination and manual dexterity.

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

Logical reasoning and an ability to visualize objects.

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

Courses

Plan of Study Grid

First Year	Credits
DRFT 1010 CAD Drafting Fundamentals	4
DRFT 1011 CAD Drafting Applied	3
DRFT 1012 Office & Construct Site Safety	1
DRFT 1013 Construction Mathematics	1
DRFT 1120 Civil Site Layout	2
DRFT 1125 Introduction to Civil 3D	5
DRFT 1213 Introduction to Steel Structures	4
DRFT 1214 Reinforced Concrete and Foundations	2
DRFT 1215 Advanced Civil 3D	4
DRFT 1216 Introduction to 3D CAD	1
DRFT 1225 Professional Communication	1.5

<u>DRFT 1286</u> Engineering Statics	2
<u>DRFT 1316</u> <u>Introduction to Revit Structures</u>	<u>3</u>
<u>DRFT 1379</u> Concrete Floor Systems and Secondary Structures	3.5
<u>DRFT 1385</u> Reinforced Concrete Structural Components	3
Credits	40
Total Credits	40

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

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

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60	Minimum Pass	1.67
D	50-55		1.00
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.

Restructuring Terms 2 and 3 courses to ensure we have the required 9 credits in Term 3 for international students.

Are there any
expected costs to
this proposal.

Consultations

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

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

This program is for:

Marketing Description

Learn Computer Aided Drafting (CAD) and Building Information Modelling (BIM) software and techniques used in developing highways, high rises, and commercial buildings.

Program Change Request

Date Submitted: 10/25/23 10:55 am

Viewing: **Mechanical Drafting Technician**

Certificate

Last approved: 09/14/23 5:09 pm

Last edit: 11/21/23 10:09 am

Changes proposed by: fbarillaro

Program Name:

Mechanical Drafting Technician Certificate

Credential Level: Certificate

Effective Date: September 2024

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

1. **4203 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**

Approval Path

1. 10/25/23 1:35 pm
Kelly Wightman (kwightman):
Approved for 4203 Leader
2. 10/26/23 4:43 am
Lucy Griffith (lgriffith): Approved for CTT Dean
3. 11/23/23 2:11 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Apr 6, 2021 by Bruce McGarvie (bmccgarvie)
2. Apr 14, 2021 by Nicole Degagne (ndegagne)
3. Apr 14, 2021 by Nicole Degagne (ndegagne)
4. Jan 24, 2022 by Darija Rabadzija (drabadzija)

5. Jan 24, 2022 by
Darija Rabadzija
(drabadzija)
6. Mar 10, 2022 by
Todd Rowlatt
(trowlatt)
7. Mar 22, 2023 by
Darija Rabadzija
(drabadzija)
8. Sep 14, 2023 by
Kelly Wightman
(kwightman)

Name	E-mail	Phone/Ext.
Kelly Wightman	kwightman@vcc.ca	xx

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

Knowledge of English demonstrated by one of the following:

English Studies 12 with a minimum 'C-' grade or equivalent, or

[English Language Proficiency](#) at an English Studies 12 'C-' level

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:

VCC CAD Technician Short Certificate graduates (granted within the last 2-4 years) can have credits are eligible for the following courses applied towards the diploma: DRFT 1010, DRFT 1011, DRFT 1012, DRFT 1013. ~~exemption (EX) for: DRFT 1010, DRFT 1011, DRFT 1012, DRFT1013.~~ For assistance with meeting the entrance requirements, please contact Advising Services to schedule an appointment with an Advisor.

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 1012 Office and Construction Site Safety](#)

DRFT 1013 Construction Mathematic

Applicants who completed Drafting 11 and 12 may apply for PLAR for DRFT 1010, DRFT 1011, and DRFT 1013.

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. See individual course outlines for details.

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 terms.

Maximum Time for Completion: Three (3) years.

Program Learning

Outcomes

	Upon successful completion of this program, graduates will be able to:
PLO #1	Use drawing techniques to complete projects in orthographic projection, sectioning, dimensioning, auxiliary view, and machine detailing.
PLO #2	Apply concepts in orthographic projection, sectioning, dimensioning, auxiliary view, and machine detailing.
PLO #3	Employ Computer Aided Drafting (CAD) and three-dimensional (3D) modelling systems skills to produce drawings from data, designs, and/or specifications.
PLO #4	Demonstrate an understanding of drafting and 3D modeling skills and conventions.
PLO #5	Develop drafting, 3D Building Information Modeling (BIM) and related trade skills and knowledge.
PLO #6	Apply critical thinking, team building, and interpersonal communication skills.
PLO #7	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.
PLO #8	Utilize concepts of mechanical and process technology and planning to produce drawings and 3D models of industrial facilities.

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

PLO #9	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.
PLO #10	Prepare a comprehensive professional portfolio.
PLO #11	Perform job search skills such as preparing a résumé and cover letter.

Additional PLO Information

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 drafting discipline (e.g. Autodesk Revit MEP, AutoCAD, Plant 3D and Inventor software). Students are 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:

Receive an overall minimum program grade point average of 'C' (2.0); *and*

Receive a minimum grade point average of 'C minus' (1.67) in *each course*.

Students who receive an F grade in a course may not be allowed to progress.

Attendance

Attendance plays a major role in student success. This is an intensive program with a condensed 3-day week, which makes attendance vital. Students are encouraged to speak to their instructor or Department Leader should they need to miss classes as frequent absences will impact performance and skills development.

Related work experience

General computer skills, including working ~~Working~~ knowledge of Windows OS. ~~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

First Year	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
<u>DRFT 1140</u> Electrical and Plumbing Systems	3
<u>DRFT 1145</u> HVAC and Fire Suppression System	4
<u>DRFT 1217</u> Process Flow, Piping, and Instrumentation Diagrams	2
<u>DRFT 1218</u> Equipment Detail and Plant Layout	3
<u>DRFT 1219</u> Process Piping and Pipe Fabrication	3
<u>DRFT 1220</u> 3D Modeling Fundamentals	3
<u>DRFT 1221</u> Mechanical Equipment Modelling and Layout	2
<u>DRFT 1225</u> Professional Communication	1.5
<u>DRFT 1324</u> <u>3D Piping Systems Modelling</u>	<u>2.5</u>
<u>DRFT 1344</u> BIM for Mechanical, Electrical, Plumbing Projects	4
<u>DRFT 1364</u> Mechanical, Electrical, Plumbing for Pipe Fabrication	3
Credits	40
Total Credits	40

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

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

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60	Minimum Pass	1.67
D	50-55		1.00
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.

Restructuring Terms 2 and 3 courses to ensure we have the required 9 credits in Term 3 for international students.

Are there any expected costs to this proposal.

Consultations

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

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

This program is for:

Marketing Description

Learn Computer-Aided Drafting (CAD) and 3D Building Information Modelling (BIM) tools and techniques used in the mechanical processes for mining, energy, chemical processing, and fabrication as well as building systems and commercial development.

What you will learn

What to expect

Reviewer

Comments

Program Change Request

Date Submitted: 11/10/23 1:38 pm

Viewing: **Steel Construction Modelling Technician Certificate**

Last approved: 09/14/23 5:10 pm

Last edit: 11/21/23 10:11 am

Changes proposed by: drabadzija

Catalog Pages Using
this Program

[Steel Detailing Technician Certificate](#)

Program Name:

Steel Construction Modelling Technician Certificate

Credential Level: Certificate

Effective Date: September 2024

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

1. **4203 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**

Approval Path

1. 11/14/23 2:20 pm
Darija Rabadzija (drabadzija):
Approved for 4203 Leader
2. 11/21/23 10:11 am
Todd Rowlatt (trowlatt): Approved for CTT Dean
3. 11/23/23 2:16 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Dec 20, 2017 by clmig-jwehrheim
2. May 14, 2018 by cdeans
3. Jun 21, 2018 by Nicole Degagne (ndegagne)
4. Aug 21, 2019 by Nicole Degagne (ndegagne)
5. Jul 6, 2020 by Bruce McGarvie

(bmcgarvie)

6. Sep 29, 2020 by

Nicole Degagne

(ndegagne)

7. Oct 16, 2020 by

Nicole Degagne

(ndegagne)

8. Mar 2, 2021 by Ron

Palma (rpalma)

9. Dec 20, 2021 by

Todd Rowlatt

(trowlatt)

10. Mar 10, 2022 by

Todd Rowlatt

(trowlatt)

11. Mar 23, 2023 by

Darija Rabadzija

(drabadzija)

12. Sep 14, 2023 by

Kelly Wightman

(kwightman)

Name	E-mail	Phone/Ext.
Kelly Wightman	kwightman@vcc.ca	xx

Program Content Guide

Purpose

Graduates of this program will have developed the drafting and 3D modelling skills which will enable them to enter the workforce in many areas as team members principally in structural steel fabrication companies, miscellaneous metals fabrication companies, and steel detailing offices. Graduates will be prepared to work on a wide variety of structures in North America, including schools, sports stadiums, bridges, commercial buildings and high-rise offices.

Grade 12 graduation or equivalent

Knowledge of English demonstrated by one of the following:

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

[English Language Proficiency](#) at an English Studies 12 'C-' level

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:

VCC CAD Short Certificate graduates (granted within the last 2 4 years) are eligible for exemption (EX) for: DRFT 1010, DRFT 1011, DRFT 1012, DRFT 1013.

For assistance with meeting the entrance requirements, please contact [Advising Services](#) to schedule an appointment with an Advisor.

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 1012 Office Construction and Site Safety
- DRFT 1013 Construction Mathematics

Applicants who completed Drafting 11 and 12 may apply for PLAR for DRFT 1010, DRFT 1011, and DRFT 1013.

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. See individual course outlines for details.

See the [D.3.5 Prior Learning Assessment and Recognition](#) Policy and Procedures for more information.

Program Duration & Maximum Time for Completion

Ten (10) months, comprised of three terms. Maximum time to complete the program: 3 years.

Program Learning

Outcomes

Upon successful completion of this program, graduates will be able to:	
PLO #1	Use drawing techniques to complete projects in orthographic projection, sectioning, and dimensioning, auxiliary view and machine detailing.

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

	Upon successful completion of this program, graduates will be able to:
PLO #2	Describe concepts in orthographic projection, sectioning, and dimensioning, auxiliary view and machine detailing.
PLO #3	Employ Computer Aided Drafting (CAD) skills to produce drawings from data, designs and/or specifications.
PLO #4	Develop drafting and related trade knowledge.
PLO #5	Develop 3D modeling and related trade skills and knowledge.
PLO #6	Utilize critical thinking, team building and interpersonal communication skills.
PLO #7	Utilize data from current building codes and fabrication standards to develop practical connections between components that are code-compliant and practical to fabricate and install on site.
PLO #8	Use structural engineering drawings and specifications to prepare three dimensional models of structures that utilise structural steel.
PLO #9	Employ current Computer Aided Drafting (CAD) and three dimensional modelling systems as a tool to produce structural steel fabrication and arrangement drawings from data, designs and/or specifications.
PLO #10	Prepare a comprehensive professional portfolio.
PLO #11	Prepare a résumé and letters of application, and perform other related job search skills.

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

This course uses project-based learning strategies which include instructional presentations and laboratory work using current CAD and 3D BIM software (e.g. Tekla, AutoCAD and Inventor software). Students are 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, fully online, or blended (combination of face-to-face and online) formats.

Students are evaluated by:

practical projects

exams

drawings

presentations

Student Program Progression

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

Receive an overall minimum program grade point average of 'C' (2.0); and

Receive a minimum grade point average of 'C minus' (1.67) in each course.

Students who receive an F grade in a course may not be allowed to progress.

Attendance

Attendance plays a major role in student success. This is an intensive program with a condensed 3-day week, which makes attendance vital. Students are encouraged to speak to their instructor or Department Lead should they need to miss classes as frequent absences will impact performance and skills development.

Recommended Characteristics of Students

General computer skills, including working Working knowledge of Windows OS. OS is strongly recommended.

Good mathematical and mechanical comprehension.

Ability to work in imperial and metric units of measurement.

Good hand-eye coordination and manual dexterity.

An ability to work well with others.

Logical reasoning and an ability to visualize objects.

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

Courses

Plan of Study Grid

First Year	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
<u>DRFT 1130</u> Steel Detailing Fundamentals	4
<u>DRFT 1135</u> Professional Communications for Steel Detailing	2.5
<u>DRFT 1293</u> Industrial and Commercial Basic Framing	4
<u>DRFT 1295</u> Detail of Inclined Components	4
<u>DRFT 1296</u> Miscellaneous Metals Detailing	2
<u>DRFT 1380</u> CAD 3D and Assemblies	2
<u>DRFT 1391</u> Introduction to BIM Software	3

DRFT 1392 Working with BIM Software	3
DRFT 1393 Heavy Structural Steel Framing	4.5
DRFT 1352 Steel Trusses	2
Credits	40
Total Credits	40

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

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

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

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60	Minimum Pass	1.67
D	50-55		1.00
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 Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

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

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

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

Rationale and Consultations

Provide a rationale for this proposal.

Restructuring Terms 2 and 3 courses to ensure we have the required 9 credits in Term 3 for international students.

Are there any expected costs to this proposal.

Consultations

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Marketing Information

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

This program is for:

Marketing Description

Learn Computer Aided Drafting (CAD) and Building Information Modelling (BIM) software and techniques to create 3D models and drawings used in developing infrastructure such as roads, bridges, schools, stadiums, high rises, and commercial buildings.

Course Change Request

New Course Proposal

Date Submitted: 10/25/23 10:37 am

Viewing: **DRFT 1202 : Commercial Retail Buildings**

1

Last edit: 11/20/23 11:35 am

Changes proposed by: fbarillaro

Programs

referencing this
course

[106: Computer Aided Draft \(CAD\) and Building Information Modelling \(BIM\) Technician Diploma](#)

Course Name:

Commercial Retail Buildings 1

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

1. **4203 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:31 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee
4. 09/14/23 5:14 pm
Natasha Mandryk
(nmandryk):
Approved for
Education Council
5. 10/23/23 1:11 pm
Darija Rabadzija
(drabadzija):
Rollback to Initiator
6. 10/25/23 1:35 pm
Kelly Wightman
(kwightman):

Approved for 4203
Leader

7. 10/26/23 4:43 am

Lucy Griffith

(lgriffith): Approved
for CTT Dean

8. 11/23/23 2:18 pm

Todd Rowlatt

(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Kelly Wightman	KWightman@vcc.ca	xx

Banner Course Name: Commercial Retail Buildings 1

Subject Code: DRFT - Drafting

Course Number: 1202

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students are introduced to commercial drawing and detailing practices as they apply to concrete block and light steel framed buildings.

Course Pre-Requisites (if applicable):

DRFT 1201.

Course Co-requisites (if applicable):

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply project requirements and specifications within the BCBC Part 3 regulations
CLO #2	Apply the requirements for means of egress & accessibility
CLO #3	Assemble and construct solid model components from specifications
CLO #4	Select model components with project requirements
CLO #5	Identify and arrange drawing views of plans, sections, details & elevations from model
CLO #6	Draw and identify components in detail views from models

Instructional

Strategies:

Lectures, group/team participation, field trip, videos and problem-based learning activities

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	Active participation and engagement in course activities and discussions
Assignments	30	Assignments based on course topics
Quizzes/Tests	10	Building Assemblies
Project	50	Commercial building drawing and detailing

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 40

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online

Hours in Category 1: 16

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

Check all that apply:

- Lab

Hours in Category 2: 24

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Project specifications

Introduction to BCBC, Part 3

Occupancy classifications

Building requirements for accessible design

Site plan topography

Parking spaces for mixed retail & residential

Accessible washrooms

Model assemblies from project specifications

Course Topics:

VCC template & views

Ground floor plan

Concrete block, masonry & light steel framing

Building assembly systems used for commercial building applications

Sections & details

Architectural annotations & conventions

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer

Comments

Darija Rabadzija (drabadzija) (10/23/23 1:11 pm): Rollback: roll back further edits

Badge Information

Course Change Request

New Course Proposal

Date Submitted: 10/25/23 10:44 am

Viewing: **DRFT 1216 : Intro to 3D CAD**

Last edit: 10/25/23 10:44 am

Changes proposed by: fbarillaro

Programs
referencing this
course

[106: Computer Aided Draft \(CAD\) and Building Information Modelling \(BIM\) Technician Diploma](#)

Course Name:

Introduction to 3D CAD

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

1. **4203 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:31 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee
4. 09/14/23 5:14 pm
Natasha Mandryk
(nmandryk):
Approved for
Education Council
5. 10/23/23 1:05 pm
Darija Rabadzija
(drabadzija):
Rollback to Initiator
6. 10/25/23 1:35 pm
Kelly Wightman
(kwightman):

Approved for 4203
Leader

7. 10/26/23 4:43 am

Lucy Griffith

(lgriffith): Approved
for CTT Dean

8. 11/23/23 2:18 pm

Todd Rowlatt

(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Kelly Wightman	kwightman@vcc.ca	xx

Banner Course Intro to 3D CAD

Name:

Subject Code: DRFT - Drafting

Course Number 1216

Year of Study 1st Year Post-secondary

Credits: 1

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, the student's cumulative drafting skills are brought together to produce drawings for a multi-part structural model. Students develop their CAD skills by applying and adapting them to a 3D environment.

Course Pre-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 AutoCAD's 3D commands and features.
CLO #2	Create 3D wireframe, surface and solid models.

Instructional

Strategies:

Lectures, video presentations, field trips, project/problem-based learning activities

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	80	CAD competency quizzes
Final Exam	10	
Participation	10	Active participation and engagement in course activities and discussions

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 20

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 8

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

Check all that apply:

Lab

Hours in Category 2: 12

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Create and edit 3D wire-frame and surface models

Sectioning, slicing, shading

Parts list and annotations

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

Rationale and Consultations

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

Yes

Course Change Request

New Course Proposal

Date Submitted: 10/25/23 10:54 am

Viewing: **DRFT 1221 : Mech Equip Modeling & Layout**

Last edit: 11/20/23 11:36 am

Changes proposed by: fbarillaro

Programs

referencing this

course

[106: Computer Aided Draft \(CAD\) and Building Information Modelling \(BIM\) Technician Diploma](#)

Course Name:

Mechanical Equipment Modelling and Layout

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

1. **4203 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/08/23 9:10 am
Kelly Wightman (kwightman):
Rollback to Initiator
2. 06/09/23 2:30 pm
Kelly Wightman (kwightman):
Approved for 4203 Leader
3. 06/09/23 2:31 pm
Lucy Griffith (lgriffith): Approved for CTT Dean
4. 08/16/23 11:21 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee
5. 09/14/23 5:15 pm
Natasha Mandryk (nmandryk):
Approved for Education Council
6. 10/23/23 1:06 pm
Darija Rabadzija

135
 (drabadzija):
 Rollback to Initiator
 7. 10/25/23 1:35 pm
 Kelly Wightman
 (kwightman):
 Approved for 4203
 Leader
 8. 10/26/23 4:43 am
 Lucy Griffith
 (lgriffith): Approved
 for CTT Dean
 9. 11/23/23 2:18 pm
 Todd Rowlatt
 (trowlatt): Approved
 for Curriculum
 Committee

Name	E-mail	Phone/Ext.
Kelly Wightman	Kwightman@vcc.ca	8531

Banner Course Name: Mech Equip Modeling & Layout

Subject Code: DRFT - Drafting

Course Number: 1221

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students use 3D modeling software to create a 3D Model of an industrial building. Students create models of the mechanical equipment required to complete an industrial project using vendor equipment dimensions and sizes.

Course Pre-Requisites (if applicable):

DRFT 1220.

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 basic building structure in 3D from engineering design notes and sketches using structural components available in the 3D modeling software
CLO #2	Model concrete foundations for building, equipment and pipe supports using the tools contained in the modeling software
CLO #3	Create 3D mechanical equipment and layout from engineering design notes, sketches and vendor drawings
CLO #4	Evaluate spacing of equipment based on project's design criteria, installation and operating requirements, maintenance clearances and safety to workers
CLO #5	Complete extraction and annotation of equipment orthographic drawings from 3D equipment models

Instructional

Strategies:

Lectures, video presentations, project-/problem-based learning, lab activities

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	70	Minimum of 2 project-based major assignments of approximately equal

Type	Percentage	Brief description of assessment activity
		value.
Quizzes/Tests	20	
Participation	10	Active participation and engagement in course activities and discussions

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 40

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Tutorial

Hours in Category 1: 16

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

Check all that apply:

- Lab

Hours in Category 2: 24

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics:

Terminology and tools specifically used in this specialty modeling

Preliminary Structural Steel selection for layout

Concrete Foundations and Footings

Clearances Required for Installation

Terminology and tools using in modeling mechanical equipment

Certified Vendor's Drawings

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer

Comments

Hanh Tran (htran) (06/08/23 8:36 am): This course is a 4.5 credit course

Kelly Wightman (kwightman) (06/08/23 9:10 am): Rollback: Hi - please check and then just save these please. Kelly

Darija Rabadzija (drabadzija) (10/23/23 1:06 pm): Rollback: rollback; further edits

Course Change Request

New Course Proposal

Date Submitted: 10/25/23 10:43 am

Viewing: **DRFT 1302 : Commercial Retail Buildings**
2

Last edit: 11/20/23 11:36 am

Changes proposed by: fbarillaro

Programs
referencing this
course

[106: Computer Aided Draft \(CAD\) and Building Information Modelling \(BIM\) Technician Diploma](#)

Course Name:

Commercial Retail Buildings 2

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

1. **4203 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/25/23 1:35 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 10/26/23 4:43 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 11/23/23 2:18 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Kelly Wightman	KWightman@vcc.ca	xx

Banner Course Name: Commercial Retail Buildings 2

Subject Code: DRFT - Drafting

Course Number: 1302

Year of Study: 1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students prepare a set of architectural drawings using 3D BIM software for a retail convenience store with residential suites above.

Course Pre-Requisites (if applicable):

DRFT 1202.

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	Integrate model components with project requirements
CLO #2	Develop and design drawing views of plans, sections, details & elevations from model
CLO #3	Assemble and arrange detail views from models
CLO #4	Create schedules using BIM tools
CLO #5	Apply architectural standards and conventions for commercial buildings

Instructional

Strategies:

Lectures, group/team participation, field trip, videos and problem-based learning activities

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	Active participation and engagement in course activities and discussions
Exam	30	Commercial Buildings
Project	60	Retail convenience store project

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 60

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online

Hours in Category 1: 24

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

Check all that apply:

- Lab

Hours in Category 2: 36

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics:

Roofing material & flashing details for flat roofs & parapets

Roof plan

Sections & details

Schedules

Elevations

Architectural annotations & conventions

Project drawing package

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Course Change Request

New Course Proposal

Date Submitted: 10/25/23 10:45 am

Viewing: **DRFT 1316 : Intro to Revit Structures**

Last edit: 10/25/23 10:45 am

Changes proposed by: fbarillaro

Programs
referencing this
course

[106: Computer Aided Draft \(CAD\) and Building Information Modelling \(BIM\) Technician Diploma](#)

Course Name:

Introduction to Revit Structures

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

1. **4203 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/25/23 1:35 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 10/26/23 4:44 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 11/23/23 2:18 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Kelly Wightman	kwightman@vcc.ca	xx

Banner Course Name: Intro to Revit Structures

Subject Code: DRFT - Drafting

Course Number: 1316

Year of Study: 1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces the student to the fundamentals of the Building Information Modeling (BIM) process using Autodesk Revit Structure software.

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 uses of Autodesk Revit software in Building Information Modelling (BIM)
CLO #2	Use basic Revit drawing and editing tools
CLO #3	Develop a parametric model of a structure
CLO #4	Generate and annotate construction documents using the parametric model

Instructional

Strategies:

Lectures, video presentations, field trips, project/problem-based learning activities

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	45	Minimum of 2 project-based major assignments of approximately equal value
Assignments	35	
Final Exam	10	
Participation	10	Active participation and engagement in course activities and discussions

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 60

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 24

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

Check all that apply:

Lab

Hours in Category 2: 36

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to Building Information Modeling (BIM);

Overview of Autodesk Revit user interface;

Basic drawing and editing tools;

Working with views;

Datum elements (levels and grids);

Structural components (columns, beams, walls, floors, foundations, etc.);

Construction document annotation

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Course Change Request

New Course Proposal

Date Submitted: 10/25/23 10:50 am

Viewing: **DRFT 1324 : 3D Piping Systems Modelling**

Last edit: 11/20/23 11:36 am

Changes proposed by: fbarillaro

Programs
referencing this
course

[106: Computer Aided Draft \(CAD\) and Building Information Modelling \(BIM\) Technician Diploma](#)

Course Name:

3D Piping Systems Modelling

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

1. **4203 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 10/25/23 1:35 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 10/26/23 4:44 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 11/23/23 2:18 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Kelly Wightman	Kwightman@vcc.ca	8531

Banner Course
Name:

3D Piping Systems Modelling

Subject Code:

DRFT - Drafting

Course Number

1324

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students learn to lay out an industrial project and create orthographic plans, sections, elevations, fabrication isometrics and bills of material using tools available from 3D Models software.

Course Pre-Requisites (if applicable):

DRFT 1221.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Design process piping layouts based on piping & instrumentation diagrams, equipment layout, design standards and engineering design notes and sketches
CLO #2	Evaluate access and clearances required for electrical and HVAC components
CLO #3	Evaluate routing and spacing of pipes for efficiency, installation and maintenance & pipe rack accepted practices
CLO #4	Select applicable pipe support for pipelines

Instructional

Strategies:

Lectures, video presentations, project-/problem-based learning, lab activities

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	70	Minimum of 2 project-based major assignments of approximately equal value.
Quizzes/Tests	20	
Participation	10	Active participation and engagement in course activities and discussions

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Tutorial

Hours in Category 1: 20

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

Check all that apply:

- Lab

Hours in Category 2: 30

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Course Topics

Course Topics:

Equipment Support Requirements

Safe Storage of Chemicals and Spill Containment

Advanced Mechanical Modeling Techniques

Industrial Cranes

Orthographic Creation Methods

Dimensioning and Annotation

Terminology and tools used in the piping modeling specialty

Advanced Pipe Routing Methods

Required Access Clearances

Installation and Maintenance

Pipe Racks and Supports

Valve and Utility Stations

Isometric Creation & Bills of Material

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

DRFT 1316

Prov



DECISION NOTE

PREPARED FOR: Education Council

DATE: December 12, 2023

ISSUE: New Program: Cybersecurity Governance, Risk and Compliance Post-Degree Diploma

BACKGROUND:

The Centre for Continuing Studies (CS) is proposing a new post-degree diploma in Cybersecurity Governance, Risk and Compliance (GRC). Working with professionals in the cybersecurity industry, the centre has developed a unique program that directly responds to industry demand for professionals focused on GRC to identify and mitigate risks to an organization.

The curriculum provides a mix of skill development in the governance, risk and compliance space, along with core skills like project management, technical and business writing, and business fundamentals. The program does not focus on the technical sides of cybersecurity; consultation with industry experts indicated that education and experience in diverse fields is an asset for cybersecurity professionals (e.g., in marketing, legal, or business). Accordingly, the admission requirements do not limit the type of undergraduate degree students need to have completed.

DISCUSSION:

Sid Khullar, Senior Program Coordinator in CS, presented the proposal. The Committee thought the program was exceedingly well-designed. There was a discussion about the courses on technical writing and presentation in the first year of the program, and how those skills are integrated into the second year. Mr. Khullar explained that these skills are integrated into the projects in Year 2, reinforcing the business, communications and socio-cultural competencies learned in Year 1.

A few minor revisions were made:

- Adding details on the Prior Learning Assessment and Recognition methods for two courses
- Streamlining some course descriptions for clarity

RECOMMENDATION:

THAT Education Council provisionally approve, in the form presented at this meeting, the Cybersecurity Governance, Risk and Compliance Post-Degree Diploma and 17 new courses, and recommend the Board of Governors approve the credential and program implementation.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: November 23, 2023

Program Change Request

New Program Proposal

Date Submitted: 11/09/23 7:16 pm

Viewing: **Cybersecurity Governance, Risk, and Compliance Post-Degree Diploma**

Last edit: 11/14/23 1:47 pm

Changes proposed by: skhullar

Program Name:

Cybersecurity Governance, Risk, and Compliance Post-Degree Diploma

Credential Level: Post-Degree Diploma

Effective Date: September 2024

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Continuing Studies

Department: Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. Ministry Review
7. Board of Governors

Approval Path

1. 11/10/23 10:00 am
Sid Khullar
(skhullar): Approved for 6233 Leader
2. 11/10/23 2:35 pm
Claire Sauve
(csauve): Approved for Senior PC
3. 11/10/23 4:00 pm
Adrian Lipsett
(alipsett): Approved for CCS Dean
4. 11/23/23 3:53 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670
Claire Sauvé	csauve@vcc.ca	8679

Program Content Guide

Purpose

This program provides students with the fundamental knowledge and skills to work in the cybersecurity field of governance, risk management, and compliance (GRC).

Students will gain an understanding of the major frameworks of privacy and security, why they are important to organizations, and the impact of risks related to technology on an organization. Students will learn how to translate risks related to technology into business risk and opportunities to communicate effectively to a variety of stakeholders. Students will gain an understanding of the operations of enterprise IT and how the role of GRC integrates with/interacts with functioning of the business.

The program provides students with the opportunity to practice and develop the business communication skills necessary in the technology environment, using real-life scenarios, team-based activities, and case studies. Students will be prepared to work with evolving security and compliance frameworks. Graduates of this program will be prepared for a variety of entry-level positions in information security, such as cybersecurity risk analyst, security specialist, security auditor, IT Auditor, and governance specialist.

Admission Requirements

An undergraduate degree from an accredited post-secondary institution

Knowledge of English demonstrated by one of the following:

- o English Studies 12 with a minimum 'C+' grade, or equivalent. Or,
- o [English Language Proficiency](#) at a minimum English 12 'C+' level

Prior Learning Assessment & Recognition (PLAR)

Students* may request formal recognition of prior learning attained through informal education, work, or other life experience. 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:

CYBR 1101 Cybersecurity Fundamentals

CYBR 1202 Project Management

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

If PLAR is successful, transcripts will reflect an 'S' grade (satisfactorily completed), which is not included in grade point average (GPA) calculations.

See VCC [Policy](#) and [Procedures](#) D.3.5 Prior Learning Assessment for more information.

*Note for international students requesting PLAR: Prior to proceeding with the PLAR request, please contact [VCC International Education Advising](#) to learn how PLAR can impact immigration status.

Program Duration & Maximum Time for Completion

This program can be completed in two years with full-time study. The program must be completed within 3 years.

Outcomes

	Upon successful completion of this program, graduates will be able to:
PLO #1	Assess different governance, risk, and compliance (GRC) and security tooling, and choose which ones to implement within the organization.
PLO #2	Develop and manage projects using Project Management (PM) best practices.
PLO #3	Create a business case for a cybersecurity project and present the case using effective presentation skills and persuasive techniques.
PLO #4	Recognize emerging technologies and evaluate them using an appropriate framework.
PLO #5	Prepare for and deliver both written and verbal communications related to IT/security that are appropriate to the intended audience.
PLO #6	Plan and develop internal controls related to security in response to identified risks based on information and evidence obtained from stakeholders.
PLO #7	Evaluate the enterprise gaps to prepare or revise security policies, standards, and guidelines.
PLO #8	Apply different security and compliance frameworks in supporting audit activities (internal and external) and maintaining regulatory compliance certification requirements.
PLO #9	Design an incident response plan that includes identification of the roles of a cybersecurity incident response team.
PLO #10	Demonstrate ability to build rapport and trust with a variety of relevant parties and adapt to local business culture context.

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

Students will engage with the material in this program through hands-on exercises and projects involving typical IT work situations, including scenarios from industry. Other instructional strategies include the use of case-studies and group discussions based around current events related to IT news, demonstrations, and reflective practice. Class-time will utilize active learning strategies such as problem-based learning, simulations, writing exercises, and interactive classroom activities. Some classes may be delivered partially or fully online.

Students will be assessed through a wide range of activities such as presentations, assignments, quizzes, projects, reports, learning journals, and exams.

Students must receive a minimum program grade point average of 'C' (2.0) to successfully graduate, and a minimum cumulative grade point average of 'C' (2.0) in each term to advance into subsequent courses/terms in the program.

Recommended Characteristics of Students

A keen interest in technology and in following technology trends.

A desire to pursue industry certifications.

Strong communication, leadership, collaboration, problem-solving, and critical thinking skills.

Attention to detail.

Appreciation for the value of organizational processes and procedures.

Proficient digital literacy skills.

Courses

Plan of Study Grid

First Year

Term One	Credits
CYBR 1000 Orientation to GRC and Cybersecurity	1
CYBR 1101 Cybersecurity Fundamentals	3
CYBR 1102 Business Communication and Presentation Skills	3
CYBR 1103 Business Fundamentals	3
CYBR 1104 IT Risk	3
Credits	13

Term Two

CYBR 1201 Introduction to Security Program Management	3
CYBR 1202 Project Management	3
CYBR 1203 Report and Technical Writing	3
CYBR 1204 Frameworks and Auditing	3
Credits	12

Second Year

Term Three

CYBR 2301 Cloud Security Principles	3
CYBR 2302 Incident Response and Disaster Recovery	3
CYBR 2303 Information Technology Infrastructure Library	3
CYBR 2304 Privacy and Data Protection	3
Credits	12

Term Four

CYBR 2401 Advanced Cybersecurity Topics	3
---	---

CYBR 2402 Governance of Enterprise IT	3
CYBR 2403 Professional Development	2
CYBR 2404 Capstone	4
Credits	12
Total Credits	49

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

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

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60		1.67
D	50-55		1.00
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.

This program curriculum follows the concept paper, named 'Cybersecurity Risk Management', that was approved in May 2023. The concept paper, as well as the program design were built with regular feedback from professionals from the local industry, including those with expertise in cybersecurity, GRC, and information security domains.

This program will focus on development of skills in Governance, Risk, and Compliance within the cybersecurity context. Governance, risk, and compliance (GRC) are essential components of cybersecurity that ensure the protection of sensitive data, intellectual property, and critical infrastructure. Governance refers to the set of policies, procedures, and standards that guide the organization's cybersecurity strategy. Risk involves identifying, assessing, and mitigating potential risks that could compromise the confidentiality, integrity, or availability of data. Compliance refers to adhering to laws, regulations, and industry standards to maintain the organization's reputation and prevent legal repercussions. Through their studies, students will also develop soft skills that are integral to their success in this industry, such as the abilities to communicate with different stakeholders, work in a team, solve problems, and think critically.

GRC and cybersecurity professionals are responsible for ensuring the security of their organization's systems, networks, and data, and for identifying and mitigating risks to the organization. The types of jobs available in these industries are diverse and range from entry-level positions to senior management roles. In the role of a cybersecurity compliance analyst, graduates will be able to collect and analyze organizational risks, and provide related risk assessments, as well as advise on mitigations. Graduates working in the role of a privacy officer, will be able to support the development of privacy compliance programs, privacy compliance, governance/policy, and incident response needs of privacy and security executives and their teams. With additional technical skills and/or work experience, graduates can move into senior, managerial, or specialist roles such as IT Project Manager, IT Program Auditor, Operations Technology Systems Analyst, Supply Chain Security Analyst, and Information Systems Security Developer.

Are there any expected costs to this proposal.

Consultations

Consultated Area	Consultation Comments
Library	"...looks like a well-thought-out and timely program." Library has great resources on résumé building, writing cover letters, interviewing, etc. Library also has

Consultated Area	Consultation Comments
	<p>interactive database (Xello) that helps students with career planning as well as books, library guides, etc. "It will be good to meet with an instructor teaching the course and review the materials with them."</p> <p>Resources related to cybersecurity can be "very specific and often proprietary, but as you know, we can work together on acquiring resources closer to the start of the program and do our best to acquire ones that we can get for the Library."</p> <p>Library also expressed willingness to discussing the creation or use of OER, down the road for when the instructors are identified and ready.</p>
Learning Centre	<p>"...looks like a very well put together program. The Learning Centre will be able to provide support in the areas of English tutoring (writing and speaking skills, presentations, resume and cover letter development) and academic coaching as well."</p>
Disability Services	<p>"It seems to be very interesting and there do not seem to be any concerns for as at this time from Disability Services and Accommodations."</p> <p>DS reminded that students can approach DS for services in the program, ideally in advance.</p>
Registrar's Office	<p>RO & IE suggested moving student questionnaire out of admission requirements section as it does not impact admission. Upon further discussions with CSRO, IE, & RO, this has been removed and will be included as an in-class activity in the first course.</p> <p>RO suggested considering PLAR. Upon consultation with SMEs, this has now been added to the program.</p> <p>RO proposed using standard language in 'Evaluation of Student Learning' field. This has been accepted.</p>
Centre for Teaching, Learning, and Research (CTLR)	<p>The curriculum was developed through regular consultations, feedback, and input from an IA @CTLR.</p>

Consultated Area	Consultation Comments
	This support was quite valuable for ensuring the program design meets or exceeds the recommended instructional practices in adult learning within the local context.
International Education	The program design process involved multiple touch-points with IE to assess its suitability for international students. The curriculum was built with consideration to the feedback received from IE.
Indigenous Education & Community Engagement (IECE)	<p>Consultations were sought from Dean of Curriculum & Pedagogy and Dean of Indigenous Initiatives. Based on these, revisions were made, such as intentional consideration of the impact on 'indigenous communities' during the program when ethics, social responsibility, and inclusivity are taught and/or discussed.</p> <p>Both deans provided additional ideas on increasing the accessibility of this program to indigenous learners/communities, as well as indigenous-specific resources that could potentially be utilized within the program.</p>
Counselling	A response could not be received as of Nov 09, 2023.
Other	CSRO was consulted about admissions requirements, PLAR, and evaluation of student learning. Revisions were made, where applicable.

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.

Course Change Request

New Course Proposal

Date Submitted: 11/09/23 7:16 pm

Viewing: **CYBR 1000 : Orientation GRC**

Cybersecurity

Last edit: 11/09/23 7:16 pm

Changes proposed by: skhullar

Programs
referencing this
course

[187: Cybersecurity Governance, Risk, and Compliance](#)

Course Name:

Orientation to GRC and Cybersecurity

Effective Date:

September 2024

School/Centre:

Continuing Studies

Is this a non-credit course?

No

Department:

Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/10/23 10:00 am
Sid Khullar
(skhullar): Approved for 6233 Leader
2. 11/10/23 1:38 pm
Claire Sauve
(csauve): Approved for Senior PC
3. 11/10/23 2:34 pm
Adrian Lipsett
(alipsett): Approved for CCS Dean
4. 11/23/23 3:53 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670

Banner Course Name: Orientation GRC Cybersecurity

Subject Code:	CYBR - Cybersecurity
Course Number	1000
Year of Study	1st Year Post-secondary
Credits:	1

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This foundational course is the first step for students embarking on their journey into the world of cybersecurity in Canada. It will provide students with an orientation to Governance, Risk, and Compliance (GRC) and cybersecurity and why they matter in a business context. Students will learn and discuss key terminology and definitions related to GRC and cybersecurity to become better versed to have conversations with other professionals on these topics. Additionally, students will be introduced to possible roles and career paths along with the associated skills to be successful.

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	Recall foundational cybersecurity risk management terminology relevant to Canadian context
CLO #2	Give examples of effective communication skills essential for classroom and professional success in the field
CLO #3	Identify and apply effective strategies for academic success
CLO #4	Discuss technology industry trends and their relation to Governance, Risk, and Compliance (GRC) and

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

cybersecurity

CLO #5 Summarize the skills and qualifications for success in a GRC or cybersecurity related career through written and verbal communication

Instructional

Strategies:

Instructional strategies include lectures, discussions, research assignments, and practical and reflective exercises.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Reflection	20	Reflection journals
Quizzes/Tests	20	One or more quizzes
Participation	15	Activities and/or discussions
Assignments	25	Assignment(s)
Assignments	20	Industry trends

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 15

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online
Seminar

Hours in Category 1: 15

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to GRC

Significance of cybersecurity

Roles and responsibilities related to GRC and cybersecurity

Essential cybersecurity and GRC vocabulary and terminology

Communication skills for industry success

Effective approaches to learning

Trends in cybersecurity, including emerging technologies

Career paths in GRC and Cybersecurity

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

Rationale and Consultations

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

Course Change Request

New Course Proposal

Date Submitted: 11/09/23 7:17 pm

Viewing: **CYBR 1101 : Cybersecurity**

Fundamentals

Last edit: 11/21/23 10:06 am

Changes proposed by: skhullar

Programs
referencing this
course

[187: Cybersecurity Governance, Risk, and Compliance](#)

Course Name:

Cybersecurity Fundamentals

Effective Date: September 2024

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/10/23 10:01 am
Sid Khullar
(skhullar): Approved for 6233 Leader
2. 11/10/23 1:43 pm
Claire Sauve
(csauve): Approved for Senior PC
3. 11/10/23 4:00 pm
Adrian Lipsett
(alipsett): Approved for CCS Dean
4. 11/23/23 3:53 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670

Banner Course Name: Cybersecurity Fundamentals

Subject Code: CYBR - Cybersecurity
 Course Number 1101
 Year of Study 1st Year Post-secondary
 Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students will be introduced to cybersecurity and why it is important for organizations. Students will learn about key cybersecurity concepts, threats and vulnerabilities, and the concept of least privilege. Students will learn fundamental terminology related to cybersecurity and be introduced to the primary roles and responsibilities related to security for different members of an organization.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR is assessed through:

- 1) Challenge exam (may involve scenario-based assessment), or a portfolio review showcasing experience related to cybersecurity, or proof of active professional certification in CISSP or CISM; and
- 2) an interview with the department leader or designate

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain the roles and responsibilities related to cybersecurity within an organization
CLO #2	Differentiate between threats and vulnerabilities

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

CLO #3	Identify characteristics of the most common cybersecurity attacks and relevant mitigation strategies
CLO #4	Describe hardening a networked environment against attacks
CLO #5	Recognize security incidents and communicate potential impacts and responses
CLO #6	Recognize the security risks associated with the System Development Lifecycle (SDLC)
CLO #7	Explain the key objectives of security - Confidentiality, Integrity and Availability in the context of protecting an organization from cybersecurity threats
CLO #8	Explain Authentication, Authorization, and Accounting (AAA), and how each supports controlling user access to computer resources, enforcing policies and auditing usage.
CLO #9	Discuss how key security concepts apply to evolving IT environments, including emerging technologies

Instructional

Strategies:

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

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	10-20	Assignments involving practical exercises
Assignments	10-15	Case study activities
Assignments	10-20	Presentation(s)
Quizzes/Tests	10-20	Quizzes
Final Exam	20-30	Final exam

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 37.5

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

Check all that apply:

- Lab
- Simulation

Hours in Category 2: 12.5

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Confidentiality, Integrity, and Availability (CIA) Triad

Authentication, Authorization, and Accounting (AAA)

Principle of Least Privilege (POLP)

Defense in Depth

Firewalls

Intrusion Prevention and Detection System (IDS, IPS)

OWASP Top 10

Course Topics:

Hardening

Vulnerabilities and threats

Viruses

Roles and responsibilities related to security

Access control and permissions

Penetration testing

Security operations centre

Incident recognition and response

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Are there any
expected costs or a
cost to it?

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 11/09/23 7:17 pm

Viewing: **CYBR 1102 : Bus Comm & Presentation**

Skills

Last edit: 11/09/23 7:17 pm

Changes proposed by: skhullar

Programs
referencing this
course

[187: Cybersecurity Governance, Risk, and Compliance](#)

Course Name:

Business Communication and Presentation Skills

Effective Date: September 2024

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/10/23 10:01 am
Sid Khullar
(skhullar): Approved for 6233 Leader
2. 11/10/23 1:45 pm
Claire Sauve
(csauve): Approved for Senior PC
3. 11/10/23 4:00 pm
Adrian Lipsett
(alipsett): Approved for CCS Dean
4. 11/23/23 3:53 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670

Banner Course Name: Bus Comm & Presentation Skills

Subject Code: CYBR - Cybersecurity
 Course Number 1102
 Year of Study 1st Year Post-secondary
 Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course will introduce students to the theories and practices of contemporary workplace communication related to GRC and cybersecurity. Attention is devoted to the ethical and relational implications of communication in the workplace as well as the development of clarity in communication. Students will focus on strengthening communication skills relevant to the local business 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	Select the appropriate mode, style, tone, and organization of communication, based on purpose and audience
CLO #2	Explain the importance of clear, concise, and professional communication in the workplace
CLO #3	Describe communication techniques to form stronger relationships with stakeholders and disseminate cybersecurity information
CLO #4	Summarize information obtained through written or verbal communication using note taking techniques

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

CLO #5	Prepare written communication using clear, concise, and professional writing techniques
--------	---

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

CLO #6	Describe the impact of nonverbal cues and body language when communicating verbally
CLO #7	Discuss strategies for communicating across cultures and within team environments
CLO #8	Demonstrate effective verbal and non-verbal communication, including the use of aids appropriate for the audience
CLO #9	Relate the success of cybersecurity projects to effective communication skills and teamwork

Instructional

Strategies:

Instructional strategies include classroom lectures, group work/discussions, presentations, journaling, and writing activities.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25	Assignments involving business communication
Reflection	25	Reflective assignments
Assignments	25	Presentations
Assignments	25	Report(s)

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to business communication

Role of communication in GRC and cybersecurity

Workplace communication

Public speaking

Emails, memos, and reports

Interpersonal communications

Cross cultural communications

Team communication

Nonverbal communication

Effective note taking

Executing interviews to obtain information

Communication related to cybersecurity

Course Change Request

New Course Proposal

Date Submitted: 11/09/23 7:18 pm

Viewing: **CYBR 1103 : Business Fundamentals**

Last edit: 11/09/23 7:18 pm

Changes proposed by: skhullar

Programs
referencing this
course

[187: Cybersecurity Governance, Risk, and Compliance](#)

Course Name:

Business Fundamentals

Effective Date:

September 2024

School/Centre:

Continuing Studies

Is this a non-credit course?

No

Department:

Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/10/23 10:01 am
Sid Khullar
(skhullar): Approved for 6233 Leader
2. 11/10/23 1:50 pm
Claire Sauve
(csauve): Approved for Senior PC
3. 11/10/23 4:00 pm
Adrian Lipsett
(alipsett): Approved for CCS Dean
4. 11/23/23 3:53 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670

Banner Course Name: Business Fundamentals

Subject Code: CYBR - Cybersecurity
 Course Number 1103
 Year of Study 1st Year Post-secondary
 Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides an overview of business management and the essential knowledge that managers and staff need for working in a business environment within the cybersecurity context. Students are provided with a foundational look at key business functions, covering issues that arise within Canadian business organizations. Focus will be on areas relevant to cybersecurity, such as finance and accounting, human resources, government policies, ethics, and leadership and management.

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	Discuss the basic features of the Canadian economy and compare them to those in another region
CLO #2	Identify and describe purpose and features of financial statements used to communicate the financial and reputational health of a business
CLO #3	Demonstrate appreciation and respect for all team members and stakeholders
CLO #4	Identify opportunities to motivate and maintain morale while working in a team

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

CLO #5	Discuss the ways to build and develop effective teams that encourage cooperation, teamwork and trust
CLO #6	Discuss various aspects of working in a team environment
CLO #7	Identify opportunities to motivate and maintain morale amongst team members
CLO #8	Identify cybersecurity risk in the context of business operations in Canada
CLO #9	Identify resources available for organizations to support the implementation of cybersecurity programs to mitigate business risk
CLO #10	Discuss the basics of business ethics and integrity

Instructional

Strategies:

Instructional strategies involves lectures, presentations, discussions, practical examples, and individual work. Learning will be enhanced through a variety of interactive classroom and collaborative activities.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	Discussions
Reflection	15	Strength and development plan
Quizzes/Tests	20	Quizzes
Assignments	20	Assignment(s) related to the impact of cybersecurity on business operations and risk
Final Exam	25	Final exam
Assignments	10	Presentation(s)

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to the Canadian business environment

Basic Canadian political structures

Canada's economy

Introduction to business ethics and integrity

Canadian cultural norms

Introduction to corporate structures

Introduction to various business functions and their relationship to cybersecurity

Course Topics:

Introduction to change management

Introduction to situational leadership

Strategies to give and receive feedback

Understanding the Canadian business environment

Introduction to financial statements and accounting

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Course Change Request

New Course Proposal

Date Submitted: 11/09/23 7:19 pm

Viewing: **CYBR 1104 : IT Risk**

Last edit: 11/09/23 7:19 pm

Changes proposed by: skhullar

Programs
referencing this
course

[187: Cybersecurity Governance, Risk, and Compliance](#)

Course Name:

IT Risk

Effective Date:

September 2024

School/Centre:

Continuing Studies

Is this a non-credit course?

No

Department:

Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/10/23 10:01 am
Sid Khullar
(skhullar): Approved
for 6233 Leader
2. 11/10/23 1:51 pm
Claire Sauve
(csauve): Approved
for Senior PC
3. 11/10/23 4:00 pm
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/23/23 3:53 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670

Banner Course Name: IT Risk

Subject Code: CYBR - Cybersecurity
 Course Number 1104
 Year of Study 1st Year Post-secondary
 Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students will learn the basics about risks and controls with a focus on those related to Information Technology. Students will learn about the different responses to IT risks, explore different IT risk management frameworks and tools, and practice communicating IT risks and mitigations to different stakeholders at an organization.

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	Discuss risks and controls including their importance in a business environment
CLO #2	Explain the possible responses to risks, including the change in probability and impact
CLO #3	Give examples of possible controls in response to common IT risks
CLO #4	Describe the differences between inherent risk and residual risk
CLO #5	Describe IT risk management frameworks in the context of different organizational situations
CLO #6	Summarize the benefits and drawbacks of different IT risk management tools in assisting with

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

	responding to IT risks
CLO #7	Analyze risk mitigation plans and communicate possible improvements using written and verbal communication methods
CLO #8	Evaluate the IT risks and controls in different scenarios for different stakeholders within an organization
CLO #9	Discuss how IT risks extend beyond an organization to related third parties and the related IT risk considerations and impact

Instructional

Strategies:

Instructional strategies include classroom lectures, group work/discussions, presentations, case studies, and writing activities.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	20	Assignment(s) involving IT risk management plan
Assignments	20	Assignments involving one or more case studies
Quizzes/Tests	15	Quizzes
Assignments	15	Presentations
Final Exam	30	Final exam

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to risks and controls

Responses to risks

Inherent and residual risk

Introduction to IT and cybersecurity Risk

IT risk management frameworks, such as NIST, ISO, COBIT and COSO

Risk mitigation plans and controls

IT governance and risk management

Third party and supply chain risk management

Risk communication and reporting

IT risk management tools and technologies

Course Change Request

New Course Proposal

Date Submitted: 11/09/23 7:19 pm

Viewing: **CYBR 1201 : Intro to Security Program**

Mgmt

Last edit: 11/14/23 1:55 pm

Changes proposed by: skhullar

Programs
referencing this
course

[187: Cybersecurity Governance, Risk, and Compliance](#)

Course Name:

Introduction to Security Program Management

Effective Date: September 2024

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/10/23 10:01 am
Sid Khullar
(skhullar): Approved for 6233 Leader
2. 11/10/23 1:54 pm
Claire Sauve
(csauve): Approved for Senior PC
3. 11/10/23 4:00 pm
Adrian Lipsett
(alipsett): Approved for CCS Dean
4. 11/23/23 3:53 pm
Todd Rowlett
(trowlett): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670

Banner Course Name: Intro to Security Program Mgmt

Subject Code: CYBR - Cybersecurity
 Course Number 1201
 Year of Study 1st Year Post-secondary
 Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course helps students build a strong foundation for leading cybersecurity efforts in different organizations. It covers important theories, models, and practical approaches that shape cybersecurity. Students will learn how to apply these concepts in real-world situations. The course focuses on both technical skills and leadership abilities, emphasizing clear communication in GRC and cybersecurity.

Course Pre-Requisites (if applicable):

CYBR 1104.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Design a foundational structure for cybersecurity programs using policies, standards and processes
CLO #2	Develop a governance framework tailored for cybersecurity needs
CLO #3	Craft an incident response plan for various cyber threats
CLO #4	Develop and implement a compliance program aligning with specific regulatory requirements
CLO #5	Identify and assess potential threats and vulnerabilities in a cyberattack scenario
CLO #6	Design a security awareness and training program

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

CLO #7 Evaluate new technologies for their relevance and impact on current cybersecurity programs

Instructional

Strategies:

Instructional strategies include lectures, simulation/labs, group discussions, guest speaker(s), and problem-based learning.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	Multiple quizzes
Assignments	20	Assignments involving practical exercises
Midterm Exam	25	Midterm exam
Assignments	20	Report related to cybersecurity policies
Assignments	10	Presentation

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 55

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online

Seminar

Hours in Category 1: 30

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

Check all that apply:

Lab

Simulation

Hours in Category 2: 25

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to Cybersecurity Program Management

Governance and Risk Management

Incident Management and Response

Compliance and Audit Management

Threat and Vulnerability Management

Security Awareness and Training

Business Continuity and Disaster Recovery

Emerging Trends and Technologies

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

Rationale and Consultations

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

Course Change Request

New Course Proposal

Date Submitted: 11/09/23 7:20 pm

Viewing: **CYBR 1202 : Project Management**

Last edit: 11/21/23 9:46 am

Changes proposed by: skhullar

Programs
referencing this
course

[187: Cybersecurity Governance, Risk, and Compliance](#)

Course Name:

Project Management

Effective Date:

September 2024

School/Centre:

Continuing Studies

Is this a non-credit course?

No

Department:

Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/10/23 10:01 am
Sid Khullar
(skhullar): Approved
for 6233 Leader
2. 11/10/23 2:02 pm
Claire Sauve
(csauve): Approved
for Senior PC
3. 11/10/23 4:00 pm
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/23/23 3:53 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670

Banner Course Name: Project Management

Subject Code:	CYBR - Cybersecurity
Course Number	1202
Year of Study	1st Year Post-secondary
Credits:	3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students will be introduced to industry recognized project management methodologies recognized by the Project Management Institute, such as, but not limited to, work breakdown structure (WBS), GANTT charts, and RAID Log (Risks, Assumptions, Issues, Dependencies). Students will integrate the skills and knowledge that they have learned in the course in a final simulated cybersecurity project. Additionally, students will practice their communication skills to facilitate project management activities, such as team events and stakeholder interviews.

Course Pre-Requisites (if applicable):

CYBR 1103.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR is assessed through:

- 1) Challenge exam; or proof of active CAPM or higher certification; and
- 2) portfolio review showcasing their project management experience related to cybersecurity, GRC, or information technology

Course Learning

Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Discuss key project management methodologies including their importance in achieving

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

	organizational objectives
CLO #2	Explain the importance of developing a project management plan and monitoring project delivery
CLO #3	Describe the three areas of the project management triangle (scope, cost, time) including how they relate to one another
CLO #4	Compare the benefits and drawbacks between predictive and adaptive project management methods
CLO #5	Discuss different project management tools and software in the context of delivering a GRC and cybersecurity projects
CLO #6	Demonstrate gathering requirements for simple projects through stakeholder interviews
CLO #7	Outline a project plan using a work breakdown structure
CLO #8	Describe methods for managing various stakeholders in a project-based environment
CLO #9	Apply project management methodologies to example cybersecurity related situations
CLO #10	Demonstrate stakeholder and team management techniques and communication

Instructional

Strategies:

Instructional strategies include lectures, group work/discussions, presentations, simulation activities, and journaling.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Reflection	10-20	Learning journals
Quizzes/Tests	10-20	Quizzes
Assignments	10-20	Assignment related to business plan
Project	25	Project
Final Exam	25	Final exam

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Project lifecycle and processes
Project management planning
Project management triangle
Work breakdown structure
Critical path
Project charter and scope

Course Topics:

Risk register

Project responsibilities and roles

Project initiation, monitoring, and closure

Stakeholder management relevant to GRC and cybersecurity

Team management in projects

GRC and cybersecurity-related project management tools and software

Agile project management

Requirements gathering

Project budgeting

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Are there any

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 11/09/23 7:20 pm

Viewing: **CYBR 1203 : Report and Technical Writing**

Last edit: 11/14/23 1:55 pm

Changes proposed by: skhullar

Programs
referencing this
course

[187: Cybersecurity Governance, Risk, and Compliance](#)

Course Name:

Report and Technical Writing

Effective Date: September 2024

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/10/23 10:01 am
Sid Khullar
(skhullar): Approved for 6233 Leader
2. 11/10/23 2:03 pm
Claire Sauve
(csauve): Approved for Senior PC
3. 11/10/23 4:00 pm
Adrian Lipsett
(alipsett): Approved for CCS Dean
4. 11/23/23 3:53 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670

Banner Course Name: Report and Technical Writing

Subject Code:	CYBR - Cybersecurity
Course Number	1203
Year of Study	1st Year Post-secondary
Credits:	3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students will be introduced to technical writing in the IT field and learn about tone, style, formatting, and visual aids to effectively convey information. Students will practice, writing, editing, and revising a variety of technical documents, such as executive summaries, reports, and request for proposals (RFP). Additionally, students will learn about creating IT and GRC policies, standards, and procedures, while using web-based tools to store and communicate content to a variety of stakeholders.

Course Pre-Requisites (if applicable):

CYBR 1102.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Discuss the process of technical writing for the purpose of Information Technology (IT) and Governance, Risk, and Compliance (GRC)
CLO #2	Create technical documents related to IT and GRC using the active voice
CLO #3	Employ editing and revision techniques to improve written communication
CLO #4	Write an executive summary based on a written report
CLO #5	Document research and references using appropriate citations

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

CLO #6	Discuss the importance of ethics, social responsibility, and inclusivity in communications, including indigenous communities, for IT and GRC
CLO #7	Use visual aids, graphics, and formatting to enhance communication within presentations and reports, considering their impact on comprehension and engagement
CLO #8	Use different online tools such as Wiki pages, Intranet Sites, or internal web pages, to store and communicate organizational documentation
CLO #9	Prepare IT and GRC policies, standards, and procedures that are suitable for various organizational stakeholders
CLO #10	Prepare proposals and request for proposals (RFP) that document common requirements for cybersecurity related projects

Instructional

Strategies:

Instructional strategies include classroom lectures, group work/discussions, presentations, workshop sessions, and writing activities.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	20	Assignment(s) related to simulation-based report and/or IT/GRC topic(s)
Reflection	20	Learning journal activities
Assignments	20-25	Assignment that includes revised copies of other assignments and/or in-class activities
Project	20-25	Project with deliverables, such as an IT or GRC related policy, standard, and procedure
Assignments	15	Presentation(s)

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online
Seminar

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Introduction to technical writing for IT and GRC
Writing style and tone
Formatting and graphics
Visual aids and charts
Report writing
Executive summaries

Course Topics:

Preparing request for proposals (RFP)

Preparing proposals

Editing and revision

Source citations

Policies, standards, procedures

Acceptable use policies

Privacy policies

Ethics in writing

Plagiarism and academic integrity

Online repositories and tools

Communicating policies to stakeholders

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Are there any

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 11/09/23 7:20 pm

Viewing: **CYBR 1204 : Frameworks and Auditing**

Last edit: 11/14/23 1:55 pm

Changes proposed by: skhullar

Programs
referencing this
course

[187: Cybersecurity Governance, Risk, and Compliance](#)

Course Name:

Frameworks and Auditing

Effective Date:

September 2024

School/Centre:

Continuing Studies

Is this a non-credit course?

No

Department:

Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/10/23 10:01 am
Sid Khullar
(skhullar): Approved
for 6233 Leader
2. 11/10/23 2:06 pm
Claire Sauve
(csauve): Approved
for Senior PC
3. 11/10/23 4:00 pm
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/23/23 3:53 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670

Banner Course Name: Frameworks and Auditing

Subject Code: CYBR - Cybersecurity
 Course Number 1204
 Year of Study 1st Year Post-secondary
 Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students will learn and put into practice knowledge about the auditing process, more specifically Information Technology (IT) auditing. Students will learn the key skills related to performing an IT audit, including planning, and executing audits related to IT and cybersecurity and how to effectively communicate the audit results and recommendations. Additionally, students will study foundational IT frameworks related to internal controls and compliance.

Course Pre-Requisites (if applicable):

CYBR 1101, CYBR 1104.

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	Employ auditing methods in the context of various IT process scenarios
CLO #2	Explain the importance of ethics and independence in the context of auditing
CLO #3	Discuss IT security frameworks and standards in the context of structuring responses to risks and building trust
CLO #4	Discuss how different types of controls work together to mitigate risks

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

CLO #5	Demonstrate the process of preparing for stakeholder interviews to obtain information about IT processes
CLO #6	Summarize information gained through evidence collection within audit documentation
CLO #7	Prepare IT audit plans suitable for different situations using project management methods relevant to performing audit procedures
CLO #8	Prepare written reports summarizing the results of audit procedures and next steps
CLO #9	Deliver effective oral presentation of the results of audit procedures and next steps

Instructional

Strategies:

Instructional strategies include classroom lectures, group work/discussions, presentations, simulation activities, and writing activities.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	25	Project related to planning/IT audit
Assignments	20	Assignments involving simulated activities
Assignments	20	Assignments involving case studies
Assignments	10	Presentation
Final Exam	25	Final exam

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 55

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Hours in Category 1: 30

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

Check all that apply:

Lab

Simulation

Hours in Category 2: 25

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

IT asset security frameworks, standards, and guidelines

Common technology components

Types of controls

Risk-based audit planning

Audit project management

Sampling

Evidence collection

IT asset management

Physical and environmental controls

Identity and access management

Course Topics:

Job scheduling and automation

System interfaces

End-user computing

Performance management

Change and release management

Patch and incident management

Professional skepticism, ethics, and independence

Reporting and communication

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

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: 11/09/23 7:20 pm

Viewing: **CYBR 2301 : Cloud Security Principles**

Last edit: 11/14/23 1:54 pm

Changes proposed by: skhullar

Programs
referencing this
course

[187: Cybersecurity Governance, Risk, and Compliance](#)

Course Name:

Cloud Security Principles

Effective Date:

September 2024

School/Centre:

Continuing Studies

Is this a non-credit course?

No

Department:

Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/10/23 10:01 am
Sid Khullar
(skhullar): Approved
for 6233 Leader
2. 11/10/23 2:07 pm
Claire Sauve
(csauve): Approved
for Senior PC
3. 11/10/23 4:00 pm
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/23/23 3:53 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670

Banner Course

Cloud Security Principles

Name:

Subject Code: CYBR - Cybersecurity
 Course Number 2301
 Year of Study 2nd Year Post-secondary
 Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

From understanding the basics of cloud computing to navigating its unique security challenges, this course covers it all. Students will learn about different cloud models, such as infrastructure-as-a-service (IaaS), platform-as-a-service (PaaS), and software-as-a-service (SaaS), and the GRC/security intricacies of each. Through practical exercises or assignments, students will learn to work with globally recognized security standards and frameworks, and gain proficiency in the essential shared responsibility model. This course will introduce students to key topics, such as identity management, data privacy, network security, and more.

Course Pre-Requisites (if applicable):

CYBR 1204.

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	Analyze the unique GRC and security challenges posed by various cloud computing models including IaaS, PaaS, and SaaS
CLO #2	Distinguish between different cloud architectures such as public, private, and hybrid, and identify their specific security considerations

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

CLO #3	Apply internationally recognized cloud security standards, like CSA CCM and ISO/IEC 27017, to real-world scenarios
CLO #4	Implement robust cloud security frameworks, leveraging tools like CSPM or CASB, to enhance organizational defense mechanisms
CLO #5	Collaborate effectively with cloud providers by clarifying roles and responsibilities under the shared responsibility model in cloud security
CLO #6	Design secure cloud-based identity and access management systems, incorporating advanced technologies like MFA and SSO

Instructional

Strategies:

Instructional strategies include lectures, simulations/labs, group discussions, case studies, and problem-based learning.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	Discussions
Quizzes/Tests	20-25	Multiple quizzes
Assignments	10	Assignments involving practical exercises
Midterm Exam	20-25	Midterm exam
Assignments	20-30	Report(s) related to cybersecurity policies
Assignments	10	Presentation

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 55

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 30

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

Check all that apply:

- Lab
- Rehearsal
- Simulation

Hours in Category 2: 25

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Introduction to Cloud Security
Cloud Computing Models and Architectures
Cloud Security Standards and Frameworks
Shared Responsibility Model
Identity and Access Management in the Cloud
Data Security and Privacy in the Cloud

Course Topics:

Network Security in the Cloud

Cloud Security Incident Response and Management

Cloud Security Monitoring and Auditing

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Badge Information

NOT REQUIRED FOR GOVERNANCE APPROVAL.

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

Is a Badge being offered for this course?

Course Change Request

New Course Proposal

Date Submitted: 11/09/23 7:21 pm

Viewing: **CYBR 2302 : Incident Response/Disaster Rec**

Last edit: 11/14/23 1:54 pm

Changes proposed by: skhullar

Programs
referencing this
course

[187: Cybersecurity Governance, Risk, and Compliance](#)

Course Name:

Incident Response and Disaster Recovery

Effective Date:

September 2024

School/Centre:

Continuing Studies

Is this a non-credit course?

No

Department:

Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/10/23 10:01 am
Sid Khullar
(skhullar): Approved for 6233 Leader
2. 11/10/23 2:08 pm
Claire Sauve
(csauve): Approved for Senior PC
3. 11/10/23 4:00 pm
Adrian Lipsett
(alipsett): Approved for CCS Dean
4. 11/23/23 3:53 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670

Banner Course Name: Incident Response/Disaster Rec

Subject Code: CYBR - Cybersecurity
 Course Number 2302
 Year of Study 2nd Year Post-secondary
 Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students will gain an understanding of the key concepts and best practices for managing security incidents, recovering from disasters, and ensuring business resilience. The course covers the development, implementation, testing, and maintenance of incident response, disaster recovery, and business continuity plans, as well as the roles and responsibilities involved in each process.

Students will also learn how to integrate these efforts to create a comprehensive resilience program for an organization. Throughout the course, students will apply their knowledge to real-world business scenarios, culminating in a final assignment in which they develop and present a complete resilience plan for a business.

Course Pre-Requisites (if applicable):

CYBR 1201.

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	Recall the key terminology and concepts related to incident response, disaster recovery, and business continuity
CLO #2	Explain the relationship between incident response, disaster recovery, and business continuity

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

CLO #3	Demonstrate the ability to develop an incident response plan that outlines roles and responsibilities
CLO #4	Critically evaluate the effectiveness of different techniques for detecting and analyzing security events
CLO #5	Prioritize critical business functions and systems when developing a business continuity plan
CLO #6	Prepare an incident response simulation exercise to test the effectiveness of an incident response plan
CLO #7	Develop a comprehensive resilience plan for a business, incorporating elements of incident response, disaster recovery, and business continuity

Instructional

Strategies:

Instructional strategies include lectures, case studies and/or tabletop exercises, group discussions, and problem-based learning.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	20-25	Multiple quizzes
Assignments	10-20	Assignment(s) involving practical exercises
Participation	10	Discussions
Midterm Exam	20-25	Midterm exam
Assignments	20	Assignment involving resilience plan
Assignments	10	Presentation

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 55

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 30

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

Check all that apply:

- Lab
- Simulation

Hours in Category 2: 25

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to Incident Response, Disaster Recovery, and Business Continuity

Incident Response Planning

Incident Detection, Analysis, and Response

Incident Recovery and Post-Incident Review

Disaster Recovery Planning

Disaster Recovery Testing and Maintenance

Business Continuity Planning

Course Topics:

Business Continuity Testing and Maintenance

Integrating Incident Response, Disaster Recovery, and Business Continuity

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Badge Information

NOT REQUIRED FOR GOVERNANCE APPROVAL.

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

Course Change Request

New Course Proposal

Date Submitted: 11/09/23 7:21 pm

Viewing: **CYBR 2303 : IT Infrastructure Library**

Last edit: 11/14/23 1:54 pm

Changes proposed by: skhullar

Programs
referencing this
course

[187: Cybersecurity Governance, Risk, and Compliance](#)

Course Name:

Information Technology Infrastructure Library

Effective Date:

September 2024

School/Centre:

Continuing Studies

Is this a non-credit course?

No

Department:

Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/10/23 10:01 am
Sid Khullar
(skhullar): Approved for 6233 Leader
2. 11/10/23 2:10 pm
Claire Sauve
(csauve): Approved for Senior PC
3. 11/10/23 4:00 pm
Adrian Lipsett
(alipsett): Approved for CCS Dean
4. 11/23/23 3:53 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670

Banner Course Name: IT Infrastructure Library

Subject Code: CYBR - Cybersecurity
 Course Number 2303
 Year of Study 2nd Year Post-secondary
 Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course students will gain a thorough understanding of the Information Technology Infrastructure Library (ITIL) framework and its application in IT service management. The course will cover key components of ITIL, including service strategy, service design, service transition, service operation, and continual service improvement. Students will also explore ITIL roles and responsibilities, tools and technologies, and best practices, using real-world case studies to illustrate successful ITIL implementations. Throughout the course, students will apply their knowledge to real-world business scenarios, culminating in a final assignment in which they develop and present a complete ITIL-based service management plan.

Course Pre-Requisites (if applicable):

CYBR 1201, CYBR 1204.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Demonstrate the ability to develop an IT service strategy that incorporates governance, policies, and demand management
CLO #2	Evaluate the effectiveness of IT service design in meeting business requirements, including aspects like service catalog and service level management

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

CLO #3	Assess the transition of IT services from design to operations, focusing on change, release, and configuration management
CLO #4	Implement ITIL-compatible tools and technologies that align with the organization's IT service management needs
CLO #5	Develop a comprehensive ITIL-based service management plan that addresses all key components of ITIL
CLO #6	Modify and improve an existing ITIL implementation based on real-world case studies and best practices

Instructional**Strategies:**

Instructional strategies include lectures, simulated scenarios, group discussions, and problem-based learning.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	20-25	Multiple quizzes
Assignments	10	Assignment(s) involving practical exercises
Participation	10	Discussions
Midterm Exam	20-25	Midterm exam
Assignments	20-30	Service management plan
Assignments	10	Presentation

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 55

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 30

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

Check all that apply:

- Lab
- Simulation

Hours in Category 2: 25

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Introduction to ITIL
ITIL Service Strategy
ITIL Service Design
ITIL Service Transition
ITIL Service Operation
ITIL Continual Service Improvement
ITIL Roles and Responsibilities

Course Topics:

ITIL Tools and Technologies

ITIL Best Practices and Case Studies

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Badge Information

Course Change Request

New Course Proposal

Date Submitted: 11/09/23 7:21 pm

Viewing: **CYBR 2304 : Privacy and Data Protection**

Last edit: 11/14/23 1:53 pm

Changes proposed by: skhullar

Programs
referencing this
course

[187: Cybersecurity Governance, Risk, and Compliance](#)

Course Name:

Privacy and Data Protection

Effective Date:

September 2024

School/Centre:

Continuing Studies

Is this a non-credit course?

No

Department:

Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/10/23 10:01 am
Sid Khullar
(skhullar): Approved for 6233 Leader
2. 11/10/23 2:11 pm
Claire Sauve
(csauve): Approved for Senior PC
3. 11/10/23 4:00 pm
Adrian Lipsett
(alipsett): Approved for CCS Dean
4. 11/23/23 3:53 pm
Todd Rowlett
(trowlett): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670

Banner Course

Privacy and Data Protection

Name:

Subject Code: CYBR - Cybersecurity
 Course Number 2304
 Year of Study 2nd Year Post-secondary
 Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students will be introduced to concepts related to privacy and data protection, including how these concepts factor into GRC and cybersecurity risk management. Students will learn about the data lifecycle, major privacy frameworks, and privacy-by-design principles. Additionally, students will utilize knowledge gained about IT risk, business risk, and various privacy frameworks, regulations, and standards to review these case studies.

Course Pre-Requisites (if applicable):

CYBR 1204.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Discuss key privacy regulations in the context of protecting an organization and personal information
CLO #2	Explain the overlapping areas between privacy risk and cybersecurity risk and related mitigating activities
CLO #3	Describe the data lifecycle including associated risks and mitigations at each step
CLO #4	Summarize privacy by design and how it improves organizational response to privacy risks
CLO #5	Describe the process and outcomes of performing a privacy impact assessment

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

CLO #6	Explain the steps to respond to a privacy incident including involvement of various stakeholders within an organization
CLO #7	Describe various privacy threats and violations including their potential impact
CLO #8	Identify privacy enhancing technologies and processes that contribute to an effective privacy risk management plan
CLO #9	Explain the process of data classification and its importance in a privacy program

Instructional**Strategies:**

Instructional strategies include classroom lectures, group work/discussions, presentations, journaling, case studies, and writing activities.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25-30	Case studies
Assignments	10-15	Assignments related to privacy policies and/or impact assessments
Assignments	5-10	Presentation
Quizzes/Tests	15	Multiple quizzes
Reflection	10	Reflection journals
Final Exam	25	Final exam

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to significant data privacy regulations

Privacy foundational principles

Privacy by design

Data lifecycle (collection, use disclosure, retention, destruction)

Calo's harm dimensions

Privacy threats and violations

Data classification and inventory

Privacy risk management

Privacy impact assessment

Data governance

Course Topics:

Data subject rights and consent management

Privacy incident response

Privacy enhancing technologies

Privacy risk management

Privacy regulations and frameworks

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Course Change Request

New Course Proposal

Date Submitted: 11/09/23 7:21 pm

Viewing: **CYBR 2401 : Advanced Cybersecurity**

Topics

Last edit: 11/14/23 1:53 pm

Changes proposed by: skhullar

Programs
referencing this
course

[187: Cybersecurity Governance, Risk, and Compliance](#)

Course Name:

Advanced Cybersecurity Topics

Effective Date: September 2024

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/10/23 10:01 am
Sid Khullar
(skhullar): Approved for 6233 Leader
2. 11/10/23 2:21 pm
Claire Sauve
(csauve): Approved for Senior PC
3. 11/10/23 4:00 pm
Adrian Lipsett
(alipsett): Approved for CCS Dean
4. 11/23/23 3:53 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670

Banner Course Name: Advanced Cybersecurity Topics

Subject Code: CYBR - Cybersecurity
 Course Number 2401
 Year of Study 2nd Year Post-secondary
 Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students will integrate the knowledge and skills gained in Cybersecurity Fundamentals and Cloud Security as they explore the advanced principles of information security architecture. With a combination of theory, practical and simulated exercises, students will gain experience with topics such as ethical hacking, cryptographic algorithms, secure coding, and forensic analysis needed to assess and enhance cybersecurity measures in complex IT environments.

Course Pre-Requisites (if applicable):

CYBR 1101, CYBR 2301.

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	Recall the key components of security architecture frameworks and their role in advanced information security
CLO #2	Assess the security implications of different cryptographic algorithms and protocols, including symmetric and asymmetric encryption
CLO #3	Prioritize security measures based on the level of risk and the criticality of the assets involved, especially in the context of forensic analysis

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

CLO #4	Implement intrusion detection and prevention systems to enhance network security
CLO #5	Modify existing secure Application Programming Interface (API) designs to enhance security measures
CLO #6	Describe the importance of secure coding practices, including code review and static analysis
CLO #7	Demonstrate the ability to implement advanced reconnaissance techniques in ethical hacking

Instructional

Strategies:

Instructional strategies include immersive lectures, hands-on labs, group discussions and debates, guest speakers, and problem-based learning (PBL).

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	Multiple quizzes
Assignments	10	Assignments involving practical exercises
Midterm Exam	25	Midterm exam
Assignments	10	Presentation
Assignments	15	Assignment
Assignments	15	Report

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 55

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Hours in Category 1: 30

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

Check all that apply:

Lab

Simulation

Hours in Category 2: 25

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Advanced Information Security Architecture

Exploits and Attack Vectors

Threat Modelling

Ethical Hacking and Penetration Testing

Network Security Protocols

Secure Coding Practices

Cryptographic Algorithms and Protocols

Advanced Authentication Mechanisms

Forensic Analysis and Incident Response

Virtualization and Container Security

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Badge Information

NOT REQUIRED FOR GOVERNANCE APPROVAL.

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

Is a Badge being offered for this course?

Course Change Request

New Course Proposal

Date Submitted: 11/09/23 7:21 pm

Viewing: **CYBR 2402 : Governance of Enterprise IT**

Last edit: 11/14/23 1:52 pm

Changes proposed by: skhullar

Programs
referencing this
course

[187: Cybersecurity Governance, Risk, and Compliance](#)

Course Name:

Governance of Enterprise IT

Effective Date:

September 2024

School/Centre:

Continuing Studies

Is this a non-credit course?

No

Department:

Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/10/23 10:01 am
Sid Khullar
(skhullar): Approved for 6233 Leader
2. 11/10/23 2:16 pm
Claire Sauve
(csauve): Approved for Senior PC
3. 11/10/23 4:00 pm
Adrian Lipsett
(alipsett): Approved for CCS Dean
4. 11/23/23 3:53 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670

Banner Course

Governance of Enterprise IT

Name:

Subject Code: CYBR - Cybersecurity
 Course Number 2402
 Year of Study 2nd Year Post-secondary
 Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Governance of Enterprise IT equips students with the knowledge and skills necessary to effectively govern an organization's IT resources and align them with business strategy and objectives. The course covers critical topics, such as IT governance frameworks and standards, strategy alignment, risk management, resource management, performance measurement, compliance, information security, and change management. Students will learn how to develop, implement, and maintain a robust IT governance program in an organization, ensuring that IT investments deliver maximum value and support organizational goals. Throughout the course, students will apply their knowledge to real-world business scenarios, culminating in a final project in which they develop and present a comprehensive IT governance plan.

Course Pre-Requisites (if applicable):

CYBR 2302, CYBR 2303.

Course Co-requisites (if applicable):

CYBR 2404.

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Evaluate the alignment of IT governance strategies with organizational objectives and business strategy
CLO #2	Explain the role of various IT governance frameworks (e.g., COBIT, ITIL) and standards (e.g., ISO/IEC 38500) in modern organizations

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

CLO #3	Assess the effectiveness of an IT risk management process integrated with IT governance
CLO #4	Implement Key Performance Indicators (KPIs) and Key Goal Indicators (KGIs) to measure IT governance effectiveness
CLO #5	Develop an IT governance compliance management process that aligns with regulatory requirements
CLO #6	Modify and improve an existing IT governance plan based on performance metrics and stakeholder feedback

Instructional

Strategies:

Instructional Strategies include immersive lectures, hands-on labs, group discussions and debates, guest speakers, and problem-based learning (PBL).

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	A number of quizzes
Assignments	10	Assignments involving practical exercises
Participation	10	Discussions
Midterm Exam	25	Midterm exam
Assignments	20	IT governance plan
Assignments	10	Presentation

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 55

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 30

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

Check all that apply:

- Lab
- Rehearsal
- Simulation

Hours in Category 2: 25

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to Governance of Enterprise IT

Frameworks and Standards for IT Governance

IT Governance Strategy and Alignment

Risk Management and IT Governance

IT Governance and Resource Management

Performance Measurement and IT Governance

IT Governance and Compliance

IT Governance and Information Security

IT Governance and Change Management

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Badge Information

NOT REQUIRED FOR GOVERNANCE APPROVAL.

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

Is a Badge being offered for this course?

Badge Effective

Date

Course Change Request

New Course Proposal

Date Submitted: 11/09/23 7:21 pm

Viewing: **CYBR 2403 : Professional Development**

Last edit: 11/14/23 1:50 pm

Changes proposed by: skhullar

Programs
referencing this
course

[187: Cybersecurity Governance, Risk, and Compliance](#)

Course Name:

Professional Development

Effective Date:

September 2024

School/Centre:

Continuing Studies

Is this a non-credit course?

No

Department:

Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/10/23 10:01 am
Sid Khullar
(skhullar): Approved for 6233 Leader
2. 11/10/23 2:23 pm
Claire Sauve
(csauve): Approved for Senior PC
3. 11/10/23 2:32 pm
Adrian Lipsett
(alipsett): Rollback to Senior PC for CCS Dean
4. 11/10/23 3:40 pm
Claire Sauve
(csauve): Approved for Senior PC
5. 11/10/23 4:02 pm
Adrian Lipsett
(alipsett): Approved for CCS Dean
6. 11/23/23 3:53 pm
Todd Rowlatt
(trowlatt): Approved

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670

Banner Course Name: Professional Development

Subject Code: CYBR - Cybersecurity

Course Number: 2403

Year of Study: 2nd Year Post-secondary

Credits: 2

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students will learn various strategies and techniques to prepare for the job application process, such as networking, résumé building, and interviews. Additionally, students will participate in several activities related to defining and building their personal brand.

Course Pre-Requisites (if applicable):

CYBR 1102, CYBR 1103.

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 an effectively written résumé that describes personal abilities and experiences
CLO #2	Discuss strategies to review job postings to support résumé content development and use of keywords
CLO #3	Use appropriate design and visual elements to enhance résumé and other personal branding materials
CLO #4	Prepare cover letters that are persuasive and appropriately targeted towards job postings
CLO #5	Demonstrate effective interviewing techniques and strategies, including use of the STAR (Situation Task Action Result) method
CLO #6	Develop an action plan for networking in the local business community in a professional manner
CLO #7	Discuss the impact of personal brand demonstrated to potential employers through online presence and other personal branding materials
CLO #8	Create a structured development plan for selected cybersecurity path or role including identification of relevant certifications

Instructional

Strategies:

Instructional strategies include classroom lectures, classroom discussions, mock interviews and preparation, reflective journaling, and reading.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Reflection	10-20	A number of reflection journals
Other	20	Mock interviews
Assignments	10	Development and certification study plan
Assignments	15-25	Presentations
Quizzes/Tests	10	One or more quizzes
Portfolio	25	Personal branding assets

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 35

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 22.5

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

Check all that apply:

- Lab
- Rehearsal
- Simulation

Hours in Category 2: 12.5

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Résumé building
Interview preparation
Goal setting
Career development strategies

Course Topics:

Résumé optimization strategies

Career objective planning

Preparing a summary statement

Résumé design and visual elements

Cover letters

Online presence

Personal branding

STAR approach for interviews

Networking

Building rapport with employers

Informational interviews

Building leadership skills

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Additional Information

Provide any additional information if necessary.

Course Change Request

New Course Proposal

Date Submitted: 11/09/23 7:21 pm

Viewing: **CYBR 2404 : Capstone**

Last edit: 11/14/23 1:51 pm

Changes proposed by: skhullar

Programs
referencing this
course

[187: Cybersecurity Governance, Risk, and Compliance](#)

Course Name:
Capstone

Effective Date: September 2024

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Cybersecurity (6233)

Contact(s)

In Workflow

1. **6233 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee**
5. **Education Council**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/10/23 10:01 am
Sid Khullar
(skhullar): Approved
for 6233 Leader
2. 11/10/23 2:25 pm
Claire Sauve
(csauve): Approved
for Senior PC
3. 11/10/23 4:00 pm
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/23/23 3:53 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Sid Khullar	skhullar@vcc.ca	8670

Banner Course Name: Capstone

Subject Code: CYBR - Cybersecurity
 Course Number 2404
 Year of Study 2nd Year Post-secondary
 Credits: 4

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Through this Capstone course, students will integrate the theory and practical skills gained throughout the program to craft a comprehensive cybersecurity project plan and present a persuasive business case, applicable to real-world scenarios. Students will apply essential project management elements and tailor cybersecurity policies to suit various organizational functions in alignment with compliance requirements and industry standards. Students will evaluate and select cybersecurity tools and solutions that best align with an organization's GRC needs and assess their impact. Additionally, students will enhance their critical skills of auditing and continuous improvement.

Course Pre-Requisites (if applicable):

CYBR 1201, CYBR 1202, CYBR 1203, CYBR 2301, CYBR 2304.

Course Co-requisites (if applicable):

CYBR 2402.

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Develop GRC and cybersecurity policies for an organization using industry best practices and frameworks that are in compliance with industry standards and regulations
CLO #2	Revise GRC and cybersecurity policies in response to audit findings and recommendations
CLO #3	Develop a comprehensive project plan for a cybersecurity risk management project, incorporating all

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

	necessary project management elements
CLO #4	Assess technology solutions and controls to propose effective risk mitigation strategies using appropriate framework based on impact assessment of the organization's security posture
CLO #5	Critique and assess cybersecurity compliance efforts through executing period audits, making recommendations for continuous improvement in alignment with industry standards
CLO #6	Construct a persuasive business case for a cybersecurity project, utilizing effective written and oral communication skills and techniques tailored to a business audience

Instructional

Strategies:

Instructional strategies include problem and inquiry-based learning, report development, case studies, hands-on labs, presentations, and research activities.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	10	Lab assignment
Assignments	15	Presentations
Assignments	15	Peer review(s)
Project	45	Final project including components, such as project plan, status and progress updates, policies, communication plan, process maps and documentation, risk and controls matrices, proposed solutions etc.
Assignments	15	Cybersecurity and GRC policy development

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 100

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 15

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

Check all that apply:

- Lab
- Simulation

Hours in Category 2: 25

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

- Self-Paced
- Individual Learning

Hours in Category 3: 60

Course Topics

Course Topics:

Components of Cybersecurity Policies

Principles of GRC in Cybersecurity

Cybersecurity Policy Development Process

Project Planning in Cybersecurity Risk Management

Cybersecurity Policies for Organizational Functions

Technology Assessment for Risk Mitigation

Course Topics:

Tool Assessment for GRC in Cybersecurity

Evaluation of Cybersecurity Policies

Auditing and Continuous Improvement

Business Case Development

Cybersecurity Project

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Supporting
documentation:Reviewer
Comments

2024 CURRICULUM APPROVAL TIME FRAME FOR DEPARTMENT LEADERS & DEANS

Contact the **CTLR** (iasupport@vcc.ca) and **Registrar’s Office** (dahall@vcc.ca) for guidance on minor/major changes, consultations, start dates, implementation* processes and timelines. Engage early in consultations with internal and external areas in the curriculum design and development process to prevent unnecessary delays in curriculum approval and implementation.

Governance Review & Approval Dates

Deadline for Approval by Dean (CourseLeaf)	CURRICULUM COMMITTEE	EDUCATION COUNCIL
	Meeting Date†	Meeting Date†
Authority	Approves minor curriculum changes and recommends approval of major changes and new courses to EdCo.	Approves new or revised curriculum and recommends approval of credentials and program implementation to the Board.
October 6, 2023	October 17, 2023	November 14, 2023
November 10, 2023	November 21, 2023	December 12, 2023
December 8, 2023	December 19, 2023	January 16, 2024
January 12, 2024	January 23, 2024	February 13, 2024
February 9, 2023	February 20, 2024	March 12, 2024
March 8, 2023	March 19, 2024	April 9, 2024
April 5, 2023	April 16, 2024	May 14, 2024
May 10, 2023	May 21, 2024	June 11, 2024
June 7, 2023	June 18, 2024	September 10, 2024
August 9, 2023	August 20, 2024	September 10, 2024
September 6, 2022	September 17, 2024	October 8, 2024
October 4, 2023	October 15, 2024	November 12, 2024
November 8, 2023	November 19, 2024	December 10, 2024
December 6, 2023	December 17, 2024	January 14, 2025

FINANCE & AUDIT COMMITTEE (FAC)	BOARD OF GOVERNORS
Meeting Date† (Submissions must be received by the Board EA at least one full week before the meeting)	Meeting Date†
Recommends tuition for new or significantly revised programs and standalone courses, as required, to the Board.	Approves tuition, credentials and program implementation.
December 6, 2023	February 7, 2024
January 24, 2024	February 7, 2024
January 24, 2024	February 7, 2024
March 20, 2024	March 27, 2024
March 20, 2024	March 27, 2024
May 15, 2024	May 29, 2024
May 15, 2024	May 29, 2024
June 19, 2024	June 26, 2024
September 18, 2024	September 25, 2024
September 18, 2024	September 25, 2024
November 13, 2024	November 27, 2024
November 13, 2024	November 27, 2024
December 11, 2024 ** or January 2025	TBD
TBD	TBD

** If required

† Meeting dates are subject to change. Please check the VCC website or myVCC for up-to-date information.

* Implementation after final governance approval takes time. Contact the Registrar’s Office and the CTLR for guidance.

Generally, implementation takes anywhere from

- 1 – 3+ months for minor changes
- 6+ months for major changes or new courses
- 9 – 12+ months for new or significantly revised programs (12+ months for international programs)

Effective dates should be in January, May, or September.

CONTACTS

Education Council Assistant: Darija Rabadzija, drabadzija@vcc.ca

Curriculum Committee Chair: Todd Rowlatt, trowlatt@vcc.ca