



Vancouver Community College Education Council  
 Meeting Agenda  
 February 8, 2022  
 3:30–5:30 p.m. Videoconference  
<https://vcc.zoom.us/j/63202290210>

Item	Topic	Action	Speaker	Time	Attachment	Page
1.	<b>CALL TO ORDER</b>		N. Mandryk	1 min		
2.	<b>ACKNOWLEDGEMENT</b>		N. Mandryk	1 min		
3.	<b>ADOPT AGENDA</b>	Approval	N. Mandryk	1 min	✓	<b>1-2</b>
4.	<b>APPROVE PAST MINUTES</b>	Approval	N. Mandryk	1 min	✓	<b>3-7</b>
5.	<b>ENQUIRIES &amp; CORRESPONDENCE</b>	Info	N. Mandryk	1 min		
6.	<b>BUSINESS ARISING</b>					
	a. Annual Update – Deans and Directors	Info	D. Innes, S. Lew, T. Morgan, J.-E. Zakoor, L. Griffith	35 min		
	b. Draft Enrolment Plan 2022-23	Info	P. Aghakian	15 min	✓	<b>8-15</b>
	c. Alternative Process for Curriculum Changes during COVID-19 Pandemic	Approval	N. Mandryk	10 min	✓	<b>16-17</b>
	d. Annual Update on Affiliation Agreements	Info	D. Wells	5 min	✓	<b>18-33</b>
	e. EdCo By-Election	Info	N. Mandryk	2 min		
7.	<b>COMMITTEE REPORTS</b>					
	<b>a. Curriculum Committee</b>					
	i. Program Update: Global Business Management Post-Degree Diploma	Approval	M. Palacios Infantas	15 min	✓	<b>34-123</b>
	<b>b. Policy Committee</b>	Info	S. Kay	5 min		
	<b>c. Appeals Oversight Committee</b>	Info	N. Mandryk	5 min		
	<b>d. Education Quality Committee</b>	Info	T. Rowlett	5 min		
8.	<b>RESEARCH REPORT</b>	Info	E. Ting	5 min		
9.	<b>CHAIR REPORT</b>	Info	N. Mandryk	5 min		
10.	<b>STUDENT REPORT</b>	Info	P. Sachdeva	5 min		

<b>11.</b>	<b>NEXT MEETING &amp; ADJOURNMENT</b>	Info	N. Mandryk	1 min
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Next Meeting:

March 8, 2022, 3:30-5:30 p.m.

Special Meeting:

Academic Plan & Enrolment Plan

March 16, 2022, 3:30-4:30 p.m.

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

Natasha Mandryk (Chair)  
 Shantel Ivits (Vice-Chair)  
 David Wells  
 Heidi Parisotto  
 Ishaan Saini  
 Janita Schappert  
 Jessica Yeung  
 Jo-Ellen Zakoor  
 John Demeulemeester  
 Louise Dannhauer  
 Marcus Ng  
 Poshak Sachdeva  
 Sarah Kay  
 Shantel Ivits

**Regrets**

Dave McMullen  
 Lucy Griffith

**Recording Secretary**

Darija Rabadzija

**Guests**

Adrian Lipsett  
 Ali Oliver  
 Andrew Dunn  
 Andy Sellwood  
 Claire Sauvé  
 Clay Little  
 Dawn Cunningham Hall  
 Dennis Innes  
 Elle Ting  
 Jane Shin  
 Jennifer Gossen  
 Joy Dalla-Tina  
 Julie Gilbert  
 Nicole Degagne  
 Shaun Wong  
 Shirley Lew  
 Sydney Sullivan  
 Tannis Morgan  
 Taryn Thomson

**1. CALL TO ORDER**

- The meeting was called to order at 3:31 p.m. N. Mandryk welcomed EdCo Executive members and committee chairs elected at the December Education Council meeting: S. Ivits (Vice-Chair), L. Griffith and S. Kay (EdCo Executive), T. Rowlett (Chair of Curriculum and Education Quality Committees), S. Kay (Chair of Education Policy Committee). N. Mandryk was elected Chair of Appeals Oversight Committee.

**2. ACKNOWLEDGEMENT**

- N. Mandryk acknowledged the College's location on the traditional and unceded territories of the x̱m̱əθḵw̱əy̱ əm (Musqueam), S̱kw̱x̱ wú7mesh (Squamish), and sə̱iḻw̱ ətaʔṯ (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 January 11, 2022 agenda as amended.

**Moved by D. Wells, Seconded & CARRIED (Unanimously)**

- N. Mandryk proposed new agenda item 6d) to discuss current developments around program delivery for the Winter Term.

#### 4. APPROVE PAST MINUTES

**MOTION:** THAT Education Council approve the December 7, 2021 minutes as presented.

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

#### 5. ENQUIRIES & CORRESPONDENCE

- There were none.

#### 6. BUSINESS ARISING

##### a) Strategic Innovation Plan (SIP) Implementation

- J. Shin presented an overview of the Strategic Innovation Plan (SIP) refresh process, which culminated in the approval of the refreshed plan last summer. The SIP is posted on a new [website](#), which also includes a historical timeline of VCC and the area back to pre-colonial times.
- Departments were invited to submit concrete objectives to advance the five SIP priorities and their associated goals, and to inform decisions on resource and budget allocation. A total of about 120 initial objectives were received. This list was refined and narrowed down to around 80 objectives based on various considerations (number of objectives; operational versus strategic initiatives; urgency; impact; financial requirements; complexity; and timelines). Objectives will be sequenced over the next three years, with varying timeframes and reassessment of available resources and capacity before a new activity is started. Reporting on completed objectives would take place at the end of each year.
- EdCo members commended the focus on feasibility and responsiveness to changes. It was requested that the list of objectives be shared with VCC's governance bodies, with a view to transparency and accountability. J. Shin laid out concerns about publishing the full list of objectives but will bring this feedback to the Senior Leadership Team. Objectives under the academic innovation priority could be outlined more explicitly in the Academic Master Plan.

##### b) Library Update

- Following up on questions by the VCCFA at the last meeting, T. Morgan presented an update on Library staffing. The Library plans to hire an Indigenous initiatives coordinator, advancing the Strategic Innovation Plan priorities of Indigenization and decolonization. This role was created in the context of a review of the different library coordinator positions and a retirement last year. Some Library operations needed to be shifted since no additional position was created, as originally proposed. T. Rowlatt commended T. Morgan for the collaborative process to reach this outcome and expressed the support of the Library team for this approach.
- There were questions about support for Indigenizing curriculum as faculty are eager to embark on this work. Efforts have begun to secure Indigenous curriculum development support.

##### c) Program Reset Working Group

- T. Morgan reported on the Program Reset Working Group, established last summer to prepare for the return to campus in September 2021, with some continued online/blended delivery. During the first phase of the project, two online developers were rehired to support faculty. The focus during Phase 2 (Sep 2021-March 2022) is on monitoring, and Phase 3 will see an evaluation of the project.
- Two subcommittees, led by A. Dunn and L. Apouchtine, respectively, will address emerging questions around quality and operational issues. The quality subgroup is reviewing data on both students' and instructors' experiences with blended delivery. Survey data from Institutional Research will be supplemented with information from focus groups planned for January and February. Findings will be shared in a report and may lead to, for example, additional training to address identified gaps.
- Members emphasized the importance of UDL (Universal Design for Learning) considerations and of continuing to serve students who are not able to study online. There was a discussion about

standardization and best practices (e.g., delineating the maximum duration of online sessions and appropriate breaks) and ensuring data is captured for specific programming areas such as trades. <sup>5</sup>

#### d) Program Delivery Winter Term 2022

- N. Mandryk opened the floor to questions around program delivery for the Winter Term in view of the current pandemic situation. Different student preferences for online versus in-person delivery within a class present a challenge. D. Wells highlighted the importance of consulting with students if changes are made to the originally planned delivery mode. Important factors to consider are educational quality and continuity, as well as external requirements, such as IRCC rules impacting international students.

#### e) Annacis Island Update

- D. Wells reported that agreements were reached with BCIT regarding the lease, programming, and equipment, and implementation is in progress. A small part of the HMT program will return to VCC's Broadway campus. It was acknowledged that the situation is very challenging for affected faculty and staff.

### 7. COMMITTEE REPORTS

#### a) Curriculum Committee

##### i) New Course: BIOL 1602 Human Anatomy & Physiology

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the new course BIOL 1602 Human Anatomy & Physiology

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

- T. Rowlatt presented the proposal to change the current course number from NURS 1602 to BIOL 1602; no other changes were made. This course is taught by the Science department and is an admission requirement for the Practical Nursing Diploma program.

##### ii) New course: PIDP 3351 & Program Update: Provincial Instructor Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the new course PIDP 3351 Feedback Strategies and the revision to the program content guide for the Provincial Instructor Diploma.

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

- T. Rowlatt presented the proposal for this new elective course in the Provincial Instructor Diploma program. Students need to complete seven elective courses, and a course on feedback strategies was requested by students. Curriculum Committee requested a few edits, which were completed.

##### iii) New Program: Applied Leadership and Business Management Certificate

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the curriculum for the new Applied Leadership and Business Management Certificate program, including 18 new courses, and recommend the Board of Governors approve the credential.

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

- Program Coordinator J. Dalla-Tina presented the proposal. Following the renewal and in consultation with industry stakeholders, the program was significantly redesigned and now consists of six core courses and additional electives grouped into five different specializations. The program is designed to be flexible; students can take individual courses à la carte, obtain microcredentials (awards of achievement) by completing all courses in one or more specialized areas, and/or complete the full certificate.

- T. Rowlett added that Curriculum Committee requested only a few edits, including removing the age<sup>6</sup> requirement. There were questions about the lack of admission requirements; Curriculum Committee had discussed this point and felt comfortable not adding formal language requirements to make enrolling simple and flexible, particularly since students may decide to take only one course. Strong oral and written skills in English are listed under recommended characteristics of students.

#### iv) Minor Curriculum Changes

- b) T. Rowlett presented the biannual information note on minor curriculum changes approved by the committee.

#### c) Policy Committee

- S. Kay has taken over as committee chair; the group has not met since the last EdCo meeting.

#### d) Appeals Oversight Committee

- N. Mandryk reported that the committee has not met since the last EdCo meeting. The future of the committee's structure and work is under review; the next step will be a conversation with AVP Student & Enrolment Services C. Munro.

#### e) Education Quality Committee

##### i) CD Fund 2022-2023

- T. Rowlett reported that proposals are accepted until February 11; adjudication will take place in early March. The CTLR will host a workshop on CD Fund proposals on January 25.
- The guidelines for proposals are largely the same as last year. It was clarified that this year development of online teaching and learning materials will remain eligible for funding. This will be revisited next year in the context of the new Service Innovation and Enhancement Fund (SIEF), which also covers online development (limited to faculty).

### 8. RESEARCH REPORT

- E. Ting reported that the Research Advisory Committee reviewed its Terms of Reference in December. This group adjudicates the VCC Research Fund; the call for proposals will go out in February, with adjudication in mid-March. Successful applicants can start their research projects on April 1.
- The next VCC [Teaching, Learning, and Research Symposium](#) will be held on March 10 & 11, 2022 - Untangling and Weaving Our History, Knowledge, and Ways of Being: Co-Creating and Making Space for Indigenization and Decolonization in Teaching, Learning, and Research. Presentation proposals can be submitted until January 21, 2022.

### 9. CHAIR REPORT

- N. Mandryk announced the upcoming by-election for vacancies on Education Council: two faculty seats (CTLR/School of Instructor Education and Student Success) and two support staff seats. (Nomination period: January 17-28; campaign period: January 31-February 4; voting: February 9-15).

### 10. STUDENT REPORT

- Related to the conversation about online learning, S. Sullivan reported that SUVCC has started receiving feedback from students and will share updates with Education Council.

### 11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on February 8, 2022, 3:30-5:30 p.m.

**MOTION:** THAT Education Council adjourn the January 11, 2022 meeting.

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

- The meeting was adjourned at 5:06 p.m.

**Natasha Mandryk**  
**Chair, VCC Education Council**



## VCC 2022-23 Enrolment Plan

### Part 1. VCC Enrolment Plan by School

This includes:

- Final FTE for previous fiscal years; 2016-17 to 2020-21.
- 2021-22 Budgeted FTE from Budget Draft 2, April 2021.
- 2021-22 Actual FTE as of January 19, 2022.
- 2022-23 Budgeted FTE calculated using Budget Draft 1 data file.

### Part 2. VCC Enrolment Plan by School by ORG Code (Program)

This includes:

- 2021-22 Budgeted FTE from Budget Draft 2, April 2021.
- 2021-22 Actual FTE as of January 19, 2022, Domestic and International enrolment and FTE.
- 2022-23 Budgeted FTE calculated from Budget Draft 1 data file, Domestic and International enrolment and FTE.

Notes:

- ✚ Budgeted Registrations are projected totals from the Budget Draft data files, representing potential enrolments.
  - ✚ Budgeted FTE calculated using projected totals where the freeze/census date of the section falls within the stated fiscal year.
  - ✚ Budgeted totals for each School will include International FTE's where sections (CRN's) include inserts.
    - CIN School includes International cohorts only.
  - ✚ ORG is as assigned to the course or CRN by the Registrar's Office and may be subject to change during the scheduling process.
  - ✚ Not all enrolment totals are included in the budgeting process, i.e.; LINC program, and CRN's that are missing or not valid in Banner will not be included in this report.
  - ✚ Data for actual FTE are as at January 19, 2022 and does not represent the entire 2021-22 fiscal year.
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PART 1.

2022-23 Enrolment Plan - DRAFT 1

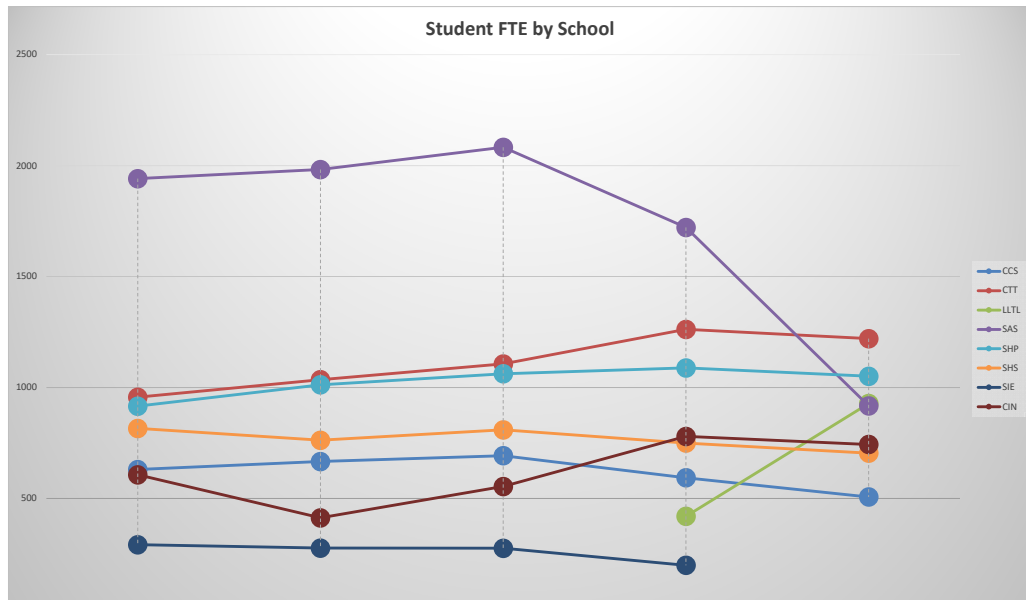
Total Student FTE by School			Final FTE by School by Year					2021-22 <sup>1</sup>						2022-23										
			2016-17	2017-18	2018-19	2019-20	2020-21	Budgeted Registrations	Actual Registrations*			Seat Utilization	Actual FTE*			Budgeted Registrations			Budgeted FTE					
									Domestic	International	Total		Domestic	International	Total	Domestic	International	Total	Domestic	International	Total			
CCS	5,4,6	Centre for Continuing Studies	630.66	666.80	693.01	593.64	507.02	5476	6523	1270	7,793	142%	610.56	59.69	670.25									
CTT	2,6	Trades, Technology & Design	956.68	1,035.42	1,106.48	1,262.28	1,220.25	11,474	7,796	2,442	10,238	89%	977.29	317.70	1,294.99	7,328	3,220	10,548	984.24	303.74	1,287.98			
LLTL	3,6	Library, Language, Teaching & Learning <sup>7</sup>				419.66	928.25	2,120	1,244	8	1,252	59%	119.38	0.74	120.12	2,426	0	2,426	232.88	0.00	232.88			
SAS	3,6	Arts and Sciences	1,941.41	1,982.27	2,082.84	1,721.50	917.66	12,334	11,684	523	12,207	99%	1,408.82	31.80	1,440.62	13,967	0	13,967	1,604.72	0.00	1,604.72			
SHP	2,6	Hospitality, Food Studies & Applied Business	916.32	1,012.38	1,062.14	1,088.38	1,050.97	13,403	5,164	6,255	11,419	85%	491.68	576.33	1,068.01	7,153	10,071	17,224	650.13	904.73	1,554.86			
SHS	4	Health Sciences	815.98	762.46	809.37	750.05	704.75	9,354	10,841	146	10,987	117%	857.42	9.78	867.20	10,844	0	10,844	837.71	0.00	837.71			
SIE	6	Instructor Education <sup>8</sup>	291.87	276.77	275.80	199.29																		
CIN		International Education	606.89	413.06	554.06	780.01	743.57	7,473	30	9,625	9,655	129%	2.18	883.29	885.47	0	13,203	13,203	0.00	1,167.49	1,167.49			
Grand total - includes all activity except budgeted totals which exclude LINC			6,159.81	6,149.16	6,583.70	6,814.81	6,072.47	61,634	43,282	20,269	63,551	103%	4,467.33	1,879.33	6,346.66	41,718	26,494	68,212	4,309.68	2,375.96	6,685.64			

\*as of January 19, 2022

1. FTEs are allocated in this report to Schools in order to reflect department performance. FTEs for government reporting are allocated by student major/program.
2. Contributes to ITA target.
3. Contributes to AVED ABE/ESL/ASE targets - Budget does not include LINC.
4. Contributes to AVED Health target.
5. Continuing Studies has programs that contribute to AVED and Health Targets. Not included in the Budget process.
6. Contributes to AVED target.
7. LLTL was new in 2019-20 and not active during the 2020-21 budget process. ESL moved back to SAS.
8. SIE moved to LLTL

**2021-22 FTE Ministry Targets**  
(as at Dec 10, 2021)

<b>AVED Total</b>	<b>AVED Target</b>	<b>6,681</b>
<b>AVED Priority Seats</b>		
<b>Developmental</b>		
Adult Basic Education		
English as a Second Language		
Adult Special Education		
<b>Subtotal- Developmental</b>	<b>921</b>	
<b>Health</b>		
Bachelor of Science in Nursing	129	
Licensed Practical Nurse	210	
Health Care Assistant	108	
Health Care Assistant ESL	28	
Acute Care for Health Care Assistant	12	
Health Care Assistant Partnership Pathway (one-time)	72	
Economic Recovery Plan (one-time) - Health Care Assistant Partnership Pathway	48	
Allied Health	354	
<b>Subtotal- Health</b>	<b>961</b>	
Technology-Related program expansion		
Computer Systems Technology (Diploma)	40	
<b>Subtotal -AVED Priority Seats</b>	<b>1,922</b>	
<b>AVED not-Targeted (does not include ITA)</b>	<b>4,759</b>	



		2021-22 <sup>1</sup>							2022-23						
		Budgeted Registrations	Actual Registrations*			Seat Utilization	Actual FTE*			Budgeted FTE			Budgeted Registrations		
			Domestic	Intl	Total		Domestic	Intl	Total	Domestic	Intl	Total	Domestic	Intl	Total
<b>School of Trades, Technology &amp; Design</b>															
4110	<sup>6</sup> Electronics Repair Technology	66	7	63	70	106%	0.53	4.80	5.33	0.00	0.00	0.00	0	0	0
4202	<sup>6</sup> Jewellery Art & Design	365	268	20	288	79%	29.34	2.38	31.72	51.24	3.10	54.34	505	31	536
4203	<sup>6</sup> Drafting	1,987	1,060	553	1613	81%	63.30	34.25	97.55	66.97	38.14	105.11	1,100	602	1,702
4301	<sup>2</sup> Automotive Collision Repair	726	594	0	594	82%	53.73	0.0	53.73	64.81	0.00	64.81	619	0	619
4303	<sup>2</sup> Automotive Service Technician	679	654	0	654	96%	54.97	0.0	54.97	60.55	0.00	60.55	742	0	742
4304	<sup>2</sup> Heavy Duty/Commercial Transport	2,757	2,907	0	2907	105%	78.67	0.0	78.67	56.78	0.00	56.78	2,114	0	2,114
4314	<sup>2</sup> Auto Collision Apprentice	98	60	0	60	61%	60.00	0.0	60.00	168.00	0.00	168.00	168	0	168
4315	<sup>2</sup> Diesel Apprenticeship	210	232	0	232	110%	232.00	0.0	232.00	28.00	0.00	28.00	28	0	28
4316	<sup>2</sup> Automotive Tech Apprenticeship	182	158	0	158	87%	158.00	0.0	158.00	224.00	0.00	224.00	224	0	224
4321	<sup>2</sup> Automotive Refinish Prep - Voc	126	0	0	0	0%	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0
4322	<sup>2</sup> Auto Paint - Apprentice	14	10	0	10	71%	10.00	0.00	10.00	14.00	0.00	14.00	14	0	14
4323	<sup>2</sup> Auto Prep - Apprentice	14	0	0	0	0%	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0
4324	<sup>2</sup> Auto Glass - Apprenticeship	14	0	0	0	0%	0.00	0.00	0.00	14.00	0.00	14.00	14	0	14
4325	<sup>2</sup> Auto Refinishing Highschool	104	36	0	36	35%	5.08	0.00	5.08	0.00	0.00	0.00	0	0	0
4326	<sup>2</sup> AST Apprenticeship - Online	16	29	0	29	181%	29.00	0.00	29.00	24.00	0.00	24.00	24	0	24
4329	<sup>6</sup> Transportation Trades Sampler	-	0	0	0	0%	0.00	0.00	0.00	1.87	0.00	1.87	42	0	42
4430	<sup>6</sup> Visual Comm Design Diploma	1,026	487	658	1145	112%	31.57	42.88	74.45	33.09	45.71	78.80	523	725	1,248
4702	<sup>6</sup> Computer Systems Tech Diploma	1,766	496	364	860	49%	33.96	24.90	58.86	50.10	38.17	88.27	738	562	1,300
5202	<sup>2</sup> Hairstyling	698	220	394	614	88%	55.35	103.78	159.13	64.79	71.13	135.92	264	676	940
5215	<sup>2</sup> Hair Design -Satellite Prgms	60	76	0	76	127%	20.33	0.00	20.33	26.55	0.00	26.55	108	0	108
5219	<sup>2</sup> Hair Apprenticeship	14	8	0	8	57%	8.00	0.00	8.00	14.00	0.00	14.00	14	0	14
5221	<sup>6</sup> Esth-Skin 7 Body Non-ITA	552	87	390	477	86%	19.88	104.71	124.59	21.49	107.49	128.98	87	624	711
A295	<sup>6</sup> Mohawk Mat Hndlg 4.0 0621-0123	-	11	0	11		0.55	0.00	0.55						
A298	<sup>6</sup> AST Sun Coast SD46 Sep21-Jan22	-	156	0	156		13.03	0.00	13.03						
A299	<sup>6</sup> AST Bby Schls SD41 Sep21-Jan22	-	240	0	240		20.00	0.00	20.00						
<b>Total Trades, Technology &amp; Design</b>		<b>11,474</b>	<b>7,796</b>	<b>2,442</b>	<b>10,238</b>	<b>89%</b>	<b>977.29</b>	<b>317.70</b>	<b>1,294.99</b>	<b>984.24</b>	<b>303.74</b>	<b>1,287.98</b>	<b>7,328</b>	<b>3,220</b>	<b>10,548</b>

\*as of January 19, 2022

1. FTEs are allocated in this report to departments in order to reflect department performance. FTEs for government reporting are allocated by student major/program.
2. Contributes to ITA target
3. Contributes to AVED ABE/ESL/ASE targets - Budget does not include LINC
4. Contributes to AVED Health target.
5. Continuing Studies has programs that contribute to AVED and Health Targets. Budgeted based on Actuals of prior year and are not based on projected calculations.
6. Contributes to AVED target.

		2021-22 <sup>1</sup>							2022-23						
		Budgeted Registrations	Actual Registrations*			Seat Utilization	Actual FTE*			Budgeted FTE			Budgeted Registrations		
			Domestic	Intl	Total		Domestic	Intl	Total	Domestic	Intl	Total	Domestic	Intl	Total
<b>School of Arts and Sciences</b>															
1901	<sup>3</sup> Visually Impaired Adult Program	108	51	0	51	47%	6.38	0.00	6.38	10.85	0.00	10.85	85	0	85
1902	<sup>3</sup> Deaf & Hard of Hearing	198	139	2	141	71%	7.49	0.06	7.55	13.07	0.00	13.07	156	0	156
1903	<sup>3</sup> Community & Career Education	350	416	0	416	119%	37.92	0.00	37.92	47.03	0.00	47.03	476	0	476
1909	<sup>3</sup> CCED Part Time Courses	33	36	0	36	109%	11.39	0.00	11.39	20.78	0.00	20.78	66	0	66
1951	<sup>6</sup> ASL and Deaf Studies	502	415	0	415	83%	26.01	0.00	26.01	28.00	0.00	28.00	480	0	480
1952	<sup>6</sup> ASL and Deaf Studies - Part time	112	65	0	65	58%	17.34	0.00	17.34	28.80	0.00	28.80	108	0	108
2001	<sup>3</sup> Access to Careers & Education	60	30	0	30	50%	4.75	0.00	4.75	28.41	0.00	28.41	212	0	212
2003	<sup>3</sup> ABE Intermediate Youth	125	66	0	66	53%	8.01	0.00	8.01	16.79	0.00	16.79	142	0	142
2004	<sup>3</sup> College & Career Access	1,500	1,250	0	1,250	83%	153.69	0.00	153.69	229.34	0.00	229.34	1,847	0	1,847
2005	<sup>3</sup> Basic Education	300	181	0	181	60%	28.81	0.00	28.81	24.64	0.00	24.64	276	0	276
2006	<sup>3</sup> CF - Humanities	300	204	0	204	68%	25.52	0.00	25.52	36.54	0.00	36.54	282	0	282
2007	<sup>3</sup> CF - Mathematics	600	383	0	383	64%	56.82	0.00	56.82	94.50	0.00	94.50	658	0	658
2008	<sup>3</sup> CF - Science	1,000	736	0	736	74%	92.13	0.00	92.13	204.76	0.00	204.76	1,323	0	1,323
2016	<sup>6</sup> UT Humanities	878	854	26	880	100%	85.40	2.60	88.00	115.60	0.00	115.60	1,156	0	1,156
2017	<sup>6</sup> UT Mathematics	447	379	12	391	87%	37.90	1.20	39.10	54.60	0.00	54.60	546	0	546
2018	<sup>6</sup> UT Science	793	758	12	770	97%	95.77	1.56	97.33	150.73	0.00	150.73	1,174	0	1,174
2019	<sup>3</sup> ABE Lab	15	26	0	26	173%	3.20	0.00	3.20	0.00	0.00	0.00	0	0	0
2022	<sup>6</sup> UT Engineering	130	60	1	61	47%	6.00	0.10	6.10	15.93	0.00	15.93	142	0	142
2023	<sup>6</sup> UT Computing Science&Software	54	78	5	83	154%	7.80	0.50	8.30	13.40	0.00	13.40	134	0	134
2026	<sup>6</sup> VR and AR	-	6	19	25		0.92	2.34	3.26						0
3350	<sup>3</sup> LINC	-	1,653	0	1,653		284.03	0.00	284.03						0
3366	<sup>3</sup> ESL Pathways	3,740	2,630	1	2,631	70%	330.50	0.05	330.55	358.15	0.00	358.15	2,904	0	2,904
4204	<sup>6</sup> Music	840	739	64	803	96%	46.34	4.56	50.90	79.20	0.00	79.20	1,365	0	1,365
4206	<sup>6</sup> Music Degree	221	264	0	264	119%	21.37	0.00	21.37	28.47	0.00	28.47	339	0	339
4208	<sup>6</sup> Dance Diploma	28	42	67	109	389%	2.38	3.59	5.97	5.13	0.00	5.13	96	0	96
4209	<sup>6</sup> Dancing Diploma - Arts Umerilla	-	207	314	521		10.20	15.24	25.44						
A284	<sup>6</sup> Access to BSN Supp Mar21-Dec22	-	6	0	6		0.75	0.00	0.75						
A303	<sup>3</sup> Gateway to PS Jan-Jun'22	-	10	0	10		0.00	0.00	0.00						
<b>Total Arts and Sciences</b>		<b>12,334</b>	<b>11,684</b>	<b>523</b>	<b>12,207</b>	<b>99%</b>	<b>1,408.82</b>	<b>31.80</b>	<b>1,440.62</b>	<b>1604.72</b>	<b>0.00</b>	<b>1,604.72</b>	<b>13,967</b>	<b>0</b>	<b>13,967</b>

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		2021-22 <sup>1</sup>							2022-23						
		Budgeted Registrations	Actual Registrations*			Seat Utilization	Actual FTE*			Budgeted FTE			Budgeted Registrations		
			Domestic	Intl	Total		Domestic	Intl	Total	Domestic	Intl	Total	Domestic	Intl	Total
<b>School of Library, Language, Teaching &amp; Instruction</b>															
1500	<sup>6</sup> Provincial instructor Diploma	1,996	1,170	7	1,177	59%	110.04	0.61	110.65	214.13	0.00	214.13	2,276	0	2,276
1535	<sup>6</sup> Online/eLearning Instruction	124	74	1	75	60%	9.34	0.13	9.47	18.75	0.00	18.75	150	0	150
<b>Total Instructor Education</b>		<b>2,120</b>	<b>1,244</b>	<b>8</b>	<b>1,252</b>	<b>59%</b>	<b>119.38</b>	<b>0.74</b>	<b>120.12</b>	<b>232.88</b>	<b>0.00</b>	<b>232.88</b>	<b>2,426</b>	<b>0</b>	<b>2,426</b>

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		2021-22 <sup>1</sup>							2022-23						
		Budgeted Registrations	Actual Registrations*			Seat Utilization	Actual FTE*			Budgeted FTE			Budgeted Registrations		
			Domestic	Intl	Total		Domestic	Intl	Total	Domestic	Intl	Total	Domestic	Intl	Total
<b>School of Hospitality, Food Studies &amp; Applied Business</b>															
4601	<sup>6</sup> Legal Administrative Assistant	315	220	0	220	70%	21.61	0.00	21.61	35.25	0.00	35.25	378	0	378
4602	<sup>6</sup> Medical Office Assistant 15/16	524	541	13	554	106%	41.70	0.97	42.67	20.00	0.00	20.00	580	0	580
4607	<sup>6</sup> Executive Assistant	39	16	0	16	41%	1.60	0.00	1.60	0.00	0.00	0.00	10	0	10
4612	<sup>6</sup> Administrative Assistant	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4614	<sup>6</sup> Admin Professional 1 & 2	901	666	184	850	94%	57.00	15.73	72.73	10.13	12.46	22.59	838	147	985
4615	<sup>6</sup> Medical Transcriptionist	255	164	17	181	71%	9.70	0.97	10.67	11.88	1.00	12.88	213	18	231
4820	<sup>6</sup> Accounting Diploma	-	12	125	137		1.00	10.40	11.40	16.80	35.30	52.10	184	386	570
4830	<sup>6</sup> Marketing Technology Diploma	-	7	206	213		0.60	17.40	18.00	16.50	69.00	85.50	190	767	957
5301	<sup>2</sup> Baking & Pastry Arts	1,117	1,033	143	1,176	105%	58.23	8.59	66.82	70.35	8.98	79.33	1,244	160	1,404
5302	<sup>2</sup> Baking Intn'l 5 month program	232	0	0	0	0%	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0
5305	<sup>2</sup> Baking Apprenticeship	34	21	0	21	62%	21.00	0.00	21.00	40.00	0.00	40.00	40	0	40
5404	<sup>2</sup> Culinary Arts ESL	124	20	0	20	16%	1.32	0.00	1.32	0.00	0.00	0.00	0	0	0
5406	<sup>2</sup> Culinary Arts - Satellite Program	343	426	1	427	124%	49.47	0.17	49.64	95.00	0.00	95.00	840	0	840
5409	<sup>2</sup> Professional Cook 2 Advanced	-	0	0	0		0.00	0.00	0.00						
5410	<sup>2</sup> Culinary Arts (Blended)	4,731	987	2,192	3,179	67%	94.60	225.16	319.76	132.05	267.16	399.21	1,517	2,662	4,179
5501	<sup>2</sup> Asian Culinary Arts	206	234	22	256	124%	17.96	1.64	19.60	15.67	3.33	19.00	214	47	261
5701	<sup>6</sup> Hospitality Management	3,708	357	2,751	3,108	84%	31.40	240.40	271.80	44.00	430.00	474.00	529	5,005	5,534
5702	<sup>6</sup> Hospitality Management App Deg	748	202	601	803	107%	18.50	54.90	73.40	22.50	77.50	100.00	256	879	1,135
5708	<sup>2</sup> Culinary Arts Apprenticeship	126	50	0	50	40%	50.00	0.00	50.00	120.00	0.00	120.00	120	0	120
A276	<sup>6</sup> MOA Training Contract 2122	-	208	0	208		15.99	0.00	15.99						
<b>Total Hospitality, Food Studies &amp; Applied Business</b>		<b>13,403</b>	<b>5,164</b>	<b>6,255</b>	<b>11,419</b>	<b>85%</b>	<b>491.68</b>	<b>576.33</b>	<b>1,068.01</b>	<b>650.13</b>	<b>904.73</b>	<b>1,554.86</b>	<b>7,153</b>	<b>10,071</b>	<b>17,224</b>

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2022-23 Enrolment Plan - DRAFT 1

		2021-22 <sup>1</sup>							2022-23							
		Budgeted Registrations	Actual Registrations*			Seat Utilization	Actual FTE*			Budgeted FTE			Budgeted Registrations			
			Domestic	Intl	Total		Domestic	Intl	Total	Domestic	Intl	Total	Domestic	Intl	Total	
<b>School of Health Sciences</b>																
4610	<sup>4</sup> Health Unit Coordinator	360	384	0	384	107%	31.79	0.00	31.79	36.86	0.00	36.86	459	0	459	
5002	<sup>4</sup> Resident Care Attendant - ESL	300	-	0	-	0%	0.00	0.00	0.00	13.23	0.00	13.23	180	0	180	
5004	<sup>4</sup> Practical Nursing	2,311	2,249	0	2,249	97%	157.82	0.00	157.82	168.52	0.00	168.52	2,496	0	2,496	
5005	<sup>4</sup> Pharmacy Technician	260	248	0	248	95%	17.24	0.00	17.24	48.58	0.00	48.58	469	0	469	
5017	<sup>4</sup> Access to Practical Nursing	452	462	0	462	102%	28.09	0.00	28.09	19.78	0.00	19.78	370	0	370	
5019	<sup>4</sup> Success in Practical Nursing	0	14	0	14		0.49	0.00	0.49							
5031	<sup>4</sup> Baccalaureate Nursing	1,326	1,305	0	1,305	98%	109.20	0.00	109.20	142.05	0.00	142.05	1,852	0	1,852	
5076	<sup>4</sup> Occup/Physical Therap Assist	489	511	0	511	104%	43.67	0.00	43.67	44.55	0.00	44.55	534	0	534	
5078	<sup>4</sup> LPN Bridging to BSN	96	89	0	89	93%	18.58	0.00	18.58	20.00	0.00	20.00	96	0	96	
5101	<sup>4</sup> Dental Hygiene	360	355	0	355	99%	39.42	0.00	39.42	61.71	0.00	61.71	555	0	555	
5102	<sup>4</sup> Dental Assisting	1,045	958	16	974	93%	55.22	0.93	56.15	74.91	0.00	74.91	1,338	0	1,338	
5103	<sup>4</sup> Dental Technology	146	188	108	296	203%	15.98	7.60	23.58	18.40	0.00	18.40	232	0	232	
5104	<sup>4</sup> Dental Reception Coordinator	264	315	0	315	119%	39.85	0.00	39.85	46.00	0.00	46.00	384	0	384	
5106	<sup>4</sup> Dental Radiography	19	39	2	41	216%	4.36	0.22	4.58	3.35	0.00	3.35	30	0	30	
5115	<sup>4</sup> Distance Dental Assisting	331	388	0	388	117%	19.27	0.00	19.27	24.77	0.00	24.77	413	0	413	
5116	<sup>4</sup> Health Care Attendant	1,069	1,320	13	1,333	125%	88.91	0.95	89.86	59.23	0.00	59.23	868	0	868	
5117	<sup>4</sup> Medical Lab Assistant	414	432	0	432	104%	48.00	0.00	48.00	48.00	0.00	48.00	432	0	432	
5118	<sup>4</sup> CCAH Part Time Programs	64	64	0	64	100%	6.41	0.00	6.41	6.93	0.00	6.93	64	0	64	
5120	<sup>4</sup> CDA Directed Studies DAST 1600	48	58	7	65	135%	0.69	0.08	0.77	0.84	0.00	0.84	72	0	72	
A279	<sup>4</sup> HCAT-PT Sept'20-Aug'21	-	34	0	34		3.24	0.00	3.24							
A284	<sup>4</sup> Access to BSN Supp Mar21-Dec22	-	264	0	264		42.00	0.00	42.00							
A286	<sup>4</sup> HCA Pathway Nov 2021	-	171	0	171		14.61	0.00	14.61							
A288	<sup>4</sup> HCA Pathways Apr 21-Jun 22	-	928	0	928		63.31	0.00	63.31							
A289	<sup>4</sup> Ministry PN Trainout Mar-Aug21	-	65	0	65		9.27	0.00	9.27							
<b>Total Health Sciences</b>		<b>9,354</b>	<b>10,841</b>	<b>146</b>	<b>10,987</b>	<b>117%</b>	<b>857.42</b>	<b>9.78</b>	<b>867.20</b>	<b>837.71</b>	<b>0.00</b>	<b>837.71</b>	<b>10,844</b>	<b>0</b>	<b>10,844</b>	

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		Budgeted Registrations	Actual Registrations*			Seat Utilization	Actual FTE*			Budgeted FTE			Budgeted Registrations		
			Domestic	Intl	Total		Domestic	Intl	Total	Domestic	Intl	Total	Domestic	Intl	Total
<b>Centre for International Education - sections with CIN school</b>															
4110	Electronics Repair Technology	172	0	216	216	126%	0.00	20.00	20.00	0.00	50.20	50.20	0	550	550
4305	Technical Training Access	-	0	-	0		0.00	0.00	0.00	0.00	0.00	0.00	0	0	0
4306	Auto Collision Refinishing Dip	1,464	0	1,340	1340	92%	0.00	98.96	98.96	0.00	126.45	126.45	0	1,742	1,742
4328	Auto Serv Tech Diploma Intl	666	0	669	669	100%	0.00	83.48	83.48	0.00	102.70	102.70	0	858	858
4801	Canadian Business Mgmt. Diploma	2,182	0	2,451	2451	112%	0.00	243.80	243.80	0.00	339.85	339.85	0	3,527	3,527
4811	Bus Project Mgmt PD Diploma	2,447	0	2,772	2772	113%	0.00	251.40	251.40	0.00	402.90	402.90	0	4,585	4,585
5202	Hairstyling	0	0	12	12		0.00	1.80	1.80	0.00	0.00	0.00	0	0	0
5302	Baking Intn'l 5 month program	-	0	171	171		0.00	9.78	9.78		14.20	14.20		270	270
5306	Baking & Pastry - Artisan Int'l	542	0	512	512	94%	0.00	31.17	31.17	0.00	39.95	39.95	0	663	663
5410	Culinary Arts (Blended)	0	24	767	791		1.58	79.60	81.18	0.00	91.24	91.24	0	1,008	1,008
5701	Hospitality Management	0	6	715	721		0.60	63.30	63.90	0.00	0.00	0.00	0	0	0
5712	Diploma Culinary Arts Intl	-	0	-	0				0.00	0.00	0.00	0.00	0	0	0
<b>Total International Education</b>		<b>7,473</b>	<b>30</b>	<b>9,625</b>	<b>9,655</b>	<b>129%</b>	<b>2.18</b>	<b>883.29</b>	<b>885.47</b>	<b>0.00</b>	<b>1,167.49</b>	<b>1,167.49</b>	<b>0</b>	<b>13,203</b>	<b>13,203</b>

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		Budgeted Registrations	Actual Registrations*			Seat Utilization	Actual FTE*			Budgeted FTE			Budgeted Registrations					
			Domestic	Intl	Total		Domestic	Intl	Total	Domestic	Intl	Total	Domestic	Intl	Total			
<b>Continuing Studies<sup>5</sup></b>																		
6022	<sup>6</sup> Fashion Design	207	228	119	347	168%	15.40	7.70	23.10									
6023	<sup>6</sup> Jewellery	-	27	0			1.08	0.00										
6024	<sup>6</sup> Gemmology	-	10	0	10		2.99	0.00	2.99									
6034	<sup>6</sup> Cr Writng-now New Init Art&Des	-	24	4	28		0.24	0.40	0.64									
6038	<sup>6</sup> Bldg Mgr Residential	93	98	2	100	108%	18.92	0.11	19.03									
6046	<sup>6</sup> Computers - City Centre	216	134	1	135	63%	4.05	0.00	4.05									
6052	<sup>6</sup> Early Childhood Education	666	1,302	650	1952	293%	96.97	49.50	146.47									
6060	<sup>6</sup> Management Skills Supervisors	134	118	2	120	90%	5.55	0.08	5.63									
6064	<sup>6</sup> Office & Admin CertificateProg	986	825	6	831	84%	43.50	0.28	43.78									
6065	<sup>6</sup> Leadership Skills Certificate	267	240	6	246	92%	12.86	0.24	13.10									
6067	<sup>6</sup> Paralegal Program	1,302	1,256	0	1256	96%	112.14	0.00	112.14									
6068	<sup>6</sup> Small Business	232	108	1	109	47%	1.00	0.05	1.05									
6076	<sup>4</sup> Allied Health	81	111	0	111	137%	4.21	0.00	4.21									
6082	<sup>4</sup> Sterile Supply Room Aide	169	244	2	246	146%	120.29	1.00	121.29									
6089	<sup>6</sup> Human and Social Services	-	23	0	23		1.00	0.00	1.00									
6093	<sup>6</sup> Counselling Skills	551	516	0	516	94%	48.70	0.00	48.70									
6108	<sup>6</sup> Mandarin & Languages	60	92	0	92	153%	3.33	0.00	3.33									
6197	<sup>6</sup> Fashion Merchandising	27	71	0	71	263%	5.22	0.00	5.22									
6199	<sup>6</sup> Wedding & Event Management	19	15	1	16	84%	1.25	0.08	1.33									
6222	<sup>6</sup> Fashion Non-credit Courses	40	38	0	38	95%	1.85	0.00	1.85									
6225	<sup>6</sup> Technical and Creative Writing	126	48	0	48	38%	0.28	0.00	0.28									
6226	<sup>6</sup> ECCE - Special Need	-	3	0	3		0.50	0.00	0.50									
6227	<sup>6</sup> ECCE - Infant Toddler	171	216	0	216	126%	23.69	0.00	23.69									
6228	<sup>6</sup> ECCE - Extra	129	97	2	99	77%	10.64	0.25	10.89									
6239	<sup>6</sup> Transformative Learning		1	0	1		0.01	0.00	0.01									
6245	<sup>6</sup> LERN UGotClass		107	0	107		2.90	0.00	2.90									
6601	<sup>6</sup> IT Operations		90	474	564		0.00	0.00	0.00									
6650	<sup>6</sup> CS Music		6	0	6		0.30	0.00	0.30									
A131	<sup>6</sup> ESA Consortium CapU		16	0	16		1.06	0.00	1.06									
A223	<sup>6</sup> Building Services Worker Train		2	0	2		0.03	0.00	0.03									
A271	<sup>6</sup> Acct Sources Community		8	0	8		2.95	0.00	2.95									
A276	<sup>6</sup> MOA Training Contract 2122		47	0	47		6.26	0.00	6.26									
A291	<sup>6</sup> BUILDING SERVICE WORKER 2122		297	0	297		55.65	0.00	55.65									
A292	<sup>6</sup> AAST Sources Jan-Aug'21		84	0	84		3.37	0.00	3.37									
A293	<sup>6</sup> SOURCES BSW 2122		10	0			0.73	0.00	0.73									
A295	<sup>6</sup> Mohawk Mat Hndlg 4.0 0621-0123		11	0	11		1.64	0.00	1.64									
<b>Total Continuing Studies</b>		5,476	6,523	1,270	7,793	142%	610.56	59.69	670.25	0.00	0.00	0.00	0	0	0	0	0	0

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6. Contributes to AVED target.



## DECISION NOTE

**PREPARED FOR:** Education Council

**DATE:** February 8, 2022

**ISSUE:** Curriculum Changes during the COVID-19 Pandemic

### BACKGROUND:

Following guidance from the Provincial Health Officer and the Ministry of Advanced Education, Skills & Training (AEST) during the COVID-19 pandemic, VCC suspended face-to-face instruction as of March 17, 2020. The transition to alternative delivery methods made it necessary to adjust courses and programs very quickly to allow for a smooth transition and positive learning experience, but due to the urgency of the situation, following standard governance processes was not practicable at that time.

Education Council approved a provisional process for curriculum changes necessitated by the COVID-19 pandemic, consisting of two pathways, on May 12, 2020.

**Pathway 1:** Changes to curriculum driven by the need to transition to alternative delivery due to the COVID-19 pandemic.

- Departments and instructors are allowed to make changes to courses and programs without seeking prior governance approval, except for changing or meeting program learning outcomes (see Pathway 2 below).
- These changes should be focused on ensuring students can meet overall learning outcomes and competencies.
- Guidelines provided by regulatory, accrediting, or governing bodies (such as the Industry Training Authority) can be followed without internal VCC governance approval.
- A summary of changes must be sent to Education Council for information. The summary can be sent as soon as reasonable; in some cases, this will be after the start date of the program. This chronology of changes will record the College's teaching approach and facilitate future debriefing that will take place after the COVID-19 health emergency has ended.
- Changes are considered temporary and are only in effect during program/course offerings during the COVID-19 pandemic. The summary of changes sent to EDCO should include dates.
- It is the responsibility of instructors and department leaders to inform students as soon as possible about changes to courses or programs (including evaluation plans, sequencing of courses, and teaching modes). Whenever possible, changes to courses should be established in the syllabus at the start of a class. Given the likelihood of conditions changing, Education Council authorizes reasonable changes to be made that are required on short notice (such as the availability of lab or clinical opportunities).



**Pathway 2:** Changes to program learning outcomes (PLOs) for cohort-based programs; changes to course learning outcomes (CLOs) for non-cohort-based courses; and the granting of credentials based on *substantial completion*.

- Changes to program learning outcomes (and some course learning outcomes) require approval from Education Council. These changes will receive expedited review by Education Council.
- For courses that are not primarily part of a program (e.g., University Transfer), and in cases where course learning outcomes cannot be met in that course, changes to course learning outcomes must be approved by Education Council. However, alternate options for delivery (such as delaying a lab component) are acceptable and fall under Pathway 1 above.
- Substantial completion: Programs awarding credentials to students based on substantial completion of the program must submit a description of how substantial completion has been determined for expedited approval by Education Council. Consultation with external stakeholders/Program Advisory Committees is recommended. Programs whose regulatory, accrediting, or external governance bodies (such as the ITA) have provided guidelines for substantial completion are exempt from this requirement but must report these guidelines under Pathway 1.

The alternative process was put in place for the duration of the COVID-19 pandemic. The return to campus on September 7, 2021, prompted a review of the process, which was extended for programming until the end of March 2022.

#### **DISCUSSION:**

The Education Council Executive discussed the question of ending or extending the alternative curriculum change process beyond March 2022 at its January 20, 2022 meeting.

Based on information submitted by departments through the reporting spreadsheet, the alternative process was not used extensively; in addition, many of the reported changes affected delivery mode (online versus face-to-face) that are not embedded in formal curriculum, and instructors have flexibility in this regard without the need for formal curriculum changes.

Within this context, and in consultation with the Chair of Curriculum Committee, the Education Council Executive recommends ending the alternative curriculum change process as of the previously approved end date of March 2022.

#### **RECOMMENDATION:**

THAT Education Council approve ending the provisional process for curriculum changes necessitated by the COVID-19 pandemic at the end of March 2022.

**PREPARED BY:** Natasha Mandryk, Chair, Education Council  
Shantel Ivits, Vice Chair, Education Council  
Lucy Griffith, Executive Member, Education Council  
Sarah Kay, Executive Member, Education Council

**DATE:** January 28, 2022

VCC ACTIVE EDUCATION AGREEMENTS

updated January, 2022

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

VCC ACTIVE EDUCATION AGREEMENTS

updated January, 2022

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
College-wide	General	BCIT, SFU, VCC	MOU	March 2013	Ongoing	BCIT, SFU and VCC agree to work together to explore opportunities for collaboration and joint initiatives
College-wide	Dual credit	Burnaby School District 41 - dual credit	MOU	March 1, 2015	March 1, 2018	Dual credit programming
College-wide	Health field	Canada India Network Society, BCIT, VCC	MOU	July 2010	ongoing	collaboration between Canada and India in the health field
College-wide	Practicum placements	Douglas College	Agreement	February 22, 2016	February 21, 2021	Practicum placements
College-wide	Data analyst	Economic Modeling (Emsi)	Subscription Agreement	June 15, 2018	June 14, 2020	Access to Analyst - labour market data
College-wide	Business Management, Early Childhood, Hospitality Management	Griffith University	Articulation Agreement	February 1, 2009	February 28, 2022	Articulation agreement for Business Management, Early Childhood, Hospitality Management programs
College-wide	General	Immigration, Refugees and Citizenship Canada (Government)	Contributin Agreement	August 29, 2018		Funding provided to VCC to deliver services to eligible clients.
College-wide	Expand educational pathways	Jeonju University, South Korea	MOU	June 8, 2018	June 7, 2020	Explore educational exchange between two institutes
College-wide	Expand educational pathways	Justice Institute of BC	MOU	March 1, 2015	February 1, 2020	Expand educational pathways
College-wide	Expand educational pathways	LaSalle College, Vancouver	MOU	June 20, 2018	June 20, 2020	Expand educational pathways
College-wide	Data collection	Ministry of Advanced Education	Agreement	2010	ongoing	Data collection and reporting processes for the Central Data Warehouse and Student Transitions Project
College-wide	Collaboration with AEST	Native Education College	Affiliation agreement	April, 2020	April, 2025	Collaboration with Ministry of Advanced Education.
College-wide	Agency grants and awards	Natural Sciences and Engineering Research Council of Canada (NSERC)	Agreement	January 1, 2013	March 31, 2018	Agreement on the administration of agency grants and awards by research institutions
College-wide	Agency grants and awards	Social Sciences and Humanities Research Council of Canada (SSHRC)	Agreement	January 1, 2013	March 31, 2018	Agreement on the administration of agency grants and awards by research institutions
College-wide	Expand educational pathways	Technological Higher Education Association, Ireland	MOU	June 1, 2017	Ongoing	Co-operation in education, training, research
College-wide	Operational	Translink Upass agreement	Agreement	2011		Upass agreement with Translink and PSEs
College-wide	Aboriginal Education	Vancouver School Board School District 39	Agreement	December 1, 2013	December 1, 2020	Cooperation agreement between VCC and VSB to pursue education for aboriginal youth - signed
College-wide	Dual credit	Vancouver School District 39 - dual credit	MOU	January 1, 2015	January 1, 2018	Dual credit programming

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School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
College-wide	Student Development	VCC Student Union (SUVCC)	MOU	January 1, 2018	December 31, 2022	Joint partnership to co-establish the Office of Ombudsperson
College-wide	Research Collaboration	Mohawk College of Applied Arts & Technology	Agreement	June 25, 2021	January 31, 2023	Future Skills Centre
Continuing Studies	Paralegal Diploma and Certificate program	Athabasca University	Articulation Agreement	May 14, 2007	agreement outdated, needs to be reviewed	Paralegal Certificate and Diploma programs
Continuing Studies	Counseling Skills & Substance Abuse Certificate programs	Athabasca University	Articulation Agreement	September 8, 2009	agreement outdated, needs to be reviewed	Transfer credit agreement for VCC Counseling Skills & Substance Abuse Certificate programs
Continuing Studies	Business Leadership & Management Certificate programs	BCIT	Articulation Agreement	January 1, 2010	agreement outdated, needs to be reviewed	Business Leadership & Management Certificate programs
Continuing Studies	Health	City Centre Cares Society	Affiliation agreement	June 1, 2015	Jun 1, 2020	Practicum placements
Continuing Studies	Paralegal Diploma	Royal Roads University (RRU)	MOU	April 1, 2016	April 1, 2021	Agreement of a block transfer from VCC to RRU
Continuing Studies	Samsung Training Certificate	Samsung Electronics Canada	MOA	May 10, 2016	May 1, 2019	VCC to deliver two specific Samsung courses (Measurements & Instrumentation in Samsung
Continuing Studies	Early Childhood Education	School District 74 Gold Trail	MOU & Affiliation Agreement	September 1, 2015	September 1, 2018	Dual credit programming - Early Childhood Education
Health Sciences	Copyright Agreement	National Dental Assisting Examining Board	Affiliation Agreement	effective 2004	ongoing	Copyright agreement to deliver National Dental Assisting Examining Board's Clinical Practice
Health Sciences	BScN program	University College of the Fraser Valley	Agreement	February 1, 2007	ongoing	UCFV grants right and license to VCC to use the program curriculum for the BScN program
Health Sciences	Occupational Physical Therapist Assistant	University of Northampton	Articulation Agreement	August 1, 2014	ongoing	Articulation agreement for Occupational Physical Therapist program
Health Sciences	LPN Perioperative	Vancouver Coastal Health	MOA	April 18, 2016	Ongoing	Transfer LPN Perioperative curriculum ownership to VCC
Health Sciences	Health Care Assistant	Vancouver School Board School District 39	Affiliation agreement	January 1, 2016	Ongoing	Agreement to allowed up to 4 high schhol students to enter the Health Care Assostant program each year
Hospitality, Food Studies & Applied Business	Applied Business Technology (ABT) online collaborative program	BC Campus	MOU	April 1, 2016	Ongoing	Applied Business Technology (ABT) collaborative program
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	Langley School District #35	MOU	June, 2020	June, 2021	Culinary Arts - PC1 Foundation Dual Credit

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Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	Maple Ridge/Pitt Meadows School District #42	MOU	June, 2020	June, 2021	Culinary Arts - PC1 Foundation Dual Credit
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	North Vancouver School District #44	MOU	June, 2020	June, 2021	Culinary Arts - PC1 Foundation Dual Credit
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	Howe Sound School District #48	MOU	June, 2020	June, 2021	Culinary Arts - PC1 Foundation Dual Credit
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	Misson School District #75	MOU	June, 2020	June, 2021	Culinary Arts - PC1 Foundation Dual Credit
Hospitality, Food Studies & Applied Business	Professional Cook 3	Institute of Technology, Tralee, Ireland	Articulation Agreement	June 1, 2018	Ongoing	Articulation agreement for VCC's Professional Cook 3 program and Institute of Technology, Tralee's Bachelor of Arts in Culinary Arts program
Hospitality, Food Studies & Applied Business	Culinary Arts	Korean Food Promotion Institute	Collaborative Agreement	October 1, 2018	February 1, 2019	Introduce working chefs and students to Korean Cuisine and Food Culture
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Cambria College	Articulation Agreement	March 1, 2021	February 28, 2024	Articulation agreement between Cambria College and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Business & Hotel Management School	MOU	April 1, 2018	April 1, 2022	Diploma and Degree pathway
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Blue Mountains International Hotel Management School (BMIHMS)	Articulation Agreement	November 1, 2015	ongoing	Articulation agreement between BMIHMS and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Brighton College, Vancouver	Articulation Agreement	September 1, 2018	August 31, 2021	Articulation agreement for Hospitality Diploma courses
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Ilac International College	MOU	November 1, 2019	October 31, 2022	Diploma pathway
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Canadian Tourism College	Articulation Agreement	September 1, 2018	August 31, 2021	Articulation agreement between VCC & CTC
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Eton College	Articulation Agreement	June 2013	ongoing	Transfer of Eton College students into 3rd year of Bachelor of Hospitality Management at VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Cornerstone College	Articulation Agreement	September 1, 2018	August 31, 2021	Articulation agreement between Cornerstone College and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Glion Institute of Higher Education (GIHE), International	Articulation Agreement	April 1, 2018	April 1, 2022	Articulation agreement between Glion (GIHE) and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Les Roches International School of Hotel Management, Switzerland	Articulation Agreement	January 1, 2016	January 1, 2021	Articulation agreement between Les Roches and VCC

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Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Royal Roads University (RRU)	Articulation Agreement	April 1, 2016	April 1, 2021	MOU to block transfer from VCC to RRU
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Royal Roads University (RRU)	Articulation Agreement	April 1, 2016	April 1, 2021	MOU for admission requirement between RRU and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Western Community College	Articulation Agreement	April 1, 2019	April 1, 2022	Articulation agreement for Hospitality Diploma courses
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Western Community College	MOU	March 1, 2019	March 1, 2022	MOU to block transfer from WCC to VCC
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Red River College	Articulation Agreement	June 1, 2019	June 1, 2022	Articulation Agreement between VCC and RR
Hospitality, Food Studies & Applied Business	Diploma in Hospitality Management	Pacific Link College	Articulation Agreement	November 15, 2020	November 15, 2023	Articulation Agreement between VCC and PLC
Hospitality, Food Studies & Applied Business	Accounting Diploma program	Greystone College	Articulation Agreement	December 1, 2021	November 30, 2024	Students will be granted credit for 5 courses in the Accounting Diploma program at VCC upon completion of Greystone College International Business Management Diploma.
Hospitality, Food Studies & Applied Business	Marketing Technology Diploma program	Greystone College	Articulation Agreement	December 1, 2021	November 30, 2024	Students will be granted credit for 4 courses in the Marketing Technology Diploma program at VCC upon completion of Greystone College International Business Management Diploma or Advanced Diploma in Business Admin.
Hospitality, Food Studies & Applied Business	Accounting Diploma program	Greystone College	Articulation Agreement	December 1, 2021	November 30, 2024	Students will be granted credit for 6 courses in the Accounting Diploma program at VCC upon completion of Greystone College Advanced Diploma in Business Administration.
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Vancouver Premier College	Articulation Agreement	December 1, 2021	November 30, 2024	After completion of the 2-year program at Vancouver Premier College, students are eligible to enter semester 5 at (BHM) Vancouver Community College.

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Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Tamwood International College	Articulation Agreement	September 1, 2021	August 31, 2024	Students will be granted credit for 4 courses in the Hospitality Management Diploma at VCC upon completion of either Hospitality and Tourism Co-op Diploma or Essential Skill for Hospitality Service and Tourism Diploma Co-op at Tamwood International College.
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Tamwood International College	Articulation Agreement	September 1, 2021	August 31, 2024	Students will be granted credit for 3 courses in the Hospitality Management Diploma at VCC upon completion of either Hospitality and Tourism Certificate or Essential Skill for Hospitality Service and Tourism Certificate at Tamwood International College.
Indigenous Education	Culinary Arts Pre-Trades Foundation program	Ministry of Advanced Education (AVED)	Agreement	October 29, 2015	??	Shared cost arrangement between AVED and VCC
Library	Integrated Library Systems agreement	BCIT	MOU	not dated	Review annually	Integrated Library Systems agreement
School of Instructor Education	Provincial Instructor Diploma	BC Construction Safety Alliance	Service Agreement	January 1, 2014	Ongoing	Delivery of Train the Safety Trainer
School of Instructor Education	Provincial Instructor Diploma	BC Ferries	Service Agreement	Renewal pending		Delivery of PIDP
School of Instructor Education	Provincial Instructor Diploma	Canadian Society for Training and Development	MOU	January 1, 2015	ongoing	Development and delivery of two CSTD exam preparation online courses
School of Instructor Education	Provincial Instructor Diploma	College of the North Atlantic - Qatar (CNAQ)	Partnership Agreement	March 1, 2016	August 1, 2017	Partnership agreement between CNAQ and VCC
School of Instructor Education	Provincial Instructor Diploma	Goldcorp	Service Agreement	Renewal pending		Delivery of PIDP
School of Instructor Education	Provincial Instructor Diploma	Justice Institute of BC	Articulation Agreement	February 2, 2016	February 1, 2019	Articulation agreement between JIBC associate certificate and VCC PIDP
School of Instructor Education	Provincial Instructor Diploma	Nicola Valley Institute of Technology	Transfer Agreement	March 2009	ongoing	Transfer agreements between NVIT for delivery of Native Adult Education Diploma and VCC for PIDP
School of Instructor Education	Provincial Instructor Diploma	Northwest Community College	Articulation Agreement	August 1, 2016	August 1, 2019	Delivery of PIDP
School of Instructor Education	Provincial Instructor Diploma	Okanagan College	Articulation Agreement	March 1, 2016	March 1, 2020	Transfer of PIDP courses with Okanagan College's Learner Centred Instructor Certificate

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School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
School of Instructor Education	Provincial Instructor Diploma	Province of BC, Intellectual Property Program	License agreement	February 25, 2014	ongoing	License agreement between Province and VCC for the Provincial Instructor Diploma program curriculum
School of Instructor Education	Provincial Instructor Diploma	Selkirk College Teaching and Learning Institute	Articulation Agreement	April 1, 2018	March 31, 2020	Transfer of PIDP courses with Selkirk College Teaching and Learning Institute
School of Instructor Education	Provincial Instructor Diploma	SFU	Letter of Intent	August 1, 2016	Aug 2019	Delivery of SFU Master of Education cohorts 3 & 4 at VCC
School of Instructor Education	Provincial Instructor Diploma	Southern Alberta Institute of Technology	Transfer Agreement	July 1, 2016	June 30, 2021	Transfer agreements between SAIT courses and PIDP
School of Instructor Education	Provincial Instructor Diploma	Tribal Resources Investment Corporation	Education Service Agreement	January 1, 2018	December 31, 2018	Delivery of PIDP
School of Instructor Education	Provincial Instructor Diploma	University of Fraser Valley	Transfer Agreement	September 1, 2016	August 1, 2020	Transfer agreements between PIDP to UFV Bachelor of Adult Education
School of Instructor Education	Provincial Instructor Diploma	University of Victoria	Transfer Agreement	Sept, 2021	??	Transfer agreement UVIC Certificate in Adult Continuing Education and VCC's PIDP
Trades, Technology & Design	Automotive	Automotive Industries Association (AIA) Canada	MOU	July 1, 2016	July 1, 2018	Agreement between AIA Canada and VCC for use of I-CAR training material
Trades, Technology & Design	Heavy Mechanical	BCIT	MOU	June 1, 2014	June 1, 2044	Operation of the Annacis Island Campus
Trades, Technology & Design	Heavy Mechanical	BCIT	MOU	October 1, 2014	ongoing	MOU with respect to inter-institutional non-academic student codes of conduct
Trades, Technology & Design	Auto Collision and Refinishing	BMW Canada	MOU	September 18, 2016	September 18, 2018	Access to BMW online training materials
Trades, Technology & Design	Trades Education	Kwantlen University, University College of the Fraser Valley, VCC	MOU	2004	ongoing	Collaboration around Trades education
Trades, Technology & Design	Hair Design	L'Oreal	Contract	June 1, 2013	May 1, 2020	L'Oreal access to VCC Hair Salon
Trades, Technology & Design	NASKARZ ('Never Again Steal Karz')	Vancouver Police Department and Ray-Cam Community Center	Partnership / Contract	2006	requires annual renewal upon mutual agreement	Collaboration to provide auto trades training for youth at risk through a non-base funded contract with Ray-Cam
Trades, Technology & Design	Auto Collision and Refinishing	Surrey School District #36	MOU	April 1, 2019	March 31, 2024	Auto Collision Repair Tech (4301-ACSS), Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Heavy Mechanical	Surrey School District #36	MOU	April 1, 2019	March 31, 2024	Hvy Mech Trades Foundation YTT (4304)



VCC ACTIVE EDUCATION AGREEMENTS

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School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Trades, Technology & Design	Auto Collision and Refinishing	Delta School District #37	MOU	April 1, 2019	March 31, 2024	Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Auto Collision and Refinishing	Richmond School District #38	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair Tech (4301), Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Auto Collision and Refinishing	Vancouver School District #39	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair Tech (4301), Auto Refinishing Prep Tech (4325),
Trades, Technology & Design	Automotive	Vancouver School District #39	MOU	01-Apr-19	31-Mar-24	Auto Service Technician - Britannia (4326-AUSS), Auto Service Technician Foundation (4303)
Trades, Technology & Design	Heavy Mechanical	Vancouver School District #39	MOU	01-Apr-19	31-Mar-24	Hvy Mech Trades Foundation YTT (4304)
Trades, Technology & Design	Hair Design	Vancouver School District #39	MOU	01-Apr-19	31-Mar-24	Hair Design VSB On Campus (5215)
Trades, Technology & Design	Auto Collision and Refinishing	New Westminster School District #40	MOU	01-Apr-19	31-Mar-24	Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Auto Collision and Refinishing	Burnaby School District #41	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair Tech (4301-ACSS), Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Hair Design	Maple Ridge School District #42	MOU	01-Apr-19	31-Mar-24	Hair Design SRTS - off campus (5215)
Trades, Technology & Design	Auto Collision and Refinishing	Coquitlam School District #43	Service Agreement	01-Apr-19	31-Mar-24	Auto Collision Repair Tech (4301), Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Automotive	Coquitlam School District #43	Service Agreement	01-Apr-19	31-Mar-24	Auto Service Tech
Trades, Technology & Design	Heavy Mechanical	Coquitlam School District #43	Service Agreement	01-Apr-19	31-Mar-24	Hvy Mech Trades Foundation YTT (4304)
Trades, Technology & Design	Hair Design	Coquitlam School District #43	Service Agreement	01-Apr-19	31-Mar-24	Hair Design - VSB On Campus (5215)
Trades, Technology & Design	Auto Collision and Refinishing	Greater Victoria School District #60	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair - High school Flex Learning (A206)
Trades, Technology & Design	Auto Collision and Refinishing	Saanich School District #63	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair - High school Flex Learning (A206)
Trades, Technology & Design	Auto Collision and Refinishing	Comox School District #71	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair - High school Flex Learning (A206)
Trades, Technology & Design	Auto Collision and Refinishing	North Okanagan School District #83	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair - High school Flex Learning (A206)

**VCC ACTIVE EDUCATION AGREEMENTS**  
**updated January, 2022**

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

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

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

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

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

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

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

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

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

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

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

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

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Vancouver Coastal Health Authority	Affiliation Agreement	November 1, 2013	October 31, 2018	Practicum placements for VCC students
Health Sciences	Vancouver Island Health Authority	Affiliation Agreement	April 1, 2013	in the process of renewing	Practicum placements for VCC students
Health Sciences	Vancouver Native Health Society	Affiliation Agreement	February 13, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Vancouver Resource Society	Affiliation Agreement	April 10, 2013	ongoing	Practicum placements for VCC students
Health Sciences	VCC McGregor Child Care Centre	Affiliation Agreement	March 23, 2017	ongoing	Practicum placements for VCC students
Health Sciences	Watari Counselling & Support Services Society	Affiliation Agreement	November 20, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Whitehouse General Hospital (Out of Province)	Affiliation Agreement	September 1, 2007	ongoing	Practicum placements for VCC students
Health Sciences	Women's Information Safe House Drop-in Centre (WISH)	Affiliation Agreement	November 1, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Yaletown	Affiliation Agreement	January 24, 2014	ongoing	Practicum placements for VCC students
Counseling	SFU				Department to provide agreement
Counseling	UBC				Department to provide agreement
Counseling	Alder Institute				Department to provide agreement



**International Education Agreements  
Updated June 2018**

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



## DECISION NOTE

**PREPARED FOR:** Education Council

**DATE:** February 8, 2022

**ISSUE:** Name change: Canadian Business Management to Global Business Management

### BACKGROUND:

The Business Management department is proposing a name change of their Canadian Business Management Post-Degree Diploma to Global Business Management. Based on discussions with International Education, the department believes that the name of their program implies that the skills learned by students would be limited to a Canadian context. While the program does ground itself in the Canadian context, the program teaches a broad introduction to core business management skills that are applicable in most contexts. "Global Business Management" is a very commonly used program name in Ontario (e.g., at Centennial College, Humber College, Seneca College).

The program instructors have already been using international examples and case studies, but as part of the name change proposal, the department has reviewed the courses and reframed many of the outcomes and topics to reflect a more general focus. The Canadian context is still covered extensively, as the program is maintaining its 4-month practicum in a Canadian workplace. The department acknowledges that a more thorough renewal of the program is also needed, both to better integrate a global focus and to better embed concepts like decolonization and Indigenization into the program.

The department is proposing September 2022 as the effective date for the new program. The current cohorts and the one beginning in May 2022 would be taught out the existing Canadian Business Management program.

### DISCUSSION:

The proposal was presented by Milagros Palacios Infantas, interim Department Head, and Francesco Barillaro, the Instructional Associate assigned to the program. There were two main topics of conversation:

1. Has there been enough change in focus within the courses to justify the change in program name? Overall, Curriculum Committee felt comfortable with the changes made. All parties acknowledged that going into a program renewal would benefit this program greatly, with the dean looking at this upcoming year as a possibility.
2. How does an Indigenous lens apply to a program framing itself as global? The department has taken steps over the last few years by adding more Indigenous content but is still in the early stages of understanding decolonization and Indigenization. This will be a focus in the renewal.

Instructors are looking at case studies of international Indigenization in business but will likely continuing focusing on the Canadian context.

**RECOMMENDATION:**

THAT Education Council approve, in the form presented at this meeting, Canadian Business Management's name change to Global Business Management Post-Degree Diploma, related changes to the program content guide and 16 courses, and new course MGMT 2010 Fundamentals of Business Law.

**PREPARED BY:** Todd Rowlett, Chair, Curriculum Committee

**DATE:** January 25, 2022

# Program Change Request

Date Submitted: 01/06/22 4:50 pm

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

Last approved: 08/21/19 9:30 am

Last edit: 01/25/22 9:57 am

Changes proposed by: fbarillaro

Catalog Pages Using  
this Program

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

Program Name:

**Global Canadian** Business Management Post-Degree Diploma

Credential Level: Post-Degree Diploma

Effective Date: September **2022** ~~2019~~

Effective Catalog  
Edition: 2021-2022

School/Centre: Hospitality, Food Studies & Applied Business

Department: Canadian Business Mgmt Diploma (4801)

Contact(s)

## In Workflow

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

## Approval Path

1. 01/06/22 6:24 pm  
Milagros Palacios  
Infantas  
(mpalaciosinfantas):  
Approved for 4801  
Leader
2. 01/07/22 11:03 am  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 01/25/22 10:28 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair

## History

1. Jun 4, 2018 by  
Nicole Degagne  
(ndegagne)
2. May 9, 2019 by  
Nicole Degagne  
(ndegagne)
3. Jun 17, 2019 by  
Todd Rowlatt  
(trowlatt)

37  
4. Aug 21, 2019 by  
Nicole Degagne  
(ndegagne)

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

## Program Content Guide

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### Purpose

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

### Admission Requirements

~~An~~ **The admission requirement is an** undergraduate degree from an accredited **university university. English proficiency demonstrated by one of the following:**  
~~If the degree was not granted by a university in an English speaking country, applicants will be required to have one of the following tests written within the last 24 months: IELTS – A minimum 6.5 score overall and no score less than 6.0 on the Academic version TOEFL iBT with – An 84 score overall and~~ a minimum score of **84 (minimum score of 21 in each section), or reading, listening, writing and speaking Academic IELTS with a – A minimum score of 6.5 (no band score overall and no score less than 6.0) 6.0 on the Academic version**

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

**Maximum time to complete the program is 4 years.**

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

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

## Program Learning Outcomes

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

Communicate effectively and respectfully as business professionals

— Work with others to solve problems and manage projects

— Apply core leadership competencies in the business sector

— Evaluate financial information and financial implications related to business decisions to support the goals of a business enterprise

— Improve business procedures by applying up-to-date principles of operations management

— Apply critical thinking and problem-solving techniques to make sound management decisions and recommendations

— Manage cross-culturally with adaptability, flexibility, openness and confidence

— Manage basic human relations issues in a business setting

— Evaluate the impact of various economic, legal, cultural, political and geopolitical systems on business and leadership

— Act in an ethical and socially responsible manner within the legal framework of **national and international the Canadian** business **sectors sector**

— Employ sustainable decision-making and practices in their work as business professionals

## Instructional Strategies, Design, and Delivery Mode

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

Evaluation of courses is determined by the instructors and may include a combination of assignments, projects, case studies, theory and/or practical exams. To encourage active learning and student engagement, each course will have a mechanism to evaluate individual student participation.

Students must **have receive** a minimum cumulative grade point average of '**C+**' **C+** (2.33) upon completion of all program courses to successfully graduate, and a minimum **program term cumulative** grade point average of '**C**' **C** (2.00) **in each term** to advance into subsequent courses/terms in the program. **To advance into Term 4 (the workplace practicum), students must have a minimum cumulative grade point average of 'C+' (2.33).**

Recommended Characteristics of Students

A strong foundation in mathematics and **English**

**English**: Motivated and **disciplined**

**disciplined**: Well-developed analytical and critical thinking **skills**

**skills**: Experienced in word processing and use of spreadsheets

Courses

Plan of Study Grid

Term One	Credits
<u>MGMT 1001</u> Business Mathematics	3
<u>MGMT 1002</u> Introduction to Economics	3
<u>MGMT 1003</u> Principles of Management	3
<u>MGMT 1004</u> Business Communication	3
<u>MGMT 1007</u> Financial Accounting	3
Credits	15
Term Two	
<u>MGMT 1005</u> Organizational Behaviour	3
<u>MGMT 1006</u> Fundamentals of Marketing	3
<u>MGMT 1009</u> Business Statistics	3
<u>MGMT 1019</u> Introduction to the Canadian Workplace	3
<u>MGMT 1011</u> Information Technology Management	3
<u>MGMT 2014</u> Financial Management	3
Credits	18
Term Three	
<b><u>MGMT 2010</u> Fundamentals of Business Law</b>	<b>3</b>
<u>MGMT 2012</u> Human Resources Management	3
<u>MGMT 2013</u> Management Skills for Supervisors	3
<u>MGMT 2015</u> Entrepreneurship	3
<del><u>MGMT 2017</u> Canadian Business Law</del>	<del>3</del>

**MGMT 2019** Preparation for the Canadian Workplace 1.5

**MGMT 1010** Business Sustainability and Ethics 3  
Credits 16.5

Term Four

**MGMT 2020** Workplace Practicum 10.5

Credits 10.5

Total Credits 60

Transcript of Achievement

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

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

## Grading Standard

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



# Grade Point Average (GPA)

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

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

## Rationale and Consultations

Provide a rationale for this proposal.

We have decided to change our name from Canadian Business Management to Global Business Management. This decision was based on feedback from International Education that showed a globally-focused program would have broader appeal and make our program more attractive in the international student market.

Are there any expected costs to this proposal.

Consultations

Consultated Area	Consultation Comments
International Education	Int Ed agrees with the changes
Faculty/Department	All faculty involved in course updates
Centre for Teaching, Learning, and Research (CTRLR)	All faculty met with Francesco Barillaro to review and updated their courses

## Additional Information

Provide any additional information if necessary.

Supporting documentation:

## Marketing Information

# Course Change Request

Date Submitted: 01/06/22 4:23 pm

Viewing: **MGMT 1001 : Business Mathematics**

Last approved: 11/27/21 4:23 am

Last edit: 01/18/22 3:47 pm

Changes proposed by: fbarillaro

Programs  
referencing this  
course

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

[146: Marketing Technology Diploma](#)

Course Name:

Business Mathematics

Effective Date: September 2022

School/Centre: Hospitality, Food Studies & Applied Business

Is this a non-credit course?

Department: Canadian Business Mgmt Diploma (4801)

Contact(s)

## In Workflow

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

## Approval Path

1. 01/06/22 4:31 pm  
Milagros Palacios  
Infantas  
(mpalaciosinfantas):  
Approved for 4801  
Leader
2. 01/07/22 11:03 am  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 01/25/22 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair
4. 01/25/22 11:14 am  
Darija Rabadzija  
(drabadzija):  
Rollback to  
Curriculum  
Committee Chair for  
Records
5. 01/25/22 11:25 am  
Darija Rabadzija  
(drabadzija):  
Approved for

## History

1. Apr 26, 2018 by  
Nicole Degagne  
(ndegagne)
2. Nov 28, 2019 by  
Bonnie Chan  
(bchan)
3. Nov 27, 2021 by  
Leszek Apouchtine  
(lapouchtine)

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

Banner Course Name: Business Mathematics

Subject Code: MGMT - Business Management

Course Number: 1001

Year of Study: **1st Year Post-secondary** ~~N/A~~

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 0-3

Bridge Course Level: 01

### Course Description:

This course introduces basic business mathematics used in commerce and industry. Students develop skill in using basic arithmetic functions and algebraic equations to solve practical financial and mathematical problems encountered in business. Problems relating to retail operations, discounts, simple and compound interest and annuities are used to contextualize mathematical applications.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Perform basic arithmetic functions, and solve basic algebraic equations
CLO #2	Solve allocation and equivalence problems using percents and ratios
CLO #3 #4	Solve and graph linear systems consisting of two simultaneous equations
CLO #4 #5	Solve problems involving trade discounts, cash discounts, mark-up and markdown
CLO #5 #6	Compute break-even values, contribution margins
CLO #6 #7	Compute simple interest problems, and calculate present and future values for promissory notes, treasury bills and demand loans
CLO #7 #8	Compute compound interest problems dealing with principal, interest rate and time
CLO #8 #3	<b>Apply time value of money techniques for business and other applications</b> <del>Explain income tax brackets and calculate federal income taxes</del>

Instructional

Strategies:

Lectures, group work, and independent study

## Evaluation and Grading

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Grading System:

Letter Grade (A-F)

Passing grade:

D (50%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	21	Homework Assignments/Participation
Assignments	14	Financial Calculator
Exam	5	
Exam	10	
Midterm Exam	15	
Final Exam	35	

### Hours by Learning Environment Type

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Total Hours            45

Lecture, Seminar, Online

45

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

Practicum, Self-Paced, Individual  
Learning

Course Topics

#### Course Topics:

1. Percentage change

2. Trade discounts

3. Cash discounts

4. Mark-up, mark-down

5. Break-even analysis

6. Simple and compound interest

7. Annuities

# Course Change Request

Date Submitted: 01/06/22 4:24 pm

Viewing: **MGMT 1002 : Introduction to Economics**

~~The Canadian Economy~~

Last approved: 11/27/21 4:23 am

Last edit: 01/21/22 10:58 am

Changes proposed by: fbarillaro

Programs  
referencing this  
course

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

[120: Business and Project Management Post Degree Diploma](#)

Course Name:

**Introduction to Economics** ~~The Canadian Economy~~

Effective Date: September 2022

School/Centre: Hospitality, Food Studies & Applied Business

Department: Canadian Business Mgmt Diploma (4801)

Contact(s)

In Workflow

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

Approval Path

1. 01/06/22 4:31 pm  
Milagros Palacios  
Infantas  
(mpalaciosinfantas):  
Approved for 4801  
Leader
2. 01/07/22 11:02 am  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 01/25/22 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair
4. 01/25/22 11:15 am  
Darija Rabadzija  
(drabadzija):  
Rollback to  
Curriculum  
Committee Chair for  
Records
5. 01/25/22 11:25 am  
Darija Rabadzija  
(drabadzija):  
Approved for

## History

1. Apr 25, 2018 by Nicole Degagne (ndegagne)
2. Nov 28, 2019 by Bonnie Chan (bchan)
3. Nov 27, 2021 by Leszek Apouchtine (lapouchtine)

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

Banner Course Name: **Introduction to Economics** ~~The Canadian Economy~~

Subject Code: MGMT - Business Management

Course Number 1002

Year of Study **1st Year Post-secondary** ~~N/A~~

Credits: 3

Bridge College Code VO

Bridge Billing Hours 0-3

Bridge Course Level 01

### Course Description:

This course will examine both micro and macro economic topics within the context of the Canadian economy. Students will focus on gaining a broad understanding of economic theory and its application to contemporary ~~Canadian~~ economic issues including the impact of free trade ~~agreements.~~ **agreements and the rapid growth of Canada's Indigenous community as a driver of the economy.** **Students will also explore the rapid growth of Canada's Indigenous communities as a driver of the economy.**

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Explain the basic principles of economics including: scarcity, choice and opportunity costs
CLO #2	Describe the market forces of demand, supply and elasticity
CLO #3	Describe various types of market structures: perfect competition, monopoly, oligopoly, and monopolistic competition
CLO #4	Describe the nature, role and demand for money
CLO #5	Explain how economic variables such as the Gross Domestic Product, the inflation rate, and the unemployment rate are calculated
CLO #6	Describe the use of monetary and fiscal policies <b>in by the context of the Canadian economy government</b>
<del>CLO #7</del>	<del>Describe the role of the Bank of Canada and the Department of Finance (Canada), in the Canadian economy</del>
CLO #7 <del>#8</del>	Identify and describe the drivers of economic growth for Indigenous communities in the Canadian economy
CLO #8 <del>#9</del>	Describe <del>exchange rate systems</del> , how foreign exchange rates are determined and <b>their impact the effect of exchange rates</b> on Canada's balance of payments and competitiveness
CLO #9 <del>#10</del>	Describe <b>how Canada's current and pending</b> international free trade agreements <del>and explain how they</del> affect <b>a the</b> country's performance as <b>a a</b> global trading partner

Instructional

Strategies:

lectures, case studies, group discussions



## Evaluation and Grading

---

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	
Participation	10	
Midterm Exam	30	
Final Exam	30	

## Hours by Learning Environment Type

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Total Hours 45

Lecture, Seminar, Online

45

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

Practicum, Self-Paced, Individual  
Learning

Course Topics

### Course Topics:

1. Fundamental concepts of Economics

2. Scarcity, Trade-Offs and Economic Growth

3. The Market, Supply and Demand

4. Elasticities, Consumer Behaviour, Externalities, Public Goods and Public Choice

5. Production and **Costs** ~~Costs, Competition~~

6. **Market Structures** ~~Monopoly~~

~~7. Input markets and the Distribution of Income~~

**Course Topics:**

8. Introduction to Macroeconomics, Measuring Economic Performance

9. Economic Growth in the Global Economy

10. Aggregate Demand, Aggregate Supply and Equilibrium

11. **Fiscal** ~~Money~~ and ~~Banking, Bank of Canada and~~ Monetary Policy

12. The contribution of Indigenous communities to the Canadian economy

13. International Trade and Free Trade Agreements

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

PCG

Provide a rationale  
for this proposal:

Are there any

## Additional Information

---

Provide any additional information if necessary.

# Course Change Request

Date Submitted: 01/06/22 4:25 pm

Viewing: **MGMT 1003 : Principles of Management**

Last approved: 11/27/21 4:23 am

Last edit: 01/18/22 3:47 pm

Changes proposed by: fbarillaro

Programs  
referencing this  
course

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

[146: Marketing Technology Diploma](#)

Course Name:

Principles of Management

Effective Date: September 2022

School/Centre: Hospitality, Food Studies & Applied Business

Department: Canadian Business Mgmt Diploma (4801)

Contact(s)

## In Workflow

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

## Approval Path

1. 01/06/22 4:44 pm  
Milagros Palacios  
Infantas  
(mpalaciosinfantas):  
Approved for 4801  
Leader
2. 01/07/22 11:00 am  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 01/25/22 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair
4. 01/25/22 11:15 am  
Darija Rabadzija  
(drabadzija):  
Rollback to  
Curriculum  
Committee Chair for  
Records
5. 01/25/22 11:25 am  
Darija Rabadzija  
(drabadzija):  
Approved for

## History

1. Apr 25, 2018 by  
Nicole Degagne  
(ndegagne)
2. Nov 28, 2019 by  
Bonnie Chan  
(bchan)
3. Nov 27, 2021 by  
Leszek Apouchtine  
(lapouchtine)

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

Banner Course Name: Principles of Management

Subject Code: MGMT - Business Management

Course Number: 1003

Year of Study: **1st Year Post-secondary** ~~N/A~~

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 0-3

Bridge Course Level: 01

### Course Description:

This course involves detailed study of management principles, concepts and techniques. Students will examine applications and problems from actual business cases and focus on management practices that can be applied in a regional, national or global environment.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Explain how modern management evolved
CLO #2	Describe the current dynamic environment of management
CLO #3	Explain the spectrum of management from non-profit to entrepreneurial <b>organizations around the world organization</b>
CLO #4	Describe decision-making fundamentals
CLO #5	Identify and apply strategic management concepts
CLO #6	Discuss the importance of developing organizational objectives
CLO #7	Propose organizational structures for specific businesses
CLO #8	Explain the fundamentals of human resources management
CLO #9	Explain the requirements of leadership in the workplace
CLO #10	Review the importance of communications in the workplace
CLO #11	Discuss the fundamentals of change management

Instructional

Strategies:

Lectures, case studies, group discussions

## Evaluation and Grading

---

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

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity

Type	Percentage	Brief description of assessment activity
Assignments	25	
Midterm Exam	25	
Participation	10	
Final Exam	30	
Project	10	

### Hours by Learning Environment Type

---

Total Hours                    45

Lecture, Seminar, Online

45

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

Practicum, Self-Paced, Individual  
Learning

Course Topics

#### Course Topics:

1. The Evolution of Management and Foundations of Modern Management
2. Managing in a Cultural and Ethical Environment
3. Managing Diverse Employees in a Multicultural Environment
4. Managing in the Global Environment
5. The Manager as Decision Maker, Planner and Strategist
6. Managing Organizational Structure and Culture
7. Organizational Control and Change
8. Human Resource Management
9. Motivation and Performance
10. Leadership

**Course Topics:**

- 11. Managing Effective Groups and Teams
- 12. Promoting Effective Communication
- 13. Controlling and Building commitment
- 14. Managing Conflict, Politics, and Negotiation

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

PCG

## Additional Information

---

Provide any additional information if necessary.

Supporting  
documentation:

Reviewer

Comments

**Darija Rabadzija (drabadzija) (01/25/22 11:15 am):** Rollback: rollback

## Marketing Information

---

*FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.*

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

# Course Change Request

Date Submitted: 01/06/22 4:26 pm

Viewing: **MGMT 1004 : Business Communication**

~~Comm in the Canadian Workplace~~

Last approved: 11/27/21 4:23 am

Last edit: 01/18/22 3:47 pm

Changes proposed by: fbarillaro

Programs  
referencing this  
course

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

[120: Business and Project Management Post Degree Diploma](#)

Course Name:

**Business Communication** ~~Communications in the Canadian Workplace~~

Effective Date: September 2022

School/Centre: Hospitality, Food Studies & Applied Business

Department: Canadian Business Mgmt Diploma (4801)

Contact(s)

## In Workflow

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

## Approval Path

1. 01/06/22 5:04 pm  
Milagros Palacios  
Infantas  
(mpalaciosinfantas):  
Approved for 4801  
Leader
2. 01/07/22 11:00 am  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 01/25/22 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair
4. 01/25/22 11:15 am  
Darija Rabadzija  
(drabadzija):  
Rollback to  
Curriculum  
Committee Chair for  
Records
5. 01/25/22 11:25 am  
Darija Rabadzija  
(drabadzija):  
Approved for



### History

1. Apr 25, 2018 by Nicole Degagne (ndegagne)
2. Nov 27, 2021 by Leszek Apouchtine (lapouchtine)

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

Banner Course Name: **Business Communication** ~~Comm in the Canadian Workplace~~

Subject Code: MGMT - Business Management

Course Number 1004

Year of Study **1st Year Post-secondary** ~~N/A~~

Credits: 3

Bridge College Code VO

Bridge Billing Hours 0-3

Bridge Course Level 01

#### Course Description:

This course is intended to introduce students to the theories and practices of contemporary **workplace communication, including intercultural communication.** ~~communications in the Canadian workplace.~~

Attention ~~is~~ **will be** devoted to the ethical and relational implications of communication in the workplace as well as the development of clarity in **communication.** ~~communications.~~ **Assignments** ~~Written assignments~~ **will** include **emails,** letters, memoranda, **reports, proposals, resumes** and ~~reports and~~ visual presentations. **Students are encouraged to apply their global perspectives to the course concepts.**

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Explain the principles of workplace <b>communication, communications</b> , including <b>intercultural communication various types of group writing</b> dynamics
CLO #2	Describe the sorts of ethical environments in which workplace communication is situated, as well as the ethical implications of communication in the workplace
CLO #3	Explain the principles of workplace correspondence, including a sophisticated approach to audience and subject, and use these principles to construct basic workplace documents
CLO #4	Explain the principles of persuasion and scientific argument, and use these principles in appropriate circumstances
CLO #5	Use graphics and basic principles of layout and design to create effective documents <b>and presentations</b>
CLO #6	Use appropriate style and tone in workplace documents
CLO #7	Conduct research for workplace writing assignments and understand the conventions concerning plagiarism, as well as the reference to and citation of sources
CLO #8	Explain the principles of report and proposal writing, and use these principles to write effective reports and proposals
CLO #9	<b>Deliver effective workplace presentations Demonstrate the use of electronic media to give effective presentations</b>

Instructional

Strategies:

Lectures, group and individual presentations

## Evaluation and Grading

---

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

Passing grade:

## Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	
Assignments	20	business report
Project	20	group writing assignment
Project	20	individual presentation
Final Exam	30	

### Hours by Learning Environment Type

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Total Hours                    45

Lecture, Seminar, Online

45

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

Practicum, Self-Paced, Individual  
Learning

Course Topics

#### Course Topics:

1. Theory and Process of Workplace Communication
2. Collaborative Writing and Workplace Ethics
3. Communicating in the Digital Workplace
4. Modes of Persuasion
5. Layout, Design and Graphics
6. Style and Tone
7. Varieties of **Workplace** ~~workplace~~ Correspondence
8. Research Strategies for Workplace Writing
9. Employment Correspondence
10. **Referencing and Citation** ~~Bibliographies and Literature Reviews~~

**Course Topics:**

11. **Abstracts**, Summaries, Definitions, Descriptions and Instructions

12. **Recommendation** Reports and Proposals

13. Oral Reports and Electronic Presentations

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

PCG

Provic

## Additional Information

---

Provide any additional information if necessary.

Supporting  
documentation:

Reviewer

Comments

**Darija Rabadzija (drabadzija) (01/25/22 11:15 am):** Rollback: rollback

## Marketing Information

---

*FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.*

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

# Course Change Request

Date Submitted: 01/06/22 4:28 pm

Viewing: **MGMT 1005 : Organizational Behaviour**

Last approved: 11/27/21 4:23 am

Last edit: 01/18/22 3:48 pm

Changes proposed by: fbarillaro

Programs

referencing this

course

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

[149: Accounting Diploma](#)

Course Name:

Organizational Behaviour

Effective Date: September 2022

School/Centre: Hospitality, Food Studies & Applied Business

Department: Canadian Business Mgmt Diploma (4801)

Contact(s)

## In Workflow

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

## Approval Path

1. 01/06/22 5:08 pm  
Milagros Palacios  
Infantas  
(mpalaciosinfantas):  
Approved for 4801  
Leader
2. 01/07/22 10:59 am  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 01/25/22 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair
4. 01/25/22 11:15 am  
Darija Rabadzija  
(drabadzija):  
Rollback to  
Curriculum  
Committee Chair for  
Records
5. 01/25/22 11:26 am  
Darija Rabadzija  
(drabadzija):  
Approved for

## History

1. Apr 25, 2018 by  
Nicole Degagne  
(ndegagne)
2. Nov 28, 2019 by  
Bonnie Chan  
(bchan)
3. Nov 27, 2021 by  
Leszek Apouchtine  
(lapouchtine)

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

Banner Course Name: Organizational Behaviour

Subject Code: MGMT - Business Management

Course Number: 1005

Year of Study: **1st Year Post-secondary** ~~N/A~~

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 0-3

Bridge Course Level: 01

### Course Description:

This course focuses on individual, group, and organizational behaviour. The course is designed to help students develop an understanding of organizational behaviour theory as it applies in the business workplace. Students **will** learn skills and techniques to help organizations function more effectively and efficiently. **Students are encouraged to bring their diverse experiences and prior knowledge to the discussion of course concepts.**

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Evaluate the opportunities that change creates for organizational behaviour
CLO #2	<b>Explain Describe</b> factors that affect organizations <b>competing</b> in a global economy
<del>CLO #3</del>	<del>Evaluate a situation to determine if a person is acting ethically and professionally</del>
CLO #3 <del>#4</del>	<b>Recognize Describe</b> the <b>importance pillars</b> of <b>diversity morality</b> and <b>inclusion</b> <del>the part that empathy plays in an organization moral behaviour</del>
CLO #4 <del>#5</del>	Explain how personality <b>and attitude influence</b> <del>influences</del> behaviour in organizations
<del>CLO #6</del>	<del>Distinguish between organizational citizenship and deviant workplace behaviour</del>
CLO #5 <del>#7</del>	<b>Distinguish Demonstrate</b> motivational techniques <b>used within organizations</b> <del>with staff</del>
<del>CLO #8</del>	<del>Describe Bandura's social learning theory</del>
<del>CLO #9</del>	<del>Design an orientation program</del>
<del>CLO #10</del>	<del>Describe the psycho-physiology of the stress cycle</del>
CLO #6 <del>#11</del>	<b>Identify personal and organizational stressors and techniques to address them</b> <del>Handle personal stress in the workplace</del>
CLO #7 <del>#12</del>	<b>Examine the dynamics of group behaviour</b> <del>Follow a systematic decision-making model and demonstrate how participation can improve decision-making</del>
CLO #8 <del>#13</del>	<b>Explain organizational politics</b> <del>Describe</del> and <b>identify analyze</b> forms and sources of power in organizations

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

CLO #9 #14	<b>Use effective negotiation techniques for conflict resolution</b> <del>Explain organizational politics</del>
CLO #10 #15	<b>Identify different styles of leadership and their impact on organizational success</b> <del>Synthesize leadership research into key guidelines for leaders</del>
CLO #16	<del>Create a career/life plan that includes career anchors, multiple pathways, psychological contract, mentorship and maintenance plans</del>

Instructional

Strategies:

Interactive lectures, role plays, case studies, group discussions

## Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	15	
Exam	15	
Other	15	Group Project
Midterm Exam	20	
Other	10	Oral Presentation
Final Exam	25	

## Hours by Learning Environment Type

---

Total Hours 45

Lecture, Seminar, Online

45

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation



Practicum, Self-Paced, Individual Learning

Course Topics

**Course Topics:**

1. Organizational structure
2. Power and politics
3. **Strategies for effective leadership** ~~Technology and environment~~
4. **Motivational theories and techniques** ~~Strategies for effective leadership~~
5. **Diversity and inclusion** ~~Motivational theories and techniques~~
6. **Groups and teamwork** ~~Effect of personality, perception, values, attitudes and diversity on behaviour~~
7. **Perception, personality, values, attitudes and emotions** ~~Groups and teamwork~~
- ~~8. Perception, personality and emotions~~
9. Conflict and negotiation
- ~~10. Career planning~~

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

PCG

## Additional Information

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# Course Change Request

Date Submitted: 01/06/22 4:28 pm

Viewing: **MGMT 1006 : Fundamentals of Marketing**

Last approved: 11/27/21 4:23 am

Last edit: 01/18/22 3:49 pm

Changes proposed by: fbarillaro

Programs  
referencing this  
course

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

[120: Business and Project Management Post Degree Diploma](#)

Course Name:

Fundamentals of Marketing

Effective Date: September 2022

School/Centre: Hospitality, Food Studies & Applied Business

Department: Canadian Business Mgmt Diploma (4801)

Contact(s)

## In Workflow

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

## Approval Path

1. 01/06/22 5:10 pm  
Milagros Palacios  
Infantas  
(mpalaciosinfantas):  
Approved for 4801  
Leader
2. 01/07/22 10:57 am  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 01/25/22 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair
4. 01/25/22 11:15 am  
Darija Rabadzija  
(drabadzija):  
Rollback to  
Curriculum  
Committee Chair for  
Records
5. 01/25/22 11:26 am  
Darija Rabadzija  
(drabadzija):  
Approved for

## History

1. Apr 26, 2018 by  
Nicole Degagne  
(ndegagne)
2. Nov 27, 2021 by  
Leszek Apouchtine  
(lapouchtine)

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

Banner Course Name: Fundamentals of Marketing

Subject Code: MGMT - Business Management

Course Number: 1006

Year of Study: 1st Year Post-secondary

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 0-3

Bridge Course Level: 01

### Course Description:

This course engages students in a detailed study of basic marketing principles and ~~functions and~~ their application ~~in to~~ a variety of **local and global contexts**. ~~industry sectors~~. Students develop a conceptual understanding of strategic marketing planning, **including the effective use of the marketing mix (product, promotion, pricing, product development, positioning, and distribution)**. ~~pricing. All elements of the marketing mix, including communications channels and personal selling are examined. Current and emerging trends in social media marketing and the use of data analytics, their use and importance in business are discussed.~~

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 marketing terminology accurately and effectively
CLO #2	<b>Use different frameworks to perform</b> <del>Perform</del> a critical analysis of a marketing <b>situation</b> <del>situation;</del> <del>and a SWOT and product mix analysis to determine appropriate action</del>
<del>CLO #3</del>	<del>Prepare the basis for a marketing plan</del>
CLO #3 #4	Define market segments that have the most desirable potential for business
<del>CLO #5</del>	<del>Determine appropriate marketing mix, including product assessment, pricing strategy, communication strategies and distribution plan</del>
CLO #4 #6	<b>Use the</b> <del>Develop and present a full</del> marketing <b>mix to develop a marketing strategy plan</b>
<del>CLO #7</del>	<del>Develop a communication mix</del>
<del>CLO #8</del>	<del>Identify the benefits of various communication vehicles, including personal selling</del>
CLO #5 #9	Describe the relative strengths and weaknesses of <b>different elements within the marketing mix</b> <del>personal selling, public relations, publicity and advertising as they apply to various industry sectors</del>
CLO #6	<b>Discuss the importance of global marketing</b>
CLO #7	<b>List the basic elements involved in developing a global marketing mix</b>
CLO #8 #10	Apply ethical decision-making in marketing and publicity that considers sustainability issues
CLO #9 #11	<b>Identify emerging trends in marketing</b> <del>Analyze the use and importance of emerging trends in</del> <del>marketing including the use of social media and data analytics</del>

Instructional

Strategies:

Lectures, lab sessions, group discussions, case studies and presentations

## Evaluation and Grading

---

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	25	Marketing <b>Analysis Plan</b>
Project	15	Presentation
Exam	10	
Midterm Exam	15	
Final Exam	35	

## Hours by Learning Environment Type

---

Total Hours 45

Lecture, Seminar, Online

45

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

Practicum, Self-Paced, Individual  
Learning

Course Topics

### Course Topics:

**Role of marketing in strategic planning** ~~1.Introduction to marketing~~

**Marketing environment** ~~2.Service characteristics~~

**Marketing in a global context** ~~3.Role of marketing in strategic planning~~

**Services marketing** ~~4.Segmentation – targeting and positioning~~

**Course Topics:****Segmentation, targeting, and positioning** 5. Marketing environment**Consumer behaviour** 6. Marketing information systems**Pricing strategies** 7. Consumer markets and buying power**Marketing promotion** 8. Professional sales**Marketing channels and distribution** 9. Promoting products: promo and advertising**Marketing communications** 10. Promoting products: public relations and sales

11. Direct and online marketing

**Product characteristics and value propositions** 12. Using social media and data analytics in marketing

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

PCG

## Additional Information

---

Provide any additional information if necessary.

Supporting  
documentation:

Reviewer

Comments

# Course Change Request

Date Submitted: 01/06/22 4:27 pm

Viewing: **MGMT 1007 : Financial Accounting**

Last approved: 11/27/21 4:23 am

Last edit: 01/24/22 11:19 am

Changes proposed by: fbarillaro

Programs  
referencing this  
course

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

[146: Marketing Technology Diploma](#)

Course Name:

Financial Accounting

Effective Date: September 2022

School/Centre: Hospitality, Food Studies & Applied Business

Is this a non-credit course?

Department: Canadian Business Mgmt Diploma (4801)

Contact(s)

## In Workflow

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

## Approval Path

1. 01/06/22 6:11 pm  
Milagros Palacios  
Infantas  
(mpalaciosinfantas):  
Approved for 4801  
Leader
2. 01/07/22 10:56 am  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 01/25/22 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair
4. 01/25/22 11:15 am  
Darija Rabadzija  
(drabadzija):  
Rollback to  
Curriculum  
Committee Chair for  
Records
5. 01/25/22 11:26 am  
Darija Rabadzija  
(drabadzija):  
Approved for

## History

1. Apr 25, 2018 by  
Nicole Degagne  
(ndegagne)
2. Nov 28, 2019 by  
Bonnie Chan  
(bchan)
3. Nov 27, 2021 by  
Leszek Apouchtine  
(lapouchtine)

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

Banner Course Name: Financial Accounting

Subject Code: MGMT - Business Management

Course Number: 1007

Year of Study: **1st Year Post-secondary** ~~N/A~~

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 0-3

Bridge Course Level: 01

### Course Description:

This course introduces students to the basic terminology, concepts and principles of accounting **according to including** the **International Financial Reporting Standards (IFRS)**. ~~preparation, analysis and interpretation of financial statements.~~ Students work **through the** ~~through a~~ full accounting cycle **and prepare, analyze, and interpret financial statements.** ~~using accounting software.~~



Course Pre-Requisites (if applicable):

~~MGMT 1001~~

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PI AR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain the principles of accounting
CLO #2	Explain the importance of financial accounting in the <del>Canadian</del> business sector
CLO #3	Adjust accounts <b>in preparation of financial statements</b>
CLO #4	Apply the required steps in the accounting cycle
CLO #5	Distinguish between multiple-step and single-step income statements
CLO #6	Describe the relationship between income <b>statement, balance sheet, statement</b> and <b>cash flow statement balance-sheet</b>
CLO #7	Prepare, analyze and interpret financial statements
CLO #8	Explain the differences between a service enterprise and a merchandiser
<del>CLO #9</del>	<del>Describe accounting for merchandising operations in business</del>
CLO #9 <del>#10</del>	Explain the basis for accounting for inventories and inventory cost-flow methods
<del>CLO #11</del>	<del>Interpret inventory turnover</del>
CLO #10 <del>#12</del>	Apply the principles of internal control <b>and cash management</b>
<del>CLO #13</del>	<del>Apply the principles of internal control for payroll</del>
CLO #11 <del>#14</del>	<b>Describe accounting for fixed assets, receivables, and payables</b> <del>Identify the different types of receivables and their values</del>

Instructional

Strategies:

Lectures and lab work, demonstrations, case studies, ~~finance software~~, self-study (research).

## Evaluation and Grading

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

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	5	group assignments
Project	5	group project
Project	5	Moodle activities
Quizzes/Tests	40	
Midterm Exam	25	
Final Exam	20	

## Hours by Learning Environment Type

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Total Hours 45

Lecture, Seminar, Online

45

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

Practicum, Self-Paced, Individual  
Learning

Course Topics

### Course Topics:

1. Basic concepts of accounting

2. Analyzing transactions, accounting equation

~~3. Analysis by building tabular summaries~~

**Course Topics:**

- 3.** ~~4.~~Preparation of financial statements
- 4.** ~~5.~~Preparation of general journals, T-Accounts, account ledgers, trial balance
- 5.** ~~6.~~Adjustments, preparation of an adjusted trial balance
- 6. Fixed assets, receivables, payables** ~~7.Preparation of worksheets~~
- 7.** ~~8.~~Horizontal and vertical analysis, ratio analysis
- 8.** ~~9.~~Accounting for merchandising operations in business
- 9. Cash management and cash flow statement** ~~10.Accounting cycle for merchandisers~~
- ~~11.Payroll accounting~~
- 10. Accounting for equity**

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

PCG

Provide a rationale  
for this proposal:

# Course Change Request

Date Submitted: 01/06/22 4:40 pm

Viewing: **MGMT 1010 : Bus. Sustainability & Ethics**

Last approved: 11/27/21 4:23 am

Last edit: 01/18/22 3:49 pm

Changes proposed by: fbarillaro

Programs  
referencing this  
course

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

[146: Marketing Technology Diploma](#)

Course Name:

Business Sustainability and Ethics

Effective Date:

September 2022

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Canadian Business Mgmt Diploma (4801)

Contact(s)

## In Workflow

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

## Approval Path

1. 01/06/22 6:12 pm  
Milagros Palacios  
Infantas  
(mpalaciosinfantas):  
Approved for 4801  
Leader
2. 01/07/22 10:55 am  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 01/25/22 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair
4. 01/25/22 11:15 am  
Darija Rabadzija  
(drabadzija):  
Rollback to  
Curriculum  
Committee Chair for  
Records
5. 01/25/22 11:26 am  
Darija Rabadzija  
(drabadzija):  
Approved for

## History

1. Apr 25, 2018 by  
Nicole Degagne  
(ndegagne)
2. Sep 27, 2019 by  
Nicole Degagne  
(ndegagne)
3. Nov 27, 2021 by  
Leszek Apouchtine  
(lapouchtine)

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

Banner Course Name: Bus. Sustainability & Ethics

Subject Code: MGMT - Business Management

Course Number: 1010

Year of Study: **1st Year Post-secondary** ~~N/A~~

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 0-3

Bridge Course Level: 01

### Course Description:

This course focuses on the relationship between business, sustainability and ethics. The course will introduce concepts relating to business sustainability, including systems thinking, complexity and resilience, corporate responsibility, Indigenous business relations, **workplace diversity**, **material** and **energy flows and transformations**, economic and market mechanisms. The course also explores the relationship between business and society, and examines the moral and ethical challenges faced by various business stakeholders including the Indigenous community. Students will be encouraged to examine their own personal ethics and think critically about the application of sustainable / ethical concepts and theories to **authentic** Canadian

**and global** business cases. **Students will also be encouraged to draw from their diverse backgrounds when discussing course concepts.**

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Explain what it means to be a sustainable and ethical business and the relationship of profitability to sustainability and ethics
CLO #2	Recognize the barriers that businesses can encounter in adopting sustainable and ethical practices
CLO #3	Explain how sustainable and ethical business practice can be a source of competitive advantage
CLO #4	Discuss the key interrelationships among human, earth, and natural systems and why these are important
CLO #5	Explain how public policies and government influence markets <b>and interactions between international businesses</b>
CLO #6	Identify ways that different stakeholders can influence the operating context of businesses
CLO #7	Explain the moral and ethical issues that arise in <b>business Canadian Business</b>
CLO #8	Develop an awareness of their own code of ethics
CLO #9	Describe the consultation process required with Indigenous communities impacted by business or resource development
CLO #10	Explain green marketing strategy and how to best incorporate a green strategy into a company's vision
CLO #11	Describe how operations management that incorporates sustainability principles can reduce costs and improve profits
CLO #12	Explain socially responsible investing (SRI) and its relationship to sustainability

Instructional

Strategies:

Lectures, presentations, assigned readings, discussions, case studies, field trips, guest speakers.

## Evaluation and Grading

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

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	20	
Participation	10	
Other	10	Group Project
Project	30	Business Case Study
Final Exam	30	

## Hours by Learning Environment Type

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Total Hours 45

Lecture, Seminar, Online

45

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

Practicum, Self-Paced, Individual  
Learning

Course Topics

### Course Topics:

1. The Relationship between Business and Society
2. Sustainable Business Core Concepts and Frameworks
3. Ethics of Business: The Theoretical Basis
4. The Science of Sustainability and Ethics in Business

**Course Topics:**

5. Government, Public Policy, and Sustainable Business
6. Corporate Social Responsibility: Concepts and Practice
7. Sustainable Business Marketing, Entrepreneurship and Investing
8. Sustainability and Ethical considerations for business and resource development in indigenous communities
9. Sustainable Supply Chain Management and Operations Management
10. Ethics and Responsibilities in the Workplace and Marketplace

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

## Rationale and Consultations

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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

PCG

## Additional Information

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Provide any additional information if necessary.

Supporting  
documentation:

Reviewer

Comments

Darija Rabadzija (drabadzija) (01/25/22 11:15 am): Rollback: rollback

## Marketing Information

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# Course Change Request

Date Submitted: 01/06/22 4:31 pm

Viewing: **MGMT 1011 : Information Technology**

## Mgmt

Last approved: 11/27/21 4:23 am

Last edit: 01/06/22 4:31 pm

Changes proposed by: fbarillaro

Programs  
referencing this  
course

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

[146: Marketing Technology Diploma](#)

Course Name:

Information Technology Management

Effective Date:

September 2022

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Department of Project Management (4811)

Contact(s)

### In Workflow

1. **4811 Leader**
2. **SHP Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

### Approval Path

1. 01/11/22 9:51 am  
Mehran Jamshidi  
(mjamshidi):  
Approved for 4811  
Leader
2. 01/11/22 11:12 am  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 01/25/22 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair
4. 01/25/22 11:15 am  
Darija Rabadzija  
(drabadzija):  
Rollback to  
Curriculum  
Committee Chair for  
Records
5. 01/25/22 11:26 am  
Darija Rabadzija  
(drabadzija):  
Approved for

### History

1. Feb 1, 2019 by Al Petrone (apetrone)
2. Jul 25, 2019 by Nicole Degagne (ndegagne)
3. Nov 27, 2021 by Leszek Apouchtine (lapouchtine)

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

Banner Course Name: Information Technology Mgmt

Subject Code: MGMT - Business Management

Course Number: 1011

Year of Study: 1st Year Post-secondary

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 0-3

Bridge Course Level: 01

#### Course Description:

This course introduces students to the principles of information technology management. Students learn how information technology contributes to the achievement of organizational goals.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Demonstrate how the use of IT supports and enables organizational goals
CLO #2	Assess and mitigate organizational IT security concerns <b>in a global context</b>
CLO #3	Explain how data analytics are used to provide actionable business intelligence
CLO #4	<b>Explain alternative software project implementation processes</b> <del>Evaluate different internet marketing options and strategies</del>
CLO #5	Explain the importance and use of database technologies, such as <b>Enterprise Resource Planning (ERP)</b> <del>ERP</del> and <b>Customer Relationship Management (CRM)</b> <del>CRM</del> systems
CLO #6	Contribute to the planning of organizational IT strategies

Instructional

Strategies:

lectures, group discussions, case study analyses

## Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	
Project	25	
Assignments	20	
Midterm Exam	20	
Final Exam	25	

## Hours by Learning Environment Type

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Total Hours 45

Lecture, Seminar, Online

45

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

Practicum, Self-Paced, Individual  
Learning

Course Topics

### Course Topics:

1. Introduction to Information Technology
2. Data Governance and Management
3. Emerging Technologies
4. Enterprise-Wide and Inter-Enterprise Systems
5. Cybersecurity and Risk Management
6. IT, E-Commerce, and Marketing
7. IT and Innovation
8. Strategic Technology and Business Systems
9. Customer Relationship Management
10. Data Analytics and Business Management
11. Vendor Management
12. Project Management

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

## Rationale and Consultations

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# Course Change Request

Date Submitted: 01/07/22 10:22 am

Viewing: **MGMT 1019 : Intro to the Prep for CDN Workplace ±**

Last approved: 07/26/19 4:33 am

Last edit: 01/24/22 11:20 am

Changes proposed by: fbarillaro

Programs  
referencing this  
course

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

Course Name:

**Introduction to Preparation for the Canadian Workplace ±**

Effective Date: September 2022

School/Centre: Hospitality, Food Studies & Applied Business

Department: Canadian Business Mgmt Diploma (4801)

Contact(s)

## In Workflow

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

## Approval Path

1. 01/06/22 5:35 pm  
Darija Rabadzija (drabadzija):  
Rollback to Initiator
2. 01/07/22 10:27 am  
Milagros Palacios Infantas (mpalaciosinfantas):  
Approved for 4801 Leader
3. 01/07/22 10:54 am  
Dennis Innes (dinnnes): Approved for SHP Dean
4. 01/25/22 10:29 am  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair
5. 01/25/22 11:15 am  
Darija Rabadzija (drabadzija):  
Rollback to Curriculum Committee Chair for Records

86  
6. 01/25/22 11:26 am  
Darija Rabadzija  
(drabadzija):  
Approved for  
Curriculum  
Committee Chair

### History

1. Jul 26, 2019 by Joel  
Rivera (jrivera)

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

Banner Course Name: **Intro to the Prep for** CDN Workplace ±

Subject Code: MGMT - Business Management

Course Number 1019

Year of Study **1st Year Post-secondary** N/A

Credits: 3

Bridge College Code VO

Bridge Billing Hours 0-3

Bridge Course Level 01

#### Course Description:

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

#### Course Pre-Requisites (if applicable):

**MGMT 1003, MGMT 1004.** ~~Completion of all courses in the first term of the Post-Degree Diploma in Canadian Business Management. TERM 1 - MGMT 1001 Business Mathematics - MGMT 1002 The Canadian Economy - MGMT 1003 Principles of Management - MGMT 1004 Communications in the Canadian Workplace - MGMT 1007 Financial Accounting~~

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Recognize recruitment processes used in the Canadian workplace
CLO #2	Demonstrate effective communication skills required for success in the Canadian workplace
CLO #3	Demonstrate professionalism <del>in the learning environment</del>
CLO #4	Discuss cultural differences and similarities in workplace attitudes, beliefs and values
CLO #5	Identify career <del>goals plans</del> and <del>design a career plan goals</del>
CLO #6	Identify specific employability requirements related to career paths
CLO #7	Develop a professional online presence
<b>CLO #8</b>	<b>Identify how networking can support their career goals</b>

Instructional

Strategies:

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

## Evaluation and Grading

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

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	10	Assignment 1: Resume & Cover Letter Writing (as per rubric)
Assignments	25	Assignment 2: Communication Skills (as per rubric)

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

### Hours by Learning Environment Type

---

Total Hours 45

Lecture, Seminar, Online

45

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

Practicum, Self-Paced, Individual  
Learning

Course Topics

#### Course Topics:

Career Plans & Goals

Resume & Cover Letters ~~for Entry-level Jobs~~

**Online Branding and Social Presence** ~~Online Profiles~~

~~Social Presence~~

Interview Techniques and **Recruitment** Processes

Cultural **Differences within differences in** the **Community and Canadian** Workplace

Communication Skills

**Intercultural Sociocultural** Competencies

Networking



**Course Topics:**

Professionalism &amp; Business Etiquette

Employability 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

PCG

Provide a rationale  
for this proposal:

Are there any

## Additional Information

---

Provide any additional information if necessary.

Supporting  
documentation:

Reviewer

Comments

**Darija Rabadzija (drabadzija) (01/06/22 5:35 pm):** Rollback: rollback

**Darija Rabadzija (drabadzija) (01/25/22 11:15 am):** Rollback: rollback

## Marketing Information

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# Course Change Request

## New Course Proposal

Date Submitted: 01/06/22 4:34 pm

Viewing: **MGMT 2010 : Fundamentals of Business Law**

Last edit: 01/18/22 5:13 pm

Changes proposed by: fbarillaro

Programs  
referencing this  
course

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

Course Name:

Fundamentals of Business Law

Effective Date:

September 2022

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Canadian Business Mgmt Diploma (4801)

Contact(s)

### In Workflow

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

### Approval Path

1. 01/06/22 6:21 pm  
Milagros Palacios  
Infantas  
(mpalaciosinfantas):  
Approved for 4801  
Leader
2. 01/07/22 10:53 am  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 01/25/22 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair

Name	E-mail	Phone/Ext.
Dennis Innes	dinnes@vcc.ca	8396

Banner Course  
Name:

Fundamentals of Business Law

Subject Code:

MGMT - Business Management

Course Number

2010

Year of Study            2nd Year Post-secondary

Credits:                    3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

**Course Description:**

This course will expose students to the fundamental components of business law. The course examines the legal principles pertaining to business such as torts, negligence, business ownership, Indigenous business law, personal, real, and intellectual property and electronic commerce. Case decisions will be examined to help students develop an appreciation of how the Canadian legal system works in actual practice.

**Course Pre-Requisites (if applicable):**

**Course Co-requisites (if applicable):**

**PLAR (Prior Learning Assessment & Recognition)**

No

**Course Learning**

**Outcomes (CLO):**

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Discuss the fundamentals of business law by summarizing, analyzing and presenting legal arguments and conclusions.
CLO #2	Differentiate the types and sources of law and how they are applied in a business context.
CLO #3	Explain the function and use of alternative methods for resolving disputes.
CLO #4	Assess the legal risks of various business operations and choose the best course of action for protection against liability.
CLO #5	Describe various torts and how they impact businesses.
CLO #6	Explain the principles affecting contract law and contractual relationships.
CLO #7	Describe the forms of Canadian business organizations and the advantages and disadvantages of each.

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

CLO #8	Distinguish between intellectual property and other kinds of property.
CLO #9	Describe the nature of electronic commerce and its impact on business.

Instructional

Strategies:

Interactive lectures, group discussion, case analysis

## Evaluation and Grading

---

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	15	News story: summary and commentary on legal issues
Assignments	15	Operating a business: legal implications
Project	20	Comparative case study analysis
Midterm Exam	20	
Final Exam	20	
Participation	10	Preparation for class, active discussion, participation during class

## Hours by Learning Environment Type

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Total Hours                      45

Lecture, Seminar, Online

45

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

0

Practicum, Self-Paced, Individual  
Learning

## Course Topics

**Course Topics:**

The Canadian Legal System

Alternatives to Litigation

Torts, Negligence and Liability

Elements of a Contract

The Legal Implications of Operating a Business

Legal Aspects of Indigenous Business Development

Personal, Real, and Intellectual Property

Consumer Protection

Electronic Commerce

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

PCG

## Additional Information

---

Provide any additional information if necessary.

# Course Change Request

Date Submitted: 01/06/22 4:35 pm

Viewing: **MGMT 2012 : Human Resources Mgmt.**

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

Last edit: 01/18/22 3:50 pm

Changes proposed by: fbarillaro

Programs  
referencing this  
course

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

Course Name:

Human Resources Management

Effective Date:

September 2022

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Canadian Business Mgmt Diploma (4801)

Contact(s)

## In Workflow

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

## Approval Path

1. 01/06/22 6:15 pm  
Milagros Palacios  
Infantas  
(mpalaciosinfantas):  
Approved for 4801  
Leader
2. 01/07/22 10:52 am  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 01/25/22 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair
4. 01/25/22 11:16 am  
Darija Rabadzija  
(drabadzija):  
Rollback to  
Curriculum  
Committee Chair for  
Records
5. 01/25/22 11:26 am  
Darija Rabadzija  
(drabadzija):  
Approved for

## History

1. Apr 26, 2018 by  
Nicole Degagne  
(ndegagne)
2. Sep 27, 2019 by  
Nicole Degagne  
(ndegagne)
3. Nov 10, 2021 by  
Nicole Degagne  
(ndegagne)

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

Banner Course Name: Human Resources Mgmt.

Subject Code: MGMT - Business Management

Course Number: 2012

Year of Study: **2nd Year Post-secondary** ~~N/A~~

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 0-3

Bridge Course Level: 01

### Course Description:

This course introduces students to human resources theory and practice and focuses on the critical issues that concern managers in business organizations, including employee relations, recruiting and selection, employment standards and challenges and trends in the workplace.

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:
<del>CLO #1</del>	<del>Describe the employee recruitment process.</del>
CLO #1 #2	Analyze the processes, programs and systems in an organization that focus on the effective <b>acquisition, deployment, deployment</b> and development of its employees.
CLO #2 #3	Describe the alignment of business strategy and human resource management strategy.
CLO #3 #4	Describe the legal framework of HRM and types of employment law in <b>Canada, including statutory rights, contractual rights, due process and legal implications of those rights. Canada:</b>
<del>CLO #5</del>	<del>Describe statutory rights, contractual rights, due process and legal implications of those rights.</del>
<del>CLO #6</del>	<del>Outline the manager's role in creating a work environment that is free from harassment/discrimination.</del>
CLO #4 #7	Describe work environments that increase employee contributions, <b>performance</b> , engagement and motivation.
<del>CLO #8</del>	<del>Describe the steps required in a progressive disciplinary process.</del>
CLO #5 #9	Describe the legal responsibilities of managers and supervisors to create <b>a safe and healthy workplace, including a work environment that is free from discrimination and harassment.</b> <del>workplace.</del>
CLO #6 #10	Explain a proactive strategic approach to improving <b>organizational employee</b> health and <b>safety and promoting diversity and inclusion. safety.</b>
CLO #7 #11	Explain how to work effectively with unions.



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

CLO #8  
#12 Evaluate the effectiveness of line management's ownership of HRM processes, programs and an systems.

CLO #9  
#13 Apply theories in ethics and moral development which are relevant to the business community.

Instructional

Strategies:

Lectures, role plays, case studies, group discussions and projects

## Evaluation and Grading

---

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	Journal critiques
Participation	15	Attendance and class participation
Exam	20	
Other	10	Annotated bibliography
Final Exam	25	

## Hours by Learning Environment Type

---

Total Hours 45

Lecture, Seminar, Online

45

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

Practicum, Self-Paced, Individual  
Learning

**Course Topics:**

1. Scope of human resources in business organizations
2. Group dynamics
3. Ethics, morals, professionalism in business
4. Employment standards
5. Diversity
6. Recruitment, job specifications appraisals
7. Employee handbooks, orientations
8. **Global human resources management**
9. ~~Manager's role in creating a safe work environment~~
9. Conflict management
10. Health and safety
11. Legal aspects of human resources work
12. Designing job descriptions
13. Working effectively with unions

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

PCG

## Additional Information

---

Provide any additional information if necessary.

# Course Change Request

Date Submitted: 01/06/22 4:37 pm

Viewing: **MGMT 2013 : Mgmt. Skills for Supervisors**

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

Last edit: 01/18/22 3:50 pm

Changes proposed by: fbarillaro

Programs  
referencing this  
course

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

Course Name:

Management Skills for Supervisors

Effective Date: September 2022

School/Centre: Hospitality, Food Studies & Applied Business

Department: Canadian Business Mgmt Diploma (4801)

Contact(s)

## In Workflow

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

## Approval Path

1. 01/06/22 6:14 pm  
Milagros Palacios  
Infantas  
(mpalaciosinfantas):  
Approved for 4801  
Leader
2. 01/07/22 10:50 am  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 01/25/22 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair
4. 01/25/22 11:16 am  
Darija Rabadzija  
(drabadzija):  
Rollback to  
Curriculum  
Committee Chair for  
Records
5. 01/25/22 11:26 am  
Darija Rabadzija  
(drabadzija):  
Approved for

## History

1. Apr 25, 2018 by  
Nicole Degagne  
(ndegagne)
2. Oct 1, 2019 by  
Nicole Degagne  
(ndegagne)
3. Nov 10, 2021 by  
Nicole Degagne  
(ndegagne)

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

Banner Course Name: Mgmt. Skills for Supervisors

Subject Code: MGMT - Business Management

Course Number: 2013

Year of Study: **2nd Year Post-secondary** ~~N/A~~

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 0-3

Bridge Course Level: 01

### Course Description:

This course describes the business management skills needed by supervisors and leaders and explains a learning model for developing such skills. The course is designed to enable students to realize the importance of managerial and leadership skills, and to help them apply these skills effectively in the dynamic and challenging environment of today's business workplace.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Develop self awareness and recognize their own cognitive style
CLO #2	Define emotional intelligence and recognize its importance in building managerial relationships
CLO #3	Adopt strategies for reducing personal stress
CLO #4	Increase proficiency and creativity in problem solving
CLO #5	Develop effective and persuasive communication skills <b>and strategies for effectively managing conflict as supervisors</b>
<del>CLO #6</del>	<del>Develop strategies for effectively managing conflict</del>
CLO #6 #7	Improve relationships by using personal management interviews
CLO #7 #8	Enhance the work-related abilities of others in managerial organizations
CLO #8 #9	Facilitate a motivating work environment as supervisors
CLO #9 #10	<b>Identify the relationship between power and authority</b> <del>Utilize appropriate conflict management strategies</del>
CLO #10 #11	Recognize when to delegate tasks in an organization
CLO #11 #12	Participate as an effective team member and facilitate team leadership

Instructional

Strategies:

Lectures, case studies, group presentations, role playing

## Evaluation and Grading

---

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

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	
Midterm Exam	20	
Assignments	20	
Project	20	group project
Final Exam	30	

## Hours by Learning Environment Type

---

Total Hours 45

Lecture, Seminar, Online

45

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

Practicum, Self-Paced, Individual  
Learning

Course Topics

**Course Topics:**

**Course Topics:**

1. Developing Self Awareness
2. Managing Personal Stress
3. Solving Problems Analytically and Creatively
4. Building Relationships by Communicating Supportively
5. Gaining Power and Influence
6. Motivating Others
7. Managing Conflict
8. Empowering and Delegating
9. Building Effective Teams and Teamwork
10. Leading **Positive** ~~positive~~ Change

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

PCG

## Additional Information

---

Provide any additional information if necessary.

Supporting  
documentation:

Reviewer

Comments

**Darija Rabadzija (drabadzija) (01/25/22 11:16 am):** Rollback: rollback

# Course Change Request

Date Submitted: 01/06/22 4:32 pm

Viewing: **MGMT 2014 : Financial Management**

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

Last edit: 01/24/22 11:21 am

Changes proposed by: fbarillaro

Programs  
referencing this  
course

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

[149: Accounting Diploma](#)

Course Name:

Financial Management

Effective Date: September 2022

School/Centre: Hospitality, Food Studies & Applied Business

Department: Canadian Business Mgmt Diploma (4801)

Contact(s)

## In Workflow

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

## Approval Path

1. 01/06/22 6:13 pm  
Milagros Palacios  
Infantas  
(mpalaciosinfantas):  
Approved for 4801  
Leader
2. 01/07/22 10:49 am  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 01/25/22 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair
4. 01/25/22 11:16 am  
Darija Rabadzija  
(drabadzija):  
Rollback to  
Curriculum  
Committee Chair for  
Records
5. 01/25/22 11:26 am  
Darija Rabadzija  
(drabadzija):  
Approved for



## History

1. Apr 25, 2018 by  
Nicole Degagne  
(ndegagne)
2. Nov 28, 2019 by  
Bonnie Chan  
(bchan)
3. Nov 10, 2021 by  
Nicole Degagne  
(ndegagne)

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

Banner Course Name: Financial Management

Subject Code: MGMT - Business Management

Course Number: 2014

Year of Study: **2nd Year Post-secondary** ~~N/A~~

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 0-3

Bridge Course Level: 01

### Course Description:

In this course students develop an understanding of how business organizations use **discounted cash flow analysis and** financial management **techniques** to manage their **day-to-day operations** ~~operating and fixed costs~~ and **make capital investment decisions**. ~~provide funding for them with a combination of debt and equity financing~~. Course topics include financial statement analysis, ~~cost-benefit analysis~~, capital **investment decisions, risk and return, investment**, cost of capital, capital **budgeting, Time Value of Money (TVM), and debt and equity valuation**. ~~budgeting and managing shareholder value~~.

Course Pre-Requisites (if applicable):

**MGMT 1001.**

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Explain the purpose of financial management in a business operation
CLO #2	Analyze financial statements for evaluation and forecasting purposes
<del>CLO #3</del>	<del>Describe how Cost-Benefit Analysis (CBA), is used for the management of working capital</del>
CLO #3 <del>#4</del>	Apply the basic techniques of Time-Value-of-Money ( <b>TVM</b> ) ( <del>TVM</del> ), <b>capital budgeting and financial forecasting</b> to financial decisions
CLO #4 <del>#5</del>	Explain the relationship between risk and return and the reduction of risk through diversification
CLO #5 <del>#6</del>	Calculate and apply the correct cost of capital in business decision-making
<del>CLO #7</del>	<del>Demonstrate how Canada's capital markets affect a company's ability to raise capital funds.</del>
CLO #6 <del>#8</del>	Identify and evaluate major capital spending decisions for a business <b>using capital budgeting techniques</b>
CLO #7 <del>#9</del>	Explain the approaches used to measure and manage shareholder <b>and debtholder</b> value in a business
<del>CLO #10</del>	<del>Describe the effects of mergers and acquisitions on a business, its' shareholders and the general public</del>

Instructional

Strategies:

Lectures, lab work, Demonstrations and Case Studies

## Evaluation and Grading

---

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

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	
Assignments	30	
Midterm Exam	25	
Final Exam	35	

## Hours by Learning Environment Type

---

Total Hours 45

Lecture, Seminar, Online

45

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

Practicum, Self-Paced, Individual  
Learning

Course Topics

**Course Topics:**

**Course Topics:**

1. The Role and Purpose of Financial Management
2. Analyzing Financial Statements
3. ~~Cost-Benefit Analysis(CBA)~~
4. ~~Time-Value-of-Money (TVM)~~
4. (TVM)
- 5: ~~Capital Investment~~
- 6: Sources **and Uses** of **Funds**
5. ~~Funds~~
- 7: Cost of **Capital**
6. ~~Capital~~
- 8: **Capital Budgeting/Capital Investment Decisions**
7. ~~Capital Budgeting~~
9. ~~Measuring and Managing Shareholder Value~~
- 10: ~~Debt Mergers, Acquisitions,~~ and **Equity** Valuation **of Shares**

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

PCG

Provide

### Additional Information

---

Provide any additional information if necessary.

# Course Change Request

Date Submitted: 01/06/22 4:38 pm

Viewing: **MGMT 2015 : Entrepreneurship**

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

Last edit: 01/18/22 3:51 pm

Changes proposed by: fbarillaro

Programs  
referencing this  
course

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

Course Name:

Entrepreneurship

Effective Date:

September 2022

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Canadian Business Mgmt Diploma (4801)

Contact(s)

## In Workflow

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

## Approval Path

1. 01/06/22 6:09 pm  
Milagros Palacios  
Infantas  
(mpalaciosinfantas):  
Approved for 4801  
Leader
2. 01/07/22 10:48 am  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 01/25/22 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair
4. 01/25/22 11:16 am  
Darija Rabadzija  
(drabadzija):  
Rollback to  
Curriculum  
Committee Chair for  
Records
5. 01/25/22 11:26 am  
Darija Rabadzija  
(drabadzija):  
Approved for

## History

1. Apr 25, 2018 by  
Nicole Degagne  
(ndegagne)
2. Sep 27, 2019 by  
Nicole Degagne  
(ndegagne)
3. Nov 10, 2021 by  
Nicole Degagne  
(ndegagne)

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

Banner Course Name: Entrepreneurship

Subject Code: MGMT - Business Management

Course Number: 2015

Year of Study: **2nd Year Post-secondary** ~~N/A~~

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 0-3

Bridge Course Level: 01

### Course Description:

This course introduces students to entrepreneurship and innovation. This course employs a clear and informative how-to-approach to the challenging process of designing, launching and running a new business in today's dynamic business environment. This course also explores the issues, and implications of Social Entrepreneurship and the innovative strategies used by Indigenous **entrepreneurs**. ~~entrepreneurs in the Canadian marketplace.~~

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment &amp; Recognition)

No

Course Learning

Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Describe eight major domains of a company's external environment
CLO #2	Contrast the differences between management and entrepreneurship
CLO #3	Develop a model for corporate entrepreneurship
CLO #4	Express appreciation for the entrepreneurial process in both a private enterprise and nonprofit context
CLO #5	Define the areas in which people are creative at work, and plan ways to cultivate these characteristics in the work environment
<del>CLO #6</del>	<del>Explain the key elements of the Human Resource Management (HRM) system to create an entrepreneurial environment</del>
CLO #6 <del>#7</del>	Relate corporate entrepreneurship to corporate strategy and success
CLO #7 <del>#8</del>	Explain how to structure a company for entrepreneurship
CLO #8 <del>#9</del>	Develop a vision of an entrepreneurial culture for an organization
CLO #9 <del>#10</del>	Explain the constraints on entrepreneurial performance, and the characteristics of leading entrepreneurial organizations
<del>CLO #11</del>	<del>Assess corporate entrepreneurial performance</del>
CLO #10 <del>#12</del>	Describe the innovative strategies used by Indigenous entrepreneurs <del>in the Canadian marketplace</del>

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

CLO #11 #13	Describe methods <b>to assess, control, for control</b> and <b>sustain sustaining</b> entrepreneurial performance
CLO #12 #14	Examine diverse approaches to Social <b>Entrepreneurship, and discuss the current opportunities, challenges and implications</b> <b>Entrepreneurship</b>
CLO #15	<del>Discuss the current opportunities, challenges and implications around Social entrepreneurship</del>

Instructional

Strategies:

Project-based learning, case studies, individual work

## Evaluation and Grading

---

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

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	5	
Midterm Exam	20	
Final Exam	20	
Assignments	10	
Project	10	Social Entrepreneurship briefing paper
Project	35	Entrepreneurial culture project

## Hours by Learning Environment Type

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Total Hours 45

Lecture, Seminar, Online

45

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation



## Course Topics

### Course Topics:

1. The new entrepreneurial imperative
2. The unique nature of corporate entrepreneurship
3. Levels of entrepreneurship in organizations and entrepreneurial intensity
4. The forms of corporate entrepreneurship
5. Entrepreneurship in other contexts: nonprofit and government organizations
6. Human resources in the entrepreneurial organization: the creative individual
7. Human resources in the entrepreneurial organization: the organizational perspective
8. Corporate strategy and entrepreneurship
9. Structuring the company for entrepreneurship
10. Developing **an and** entrepreneurial culture
11. Constraints on entrepreneurial performance
12. Leading the entrepreneurial organization
13. Assessing corporate entrepreneurial performance
14. **Indigenous entrepreneurship**
15. ~~Indigenous entrepreneurship in the Canadian marketplace~~
15. Control and entrepreneurial activity
16. Sustaining entrepreneurial performance
17. Social entrepreneurship

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

PCG

# Course Change Request

Date Submitted: 01/07/22 10:24 am

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

Last approved: 07/25/19 4:42 am

Last edit: 01/24/22 11:22 am

Changes proposed by: fbarillaro

Programs  
referencing this  
course

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

Course Name:

Preparation for the Canadian Workplace 2

Effective Date: September 2022

School/Centre: Hospitality, Food Studies & Applied Business

Department: Canadian Business Mgmt Diploma (4801)

Contact(s)

## In Workflow

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

## Approval Path

1. 01/06/22 5:35 pm  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
2. 01/07/22 10:30 am  
Milagros Palacios  
Infantas  
(mpalaciosinfantas):  
Approved for 4801  
Leader
3. 01/07/22 10:47 am  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
4. 01/25/22 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair
5. 01/25/22 11:16 am  
Darija Rabadzija  
(drabadzija):  
Rollback to  
Curriculum  
Committee Chair for  
Records

6. 01/25/22 11:26 am

Darija Rabadzija  
(drabadzija):  
Approved for  
Curriculum  
Committee Chair

### History

1. Apr 25, 2018 by Nicole Degagne (ndegagne)
2. Jul 25, 2019 by Joel Rivera (jrivera)

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

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

Subject Code: MGMT - Business Management

Course Number: 2019

Year of Study: **2nd Year Post-secondary** ~~N/A~~

Credits: 1.5

Bridge College Code: VO

Bridge Billing Hours: 0-1.5

Bridge Course Level: 01

### Course Description:

This course provides students with the opportunity to **further** develop the knowledge, skills and abilities ~~(KSAs)~~ required for a successful **practicum in the Canadian workplace. practicum.** It also provides students with the opportunity for long-range career planning and goal **setting. setting in the Canadian workplace.**

Course Pre-Requisites (if applicable):

**MGMT 1019.** Completion of all courses in the first two terms of the Post-Degree Diploma in Canadian Business Management. ~~TERM 2 – MGMT 1005 Organizational Behaviour – MGMT 1006 Fundamentals of Marketing – MGMT 1009 Business Statistics – MGMT 1011 Information Technology Management – MGMT 1019 Preparation for Canadian Workplace 1 – MGMT 2014 Financial Management TERM 1 – MGMT 1001 Business Math – MGMT 1002 The Canadian Economy – MGMT 1003 Principles of Management – MGMT 1004 Communications in the Canadian Workplace – MGMT 1007 Financial Accounting~~

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Refine career plan and goals
CLO #2	Demonstrate job search techniques to meet career plan
CLO #3	Produce business correspondence related to job application and recruitment processes in the Canadian workplace
CLO #4	Demonstrate effective leadership communication skills required for success in the Canadian workplace
CLO #5	Identify career pathways in industry sectors within the Canadian business market
CLO #6	Develop a professional presence through networking and social media

Instructional

Strategies:

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

## Evaluation and Grading

---

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	15	Assignment 1: Career Planning & Goal Setting (as per rubric)
Assignments	20	Assignment 2: Job search techniques and identifying career pathways (as per rubric)
Assignments	20	Assignment 3: Communicating as a Business Professional in the recruitment lifecycle (as per rubric)
Assignments	15	Assignment 4: Networking Assignment (as per rubric)
Assignments	30	Assignment 5: Communication Skills, critique and reflection (as per rubric)

### Hours by Learning Environment Type

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Total Hours                    24

Lecture, Seminar, Online

24

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

Practicum, Self-Paced, Individual  
Learning

Course Topics

#### Course Topics:

Career Planning & Goal Setting

Job Search Techniques

Resume & Cover Letter Development for Business Professionals

Understanding Career Pathways in the Canadian Business Market

Developing a Career Network and Professional Social Presence

Professionalism

**Course Topics:**

Emotional Intelligence

Essential Skills

Communication Skills

Sociocultural Competencies

Conflict Resolution

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

PCG

## Additional Information

---

Provide any additional information if necessary.

Supporting  
documentation:

Reviewer

Comments

**Darija Rabadzija (drabadzija) (01/06/22 5:35 pm):** Rollback: rollback

**Darija Rabadzija (drabadzija) (01/25/22 11:16 am):** Rollback: rollback

## Marketing Information

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# Course Change Request

Date Submitted: 01/07/22 10:26 am

Viewing: **MGMT 2020 : Workplace Practicum**

Last approved: 03/11/20 4:03 am

Last edit: 01/25/22 9:58 am

Changes proposed by: fbarillaro

Programs  
referencing this  
course

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

Course Name:

Workplace Practicum

Effective Date: September 2022

School/Centre: Hospitality, Food Studies & Applied Business

Department: Canadian Business Mgmt Diploma (4801)

Contact(s)

## In Workflow

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

## Approval Path

1. 01/07/22 10:32 am  
Milagros Palacios  
Infantas  
(mpalaciosinfantas):  
Approved for 4801  
Leader
2. 01/07/22 10:47 am  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 01/25/22 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair
4. 01/25/22 11:16 am  
Darija Rabadzija  
(drabadzija):  
Rollback to  
Curriculum  
Committee Chair for  
Records
5. 01/25/22 11:26 am  
Darija Rabadzija  
(drabadzija):  
Approved for

## History

1. Jul 4, 2018 by Nicole Degagne (ndegagne)
2. Jul 23, 2019 by Joel Rivera (jrivers)
3. Mar 11, 2020 by Nicole Degagne (ndegagne)

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

Banner Course Name: Workplace Practicum

Subject Code: MGMT - Business Management

Course Number: 2020

Year of Study: **2nd Year Post-secondary** ~~N/A~~

Credits: 10.5

Bridge College Code: VO

Bridge Billing Hours: 0-10.5

Bridge Course Level: 01

### Course Description:

The practicum provides students with the opportunity to apply the knowledge, skills and ability learned in the program to a Canadian business workplace.



## Course Pre-Requisites (if applicable):

Completion of all courses in the first three semesters of the Post-Degree Diploma in Canadian Business Management: TERM 3:- MGMT 2012 Human Resources Management – MGMT 2013 Management Skills for Supervisors – MGMT 2015 Entrepreneurship – MGMT 2017 Canadian Business Law – MGMT 2019 Preparation for the Canadian Workplace 2 – MGMT 1010 Business Sustainability and Ethics TERM 2 – MGMT 1005 Organizational Behaviour – MGMT 1006 Fundamentals of Marketing – MGMT 1009 Business Statistics – MGMT 1011 Information Technology Management – MGMT 1019 Preparation for Canadian Workplace 1 – MGMT 2014 Financial Management TERM 1 – MGMT 1001 Business Math – MGMT 1002 The Canadian Economy – MGMT 1003 Principles of Management – MGMT 1004 Communications in the Canadian Workplace – MGMT 1007 Financial Accounting

## Course Co-requisites (if applicable):

## PLAR (Prior Learning Assessment &amp; Recognition)

No

## Course Learning

## Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Communicate effectively and respectfully as business professionals
CLO #2	Work with others to solve problems and manage projects
CLO #3	Apply core leadership competencies in the business sector
CLO #4	Improve business procedures by applying up-to-date principles of operations management
CLO #5	Apply critical thinking and problem solving techniques to make sound management decisions and recommendations
CLO #6	Manage cross-culturally with adaptability, flexibility, openness and confidence
CLO #7	Manage basic human relations issues in a business setting
CLO #8	Evaluate the impact of various economic, legal, cultural, political and geopolitical systems on business and leadership
CLO #9	Act in an ethical and socially responsible manner within the legal framework of the Canadian business sector
CLO #10	Employ sustainable decision-making and practices in their work as a business professional

Instructional

Strategies:

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

## Evaluation and Grading

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

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	20	Reflective Journals (x4) as per rubric
Assignments	35	Reflective Essay: Personal reflection on journey through CBM program .
Other	5	Instructor Midterm Evaluation (as per rubric)
Other	10	Instructor Final Evaluation (as per rubric)
Other	5	Student Midterm Self-Evaluation (as per rubric)
Other	10	Student Final Self-Evaluation (as per rubric)
Other	5	Practicum Manager Midterm Evaluation (as per rubric)
Other	10	Practicum Manager Final Evaluation (as per rubric)

## Hours by Learning Environment Type

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Total Hours 426

Lecture, Seminar, Online

6

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

Practicum, Self-Paced, Individual  
Learning

420

Course Topics

**Course Topics:**

Workplace Culture, Norms and Expectations

Effective communication in business environment (including conflict management)

Ethical, sustainable and socially responsible behaviour

Working as an effective team

Leadership

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

Critical thinking

Development of self-awareness (Emotional Intelligence)

Building relationships and communities

Financial Management and Business Acumen

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

## Rationale and Consultations

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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

PCG

## Additional Information

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