



Vancouver Community College Education Council
 Meeting Agenda
 April 12, 2022
 3:30–5:30 p.m. Videoconference

<https://vcc.zoom.us/j/64610106244?pwd=Y2tSZHdiT0JLYUZjSG8wMndlellEdz09>

Meeting ID: 646 1010 6244

Passcode: 231728

Item	Topic	Action	Speaker	Time	Attachment	Page
1.	CALL TO ORDER		N. Mandryk	1 min		
2.	ACKNOWLEDGEMENT		N. Mandryk	1 min		
3.	ADOPT AGENDA	Approval	N. Mandryk	1 min	✓	1-2
4.	APPROVE PAST MINUTES	Approval	N. Mandryk	1 min	✓	3-11
5.	ENQUIRIES & CORRESPONDENCE	Info	N. Mandryk	1 min		
6.	BUSINESS ARISING					
	a. Annual Update – Deans & Directors	Info	A. Lipsett, D. McMullen	15 min		
	b. College Calendar	Info	L. Apouchtine	20 min		
	c. Academic Plan	Info	D. Wells	15 min		
	d. Indigenous Representation on Education Council	Info	N. Mandryk	15 min	✓	12-13
	e. EdCo Planning Day	Info	N. Mandryk	2 min		
7.	COMMITTEE REPORTS					
	a. Curriculum Committee					
	i. Program Update: Automotive Collision and Refinishing Foundation Certificate	Approval	K. Mew	5 min	✓	14-21
	ii. New Course: ENSK 0858 Grammar Skills 11	Approval	M. Buxton	5 min	✓	22-27
	iii. Program Revisions: Artisan Baking Certificate & Pastry Arts Certificate	Approval	S. Findlay	5 min	✓	28-130
	iv. New Program: Hospitality Management Post-Degree Diploma	Approval	D. Innes	5 min	✓	131-198
	v. Changes to Grading Scales	Approval	T. Rowlatt	5 min	✓	199-200
	b. Policy Committee	Info	S. Kay	2 min		
	c. Appeals Oversight Committee	Info	N. Mandryk	2 min		

Item	Topic	Action	Speaker	Time	Attachment	Page
	d. Education Quality Committee	Info	T. Rowlatt	5 min		
	i. Program and Education Services Renewal Schedules	Info			✓	202-204
	ii. CD Fund 2022-23	Info			✓	205
8.	RESEARCH REPORT	Info	E. Ting	2 min		
9.	CHAIR REPORT	Info	N. Mandryk	2 min		
10.	STUDENT REPORT	Info	M. Ng	2 min		
11.	NEXT MEETING & ADJOURNMENT	Info	N. Mandryk	1 min		

Next meeting:
May 10, 2022, 3:30-5:30 p.m.

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

Natasha Mandryk (Chair)
 Shantel Ivits (Vice-Chair)
 Ali Oliver
 Andy Sellwood
 Dave McMullen
 David Wells
 Heidi Parisotto
 Janita Schappert
 Jessica Yeung
 Jo-Ellen Zakoor
 Louise Dannhauer
 Lucy Griffith
 Marcus Ng
 Todd Rowlatt
 Vivian Munroe

Regrets

Ishaan Saini
 John Demeulemeester
 Poshak Sachdeva
 Sarah Kay

Recording Secretary

Darija Rabadzija

Guests

Adrian Lipsett
 Alayna Finley
 Andrea Korens
 Claire Sauvé
 Clay Little
 Clayton Munro
 Dawn Cunningham Hall
 Dennis Innes
 Elle Ting
 Jamie Choi
 Jane Jae Kyung Shin
 Jennifer Gossen
 KJ Hills
 Lindsay Heller
 Marcia Tanaka
 Matthew Forster
 Nicole Degagne
 Reba Noel
 Robert Daum
 Shaun Wong
 Shirley Lew
 Sid Khullar
 Sigrid Albert
 Tannis Morgan
 Taryn Thomson

1. CALL TO ORDER

- The meeting was called to order at 3:30 p.m.

2. ACKNOWLEDGEMENT

- N. Mandryk acknowledged the College's location on the traditional and unceded territories of the x̱m̱əθḵ'əy̱ əm (Musqueam), Sḵw̱x̱ wú7mesh (Squamish), and səliłw̱ ətaʔt (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

In the context of International Women's Day, attention was called to the National Inquiry into Missing and Murdered Indigenous Women and Girls' (MMIWG) [Calls for Justice](#).

- Newly elected EdCo members were welcomed: A. Sellwood (faculty, CTRL & SIE), V. Munroe (support staff), and returning member A. Oliver (support staff).

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the March 8, 2022 agenda as presented

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the February 8, 2022 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- None.

6. BUSINESS ARISING

a) Institutional Readiness Assessment & Planning Report on Indigenization

- J. Shin and R. Noel presented on VCC's efforts towards Indigenization over the years, and the College's commitment to decolonization, Indigenization, and reconciliation as an institution-wide shared responsibility in the recently refreshed Strategic Innovation Plan. It was emphasized that there are different interpretations of the term Indigenization, and VCC has not adopted a specific definition.
- In September 2020, the College embarked on an institutional readiness assessment, led by consultants R. Daum and L. Heller, in preparation for the development of an Indigenization Framework at VCC. The goal was to identify current successful practices, develop recommendations for improvements, and envision new ideas. The process included extensive engagement with the College community, and external feedback will be sought from Elders, the Indigenous Advisory Committee, and First Nations.
- L. Heller and R. Daum introduced the approach taken and the structure of the report, informed by the report [Perspectives on Reconciliation: A Summer Institute](#). The report identifies work underway at VCC, exemplary practices, VCC community input, and opportunities for deeper contributions in areas such as governance, policy, curriculum, and research. The full report and presentation will be released after the March 30 Board of Governors meeting. Dialogue sessions will be held on April 11 and 12 to gather internal feedback on the report, and members were invited to attend.

b) Annual Update – Deans and Directors Part 1

- Deans and directors presented their areas' accomplishments in 2021/22 and priorities for 2022/23. R. Noel presented on Indigenous Education & Community Engagement, and S. Ivits spoke about the Equity, Diversity & Inclusion Advisory Committee (contact: ibelong@vcc.ca).

c) Budget Update

- J. Choi gave a presentation on the draft budget, which was previously shared at a recent town hall. Due to the pandemic, the ministry gave the post-secondary sector some flexibility to run limited budget deficits in the past two years, but the expectation is that 2022/23 budgets will be balanced.
- Principles and assumptions for the 2022/23 budget were outlined. There were some questions about software cost increases and strategies to balance the budget. Finalized numbers will be presented to the Board of Governors at its March 30 meeting.

d) Annual Update – Deans and Directors Part 2

- J. Gossen, Director of International Education, and C. Munro, AVP Students and Enrolment Services, presented on their areas.
- J. Gossen explained that efforts to diversify the international student base are continuing, which has been challenging due to the pandemic. The number of applications from Hong Kong, the Philippines

and Vietnam is increasing, and the College is looking to grow recruitment in South America. There was a discussion about student support and case management practices in International Education. ⁵

- C. Munro noted that there has been great demand for San'yas Indigenous Safety Training, which will continue to be offered (see [Learning for Life Guide](#)).
- Due to time constraints, A. Lipsett's and D. McMullen's presentations were deferred to the next meeting.

e) Concept Paper: Building Manager Certificate

- S. Khullar and C. Sauvé presented the concept paper for the redesign of the long-standing Building Manager program, based on recommendations from the 2019/20 program renewal. The process involved extensive consultations with industry stakeholders and PAC members to align the program with current and future industry needs. Students will learn foundational skills in areas such as building maintenance and cleaning, contracts, budgeting, building operations and technology, sustainability, risk management, and communication. There are opportunities to develop further programming in specialized fields, e.g., in healthcare building management. Students can complete the full certificate or exit after four courses with a short certificate.
- The flexible structure, including online or hybrid delivery, will make the program more accessible for students throughout the province. It was clarified that delivery used to be fully face-to-face before the shift to online delivery during the pandemic. Students preferred the online format; while the new program can be taught fully online, students may benefit from some in-person components.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: DHHE 0605-0609

MOTION: THAT Education Council approve, in the form presented at this meeting, five new courses: DHHE 0605 English for Academic & Workplace Access 5, DHHE 0606 English for Academic & Workplace Access 6, DHHE 0607 English for Academic & Workplace Access 7, DHHE 0608 English for Academic & Workplace Access 8, and DHHE 0609 English for Academic & Workplace Access 9.

Moved by A. Oliver, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented the proposal for five new courses, which were developed following the program renewal in 2019. The first group of English Foundations courses was approved last year; the proposed English for Academic & Workplace Access courses align with the Canadian Language Benchmarks for the Deaf (CLB) 5–9. Curriculum Committee commended the work done by A. Finley and requested only minor edits to simplify course learning outcomes.

ii) New Courses COMP 0736, 0986, 0987 & Program Update ABE Graduation Program Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, changes to the ABE Graduation Program Certificate program content guide and three new courses: COMP 0736 Online Learning Skills 10, COMP 0986 Digital Arts & Graphics and COMP 0987 Computer Programming.

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

- T. Rowlatt presented the proposal. The two new grade 12-level courses (COMP 0986 & 0987) will give students more options to complete the ABE Graduation Program Certificate. COMP 0736 Online Learning Skills 10 is an introductory course preparing students for online studies. Curriculum Committee suggested offering this course in August so students can improve their digital skills before starting their programs in September.

iii) New & Revised Digital Media Design Courses

MOTION: THAT Education Council approve, in the form presented at this meeting, 18 revised courses and 16 new courses in Digital Media Design.

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

- T. Rowlett presented the proposal for new and revised courses that will form the revised Graphic Design Diploma program and four new programs in user interface and user experience (UI/UX) design. The Registrar's Office expressed concerns around operationalizing the proposed program structures, and discussions are ongoing. For this reason, only the courses were presented for approval at this time.
- The key consideration in developing this curriculum was to incorporate Justice, Equity, Diversity and Inclusion (JEDI) throughout the program; a separate course on EDI in design was included.
- Members commended the intentional approach and the excellent work done by A. Emberline.

iv) Changes to Grading Scales

MOTION: THAT Education Council approve changes to the grading scales in 21 programs, effective on the dates identified for each program.

Moved by D. McMullen, Seconded & CARRIED (Unanimously)

- T. Rowlett reported that grading scales were reviewed by a working group (N. Mandryk, M. Schram, and T. Rowlett) in the context of a review of policy C.1.1 Grading, Progression and Withdrawal. While the policy provides a recommended grading scale, there are 17 other scales in use at the College. The goal of the project was to reduce the number to 3 grading scales. The group connected with departments around consolidating their grading scales; the current proposal is for the first group of programs to be brought in alignment.

b) Policy Committee

- N. Mandryk presented on behalf of S. Kay. Policy D.3.10 Indigenous Education Enrolment will be reviewed by the committee in April.
- Three administrative policies are currently posted for feedback: C.3.7 Off-Campus Activity Involving Students; C.3.8 Transportation of Students; and D.4.2 Student Grievance. Comments can be sent to N. Degagne.

c) Appeals Oversight Committee

- No report.

d) Education Quality Committee

- T. Rowlett reported that adjudication of the \$400,000 CD Fund took place the day before, and results will be announced shortly. In total, about \$800,000 in funding was requested.

8. RESEARCH REPORT

- E. Ting reported that the call for proposals for VCC's Research Fund closed; successful applicants will be informed by the end of the March.
- The Research Ethics Board is continuing its revision of REB review forms and hoping to move to an online format by summer.
- VCC's [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.

9. CHAIR REPORT

- N. Mandryk reported that the draft Enrolment Plan numbers presented to EdCo in February will be corrected in time for the March 16 special EdCo meeting.
- The EdCo Executive continued the conversation initiated by D. Wells around policy C.3.10 Educational Affiliations.
- As part of the revised policy framework, policy approval bodies were reviewed and updated, ensuring alignment with the College & Institute Act. N. Degagne and T. Rowlatt discussed these recommendations, and the list of approval bodies was presented to Senior Team, the Board of Governors, and Governance Committee. N. Mandryk reported on the changes affecting EdCo: the approval authority changed from EdCo to the Board of Governors (with EdCo advice) for two policies: C.3.11 Qualifications for Faculty Members and D.1.2 Selection of Library Materials.

10. STUDENT REPORT

- M. Ng reported on SUVCC's Menstrual Equity project in partnership with the EDI Advisory Committee. A bottle-free campus event will be held on March 22.

11. NEXT MEETING AND ADJOURNMENT

- A special meeting for approval of the Academic and Enrolment Plans will take place on March 16, 2022, 3:30-4:30 p.m. The next regular meeting is schedule for April 12, 2022, 4:30-5:30 p.m.

MOTION: THAT Education Council adjourn the March 8, 2022 meeting.

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

- The meeting was adjourned at 5:42 p.m.

Natasha Mandryk
Chair, VCC Education Council

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

Natasha Mandryk (Chair)
 Shantel Ivits (Vice-Chair)
 Ali Oliver
 Dave McMullen
 David Wells
 Heidi Parisotto
 Janita Schappert
 Jessica Yeung
 Jo-Ellen Zakoor
 Marcus Ng
 Sarah Kay
 Todd Rowlatt
 Vivian Munroe

Guests

Adrian Lipsett
 Claire Sauvé
 Dennis Innes
 Elle Ting
 Jane Jae Kyung Shin
 Janet Latter
 Jennifer Gossen
 Michael Peterson
 Patris Aghakian
 Pervin Fahim
 Reba Noel
 Shirley Lew
 Sydney Sullivan
 Taryn Thomson

Regrets

Andy Sellwood
 Ishaan Saini
 John Demeulemeester
 Louise Dannhauer
 Lucy Griffith
 Poshak Sachdeva

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- N. Mandryk acknowledged the College's location on the traditional and unceded territories of the x̱m̱əθḵəy̱ əm (Musqueam), Sḵw̱x̱ wú7mesh (Squamish), and səliw̱ 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 March 16, 2022 agenda as presented

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

4. BUSINESS ARISING**a) Enrolment Plan 2022-2023**

MOTION: THAT Education Council recommend the Board of Governors approve the 2022–23 Enrolment Plan.

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

- D. Wells presented the Enrolment Plan. Updates were made to the first draft presented to EdCo in February; some inaccuracies were due to different cut-off dates.
- It was noted that the chart on page 3 shows an inaccurate drop for the School of Arts & Sciences (A&S), as some numbers were included under Library, Language, Teaching & Learning (LLTL); the data in the tables is accurate.
- Overview:
 - Trades, Technology & Design: Reduction in budgeted full-time equivalent (FTE) is almost entirely due to changes in Heavy Mechanical Trades. The other numbers are largely the same, except for some projected increases, such as in international registrations.
 - Arts & Sciences: Since the Language Instruction for Newcomers to Canada (LINC) contract is not included in projections, budgeted numbers appear significantly lower than last year; LINC numbers will be reported later under actual FTE. Overall, projections are at the same level or slightly lower than last year. Regarding areas with no budgeted FTE, it was clarified that VR/AR is still in its early stages, so no numbers are projected. The department will reconnect with Vancouver Film School to review the program; the first cohort is graduating this year. The Adult Basic Education Lab program underwent renewal, and the timeline for the new curriculum rollout had not yet been determined.
 - Library, Language, Teaching & Learning (LLTL): An increase in registrations in the Provincial Instructor Diploma Program (PIDP) is projected.
 - Hospitality, Food Studies & Applied Business (SHS): A significant increase in FTE is projected; several program areas are expecting increases of 10–15%. A large contributing factor are the new Marketing Technology and Accounting Diploma programs, which will go into their first full year of delivery.
 - Health Sciences: Budgeted FTE numbers are lower since contract delivery is not included in the forecast. Numbers depend on ministry contracts over the year. The increase in FTE for the Pharmacy Technician program is due to the resumption of delivering two cohorts; there was only one intake last year to allow time to move the program online.
- With regards to overall enrolment trends, domestic numbers are flat across the post-secondary sector; most projected growth is in international enrolment.
- There were questions about Basic Education; the number of projected registrations is consistent with last year, and there are no plans to decrease the size of the department. D. Wells will review the projected FTE number, which is lower than in previous years.

b) Academic Plan 2022-2025

- D. Wells gave a presentation on the Academic Plan (AP), which was reorganized to align with categories in the refreshed Strategic Innovation Plan (SIP):
 1. Indigenization by Decolonization & Reconciliation
 2. Justice, Equity, Diversity & Inclusion (JEDI)
 3. Student Experience
 4. Educational Delivery
 5. Fiscal Sustainability
- For each category, the AP's subcategories were outlined, as well as related SIP goals and associated risks identified in VCC's Risk Register. The goal is to restart the Academic Master Planning process, which was paused during the pandemic, and resume conversations with different stakeholder groups. It was clarified that Risk Register information was included to provide some background on potential risks and the rationale for prioritizing certain objectives.

- The goals of Indigenization and JEDI encompass people (retain Indigenous leaders and knowledge holders), actions (develop institutional literacy towards decolonization/EDI) and relationships (establish respectful institutional co-creation).
- It was acknowledged that there may not yet be a direct connection between these two higher-level goals and individual departments' objectives and action plans, as the College still needs to develop its Indigenization Planning Framework. Indigenization efforts will be shaped by the need to respond to the Declaration on the Rights of Indigenous Peoples Act, the *In Plain Sight* Report, and the anticipated Indigenous Post-Secondary Education and Skills Training Planning Framework. Some items from Indigenous Education and Community Engagement (IECE) were missing in the document and will be amended.
- R. Noel explained that the JEDI section was intentionally kept vague, as the EDI Advisory Committee aims to collaboratively establish an EDI Framework. There was a discussion about the process to develop the framework, including an equity audit.
- The Student Experience goal includes multiple projects in the Registrar's Office, including launch of an official online academic calendar and efforts to standardize terms, registration processes, and credit structures. D. McMullen provided further explanations on these multi-year projects and work already underway. It was recommended to prioritize objectives in this section, considering available capacity.
- The Educational Delivery goal encompasses multiple areas of the previous Academic Plan, including Prior Learning Assessment and Recognition (PLAR), educational technology, experiential learning, and applied research. PLAR was suggested as a topic of discussion at Education Council.
- Goals under Fiscal Sustainability pertain mostly to the program level. More discussion was requested around several objectives in this category, particularly
 - 5.1.3: Conduct needs assessment and determine viability and potential of existing programs that meet community need, provide pathways, take into consideration the labour market skills gap, and are relevant.
 - 5.1.7: Adapt academic structure and organization for the College to align with the academic programs and services.
 - 5.3.3: Evaluation and assessment of existing learning activities against target learning outcomes and sustainable operation.
- Overall, members appreciated the ideas in the plan but recommended reorganizing the plan's structure for clarity. The importance of prioritization was discussed, as well as the level of detail included. It was suggested that an iterative process, reconnecting with departments around priorities and risks, would be helpful to tie in departmental action plans with higher-level objectives.
- In view of requests for more discussion and restructuring of the plan, there were questions about the deadline for Education Council to provide advice to the Board of Governors regarding approval of the Academic Plan. The AP would typically be presented to the Board together with the Enrolment Plan before the end of the fiscal year (end of March). As AP objectives are not necessarily tied to the budget, D. Wells was open to presenting the AP at a later time, with the Board's approval.

MOTION: Move THAT Education Council recommends to the Board of Governors that discussion continue on the Academic Plan for return in Fall 2022.

Moved by N. Mandryk & Seconded. Motion pending. Quorum was lost at 4:50 p.m.

- There was further discussion about the implications of postponing the approval of the Academic Plan until the fall. Work on objectives included in department plans is already underway and would continue, but the Board's expectations and timelines need to be clarified.
- N. Mandryk noted that she would follow up with the Board. Education Council could either hold another special meeting or approve a consent resolution, should the AP need to be approved by the end of March.

5. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will take place on April 12, 2022, 3:30-5:30 p.m.
- The meeting was adjourned at 4:50 p.m.

Natasha Mandryk
Chair, VCC Education Council



INFORMATION NOTE

PREPARED FOR: Education Council

DATE: April 12, 2022

ISSUE: Adding Indigenous Representatives to EdCo Membership

BACKGROUND:

In its refreshed Strategic Innovation Plan (SIP), the College has centred its commitment to Indigenization by decolonization and reconciliation. This work is guided by the [United Nations Declaration on the Rights of Indigenous Peoples](#); [B.C.'s Declaration on the Rights of Indigenous Peoples Act](#); the [Truth and Reconciliation Commission of Canada's Calls to Action](#); and the [Colleges and Institutes Canada Indigenous Education Protocol](#).

More recently, the [Vancouver Community College Indigenization Readiness Assessment & Planning Framework](#) report by Lindsay Heller and Robert Daum was shared with the College community. Based on an evaluation of current Indigenization efforts at VCC, extensive consultations with the College community, and external research, the report outlines considerations and provisional recommendations for areas including policy and governance.

One key recommendation is to include a critical mass of at least three Indigenous members on governance bodies. Being mindful that decolonization and Indigenization cannot happen without the direction of Indigenous people, we see the creation of dedicated space for Indigenous representation not as Indigenization in itself, but as a step toward it.

The makeup of Education Council and ratios of faculty, administrators, students and staff are outlined in the [College and Institute Act](#). While there is no provision specifically for Indigenous members, the Act provides an opportunity to add additional members in section 15(3):

(3) After an education council is established, the number of its voting members may be increased for one year if

(a) the increase is agreed to by the president and a majority vote of the voting members of the education council,

(b) these new faculty member, student or support staff voting members are elected by the faculty members, students and support staff respectively, and these new educational administrator voting members, if any, are appointed by the president, and

(c) these new voting members are deemed not to be voting members for the purposes of a vote under subsection (2) (a) or this subsection.

DISCUSSION:

Education Council Chair Natasha Mandryk had preliminary discussions around Indigenous representation in governance with Reba Noel, Dean of Indigenous Initiatives; David Wells, Vice President, Academic & Research; and the Education Council Executive.

Members of the Academic Governance Council (Education Council Chairs across B.C.) were surveyed about practices at their institutions. Camosun College has amended its bylaws to add its Indigenization Coordinator as a non-voting member on Education Council.

The Education Council Executive is supportive of adding several voting Indigenous members to Education Council in accordance with section 15(3) of the College and Institute Act and is presenting this recommendation for consideration and initial discussion.

PREPARED BY: Natasha Mandryk, Chair, Education Council

DATE: April 5, 2022



DECISION NOTE

PREPARED FOR: Education Council

DATE: April 12, 2022

ISSUE: Revised admission requirements for the Automotive Collision and Refinishing Foundation Certificate program

BACKGROUND:

The current admission requirements for the Automotive Collision and Refinishing Foundation Certificate include completion of Science 10. However, Science 10 has only been a requirement for B.C. high school graduation since 2018.

The department is proposing to remove this requirement, since completion of Science 10 is not necessary for success in the program, and the requirement creates a barrier for students.

DISCUSSION:

A few small adjustments were made in consultation with Department Head Keith Mew before the meeting. The effective date was changed to September 2022 (next intake), and the grading scale was aligned with the new format, but no functional changes were made.

Dean Brett Griffiths presented the proposal; the committee agreed with the change.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, revisions to the Automotive Collision and Refinishing Foundation Certificate program content guide.

PREPARED BY: Todd Rowlett, Chair, Curriculum Committee

DATE: March 29, 2022

Program Change Request

Date Submitted: 02/23/22 1:22 pm

Viewing: **Automotive Collision and Refinishing**

Foundation Certificate

Last approved: 03/31/21 2:58 pm

Last edit: 03/15/22 9:17 am

Changes proposed by: kmew

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**

Program Name:

Automotive Collision and Refinishing Foundation Certificate

Credential Level: Certificate

Effective Date: September **2022** ~~2021~~

Effective Catalog Edition: 2021-2022

Edition:

School/Centre: Trades, Technology & Design

Department: Automotive Collision Repair (4301)

Contact(s)

Approval Path

1. 02/23/22 1:23 pm
Keith Mew (kmew):
Approved for 4301 Leader
2. 02/23/22 2:09 pm
Brett Griffiths (bgriffiths):
Approved for CTT Dean
3. 03/31/22 11:29 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

History

1. Feb 11, 2021 by Robin Popow (rpopow)
2. Feb 11, 2021 by Darija Rabadzija (drabadzija)
3. Feb 24, 2021 by Nicole Degagne (ndegagne)

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556
Keith Mew	kmew@vcc.ca	7543
David Cross	dcross@vcc.ca	7543

Program Content Guide

Purpose

This program is designed for people who wish to obtain employment in the Automotive Industry as an Automotive Collision Repair Technician or an Automotive Paint Technician.

An Automotive Collision Repair Technician restores the structural integrity of damaged vehicles by straightening vehicle structure, repairing or removing damaged sections and priming and preparing and applying refinishing products to repaired surfaces. As an Automotive Collision Repair Technician, you will also repair and/or replace glass and interior and exterior components of the vehicle. Duties also include verifying dimensional accuracy, system functions, passenger protection, proper alignment and proper handling.

A first-level Automotive Refinishing Technician typically removes parts, masks, performs chemical cleaning, applies putty, sands, primes, and prepares an automobile, truck or bus for the Automotive Refinishing Technician in a safe and environmentally sound manner.

Graduates receive a *VCC Auto Collision and Refinishing Foundation Certificate*. Additionally, graduates receive the following credit by the Industry Training Authority of British Columbia (ITA):

Auto Body and Collision Technician – Certificate of Completion

Automotive Refinishing Technician – Certificate of Completion

Foundation Program Credit toward Apprenticeship:

Common Core Level 1 Technical Training

625 hours toward Auto Body and Collision Technician

450 hours toward Automotive Refinishing Technician

Applicants may choose to apply to one of two tracks: (1) Foundation Program or (2) Youth Train in Trades (formerly ACE-IT) Program.

1. Foundation Program:

English 10 or equivalent

Apprentice & Workplace Math 10 or equivalent; or 80% on the VCC Basic Arithmetic Assessment

~~Science 10~~

or ~~equivalent~~

Department Leader approval based on relevant trade experience will be considered.

2. Youth Train in Trades Program:

Greater Vancouver area High School students: Applicants do not apply to VCC directly. Interested students, teachers and counselors are directed to contact the Career Program Coordinator or Administrator for their school district.

Regional B.C. High School students: Eligible regional B.C. high school students should apply to the *Automotive Collision and Refinishing Foundation (E-pprentice) Certificate* program.

See the ITA Youth Train in Trades Program website for details (<http://youth.itabc.ca/programs/train/>)

Note: All students must have minimum basic computer skills and access to an internet-connected computer/mobile device.

Prior Learning Assessment & Recognition (PLAR)

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

Program Duration & Maximum Time for Completion

This full-time program is 35 weeks in duration and must be completed within 2 years.

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

Adhere to industry health and safety standards in the repair and reconditioning of automotive vehicles

Maintain tools and equipment to ensure top performance, safety and environmental compliance

Perform cutting, welding and heating processes to industry and vehicle manufacturers' standards

Analyze vehicle conditions and documentation to develop organized repair plans

Use communication techniques to build and maintain professional industry and customer relations

Remove and install vehicle components to manufacturers fit and finish standards

Prepare surfaces for refinishing accounting for substrate conditions and manufacturers' specifications

Use repair materials and equipment in preparation for top-coat application in accordance with manufacturers' specifications

Perform top-coating procedures to achieve a variety of original equipment (OE) finishes

Remove, repair and install metal panels and components to original contour, fit and finish

Remove, repair and install plastic panels and components to original contour, fit and finish

Perform automotive detailing tasks and inspect repaired vehicles according to quality assurance standards

Instructional Strategies, Design, and Delivery Mode

This program provides a wide range of opportunities for student learning in classroom, shop and workplace settings. In addition to hands-on practical experience in VCC's automotive collision repair and refinishing facility, instructional activities such as lectures, demonstrations, group work, peer assessment, and project based learning strategies may be used throughout the program.

Note: Students are required to purchase minimal basic tools and personal protective items early in the program. Approximate cost: \$350.00

Evaluation of Student Learning

Evaluation for this program includes theory quizzes and exams, practical performance-based lab and shop assignments, and problem-based learning projects in a real shop environment.

Attendance and Participation

Given the industrial nature of this program, professional and safe work practice is critical. A student may be withdrawn from the program for safety concerns and/or an inability to meet professional practice standards due to a failure to meet attendance requirements.

Excused absences are those reported in advance of the absence, wherever possible, or that suitable documentation be provided to support the absence. All other will be reported as unexcused absences.

Personal hygiene, grooming and appearance acceptable to a service industry;
 Good hand dexterity for operating equipment and machines;
 Ability to understand and follow verbal and written instruction;
 Good general health and respiratory condition;
 Physical strength and stamina compatible with the handling of heavy parts and equipment as required by the program;
 Ability to tolerate noise and vibration;
 Mechanical aptitude and interest;
 Good hand-eye coordination;
 Good eyesight and colour vision;
 Good line, form and depth perception;
 Possession of valid BC driver's license.

Courses		
<u>ACRF 1100</u>	Occupational Safety	2.5
<u>ACRF 1110</u>	Industry Readiness	4.5
<u>ACRF 1120</u>	Construction and Components	5
<u>ACRF 1130</u>	Tools, Equipment and Maintenance	3.5
<u>ACRF 1140</u>	Welding, Heating and Cutting Steel	3
<u>ACRF 1150</u>	Metal Panels and Components	7.5
<u>ACRF 1160</u>	Plastic Panels and Components	2
<u>ACRF 1170</u>	Organize, Document and Communicate	2
<u>ACRF 1180</u>	Refinish Preparation	6.5
<u>ACRF 1185</u>	Refinish Application	4
<u>ACRF 1190</u>	Interior and Exterior Detailing	1.5
Total Credits		42

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

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	70-75	Minimum Pass	2.67
C+			2.33
C			2.00
C-			1.67
D			1.00
F	0-69	Failing Grade – unable to proceed to next Term	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

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

The 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.

Science 10 has only been a requirement for BC high school graduation since 2018. Anyone who has graduated prior to that will not meet the admission requirements and experience an unintentional roadblock. Completion of Science 10 is not necessary to be successful in the ACRF program.

Are there any expected costs to this proposal.

no

Consultations

Consultated Area	Consultation Comments
	This had been discussed with the department, and specifically with Robin Popow who was the lead in creating this PCG.

Additional Information

Provide any additional information if necessary.

Supporting documentation:

[Automotive Collision and Refinishishing Certificate - Proposal-Detail of Changes Sep2020.pdf](#)

[National Harmonization Project- Automotive Collision Repair and Refinishing Trades.pdf](#)

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

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

This program is for:

Marketing Description

Get a full introduction to automotive collision and refinishing by learning to prime, repair, and finish damaged vehicles in VCC's state-of-the-art auto body shop.



DECISION NOTE

PREPARED FOR: Education Council

DATE: April 12, 2022

ISSUE: New course: ENSK 0858 English Grammar Skills 11

BACKGROUND:

The College and Career Access (CCA) department is proposing a new Grade 11-level English course with a focus on grammar. The department has identified this area as a gap for many students who otherwise have strong writing skills in terms of content organization.

Students will learn grammar rules and apply them in practice writing. Depending on their skill levels, learners may take ENSK 0858 in conjunction with another grade 11 English writing course or on its own.

DISCUSSION:

Several small adjustments were made in consultation with the Registrar's Office before the meeting, including clarifying pre-requisites (English 10 or departmental assessment).

CCA Department Head KJ Hills presented the proposal. Curriculum Committee had a longer discussion about the evaluation plan and the role of formative assessments. It was clarified that the department emphasizes formative assessments, and students have opportunities to repeat tests.

The committee requested minor adjustments to the evaluation plan section, including differentiating between quizzes/tests and assignments. These changes have been completed.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the new course ENSK 0858 English Grammar Skills 11.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: March 29, 2022

Course Change Request

New Course Proposal

Date Submitted: 02/22/22 4:39 pm

Viewing: **ENSK 0858 : English Grammar Skills 11**

Last edit: 03/31/22 11:31 am

Changes proposed by: mbuxton

Course Name:

English Grammar Skills 11

Effective Date: September 2022

School/Centre: Arts & Sciences

Department: College & Career Access (2004)

Contact(s)

In Workflow

1. 2004 Leader
2. SAS Dean
3. Curriculum
Committee Chair
4. EDCO Chair
5. Records
6. Banner

Approval Path

1. 02/02/22 1:45 pm
KJ Hills (kjhills):
Rollback to Initiator
2. 03/07/22 7:17 am
KJ Hills (kjhills):
Approved for 2004
Leader
3. 03/07/22 9:40 am
Shirley Lew (slew):
Approved for SAS
Dean
4. 03/31/22 11:31 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Margaret Buxton	mbuxton@vcc.ca	7366

Banner Course Name: English Grammar Skills 11

Subject Code: ENSK - English Skills

Course Number: 0858

Year of Study Grade 11 Equivalency

Credits: 0

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course helps students improve their grammar and editing skills in order to be successful in Provincial English 12. The course helps students to identify and correct simple sentence errors, run on sentence errors and fragment sentence errors. The students learn to use sentence combining techniques to make more complex sentences through the introduction of subordination and coordination. Students also learn how to identify and correct verb tense errors, subject verb agreement errors, punctuation errors and a number of other grammar errors. The focus on writing fluency includes the introduction of transition words, ways to improve word choice, and ways to reduce wordiness. The course also covers some common EAL errors.

Course Pre-Requisites (if applicable):

English 10 or departmental assessment

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Identify and correct for various grammar errors at the grade 11 level
CLO #2	Identify and correct run-on and fragment sentences
CLO #3	Identify and correct verb tense errors, subject verb agreement errors, punctuation errors and a number of other grammar errors
CLO #4	Use sentence combining techniques to make more complex sentences through the introduction of subordination and coordination
CLO #5	Use transition words to create ordered paragraphs

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

CLO #6 Focus on writing fluency through improved word choice, and other techniques to reduce wordiness

Instructional

Strategies:

Interactive online learning activities, videos, and formative unit quizzes.

Paragraph writing and editing exercises.

Students will use an online textbook.

Students will do summative timed quizzes in Moodle.

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
70%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	50	Write a paragraph correctly using the new grammar from the unit. 5 unit assignments each valued at 10%.
Quizzes/Tests	25	Multiple Choice quizzes for each grammar point. 32 timed quizzes.
Final Exam	25	Final exam covers all the grammar points learned in the course. Students will write a paragraph using a range of the new grammar learned in the course.

Hours by Learning Environment Type

Total Hours 96

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum, Self-Paced, Individual
Learning

96

Course Topics

Course Topics:

Simple and complex sentences: combining sentences
Sentence errors such as run on sentences and fragment sentences
Modifier errors
Relative pronouns
Subject verb agreement
Pronoun form
Punctuation
Plural problems
Prepositions
Articles
Word choice and wordiness
Academic language
Writing fluency, sentence variety and transition words

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

Top Hat Bare Essentials 10 Edition- Online Edition.

Rationale and Consultations

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

No

Provide a rationale
for this proposal:

Many students who want to enter provincial English 12 do not have the grammar skills to be successful. This course will help students to be able to recognize and edit their own work to prepare for and be successful in English 12.

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

no

Consultations

Consulted Areas	Consultation Comments
Faculty/Department	Sandra McKay KJ Hills Lisa Tremblay Jane Parker Sherry Macdonald
Counselling	Wendy LeFrance
Centre for Teaching, Learning, and Research (CLR)	Andy Sellwood
Other Department(s)	Pathways -Ken McMorris
Other	CF- Larry Perras
Other	LINC- Maureen Kelbert
Other	Basic Ed- Shantel Ivits
Centre for Teaching, Learning, and Research (CLR)	Andre Dunn
Faculty/Department	CCA Youth- Jill La Faivre

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

KJ Hills (kjhills) (02/02/22 1:45 pm): 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.

Make Available on Website: Yes



DECISION NOTE

PREPARED FOR: Education Council

DATE: April 12, 2022

ISSUE: Revised programs: Artisan Baking Certificate and Pastry Arts Certificate

BACKGROUND:

The Baking & Pastry Arts department is proposing significantly revised versions of their Artisan Baking and Pastry Arts Certificate programs, arising from their 2018/19 program renewal. Changes were based on feedback from students, industry partners, and instructors.

The new curriculum includes more advanced study, improves program currency, reduces instructor changes, and aligns more closely with institutional learning outcomes and Industry Training Authority (ITA) goals.

DISCUSSION:

Susie Findlay, Department Head of Baking & Pastry Arts, presented the proposal. Several adjustments were made in advance of the committee meeting, in consultation with the Registrar's Office, including

- Change of effective date to January 2023.
- Adding a note under Program Duration stating that graduates from one program may be able to receive advanced standing in the other certificate program.

The question of increasing the English language requirement from English 10 to English 11 was discussed with various areas during College-wide consultations. The department will first conduct research on the implications, in collaboration with Institutional Research and International Education, before making a change. At this time, the requirement remains English 10.

There was a longer discussion at Curriculum Committee about the proposed diversity statement—both its wording and the rationale for including this type of statement in the PCGs. A similar statement was ultimately removed from a recent Health Sciences proposal, while that school formulates its overall vision for Justice, Equity, Diversity, and Inclusion (JEDI). It was agreed to remove the diversity statement from the Baking PCGs.

The only other requested change was to Recommended Characteristics of Students (replacing “Ability to stand for long periods of time (e.g., minimum 5 hours)” with “Physical condition and stamina to meet the demands of the program, including good motor skills and coordination”).

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the curriculum for the significantly revised Artisan Baking Certificate and Pastry Arts Certificate, including 20 new courses; and recommend the Board of Governors approve the implementation of the two significantly revised programs.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: March 29, 2022

Program Change Request

Date Submitted: 03/03/22 10:43 am

Viewing: ~~Baking and Pastry Arts~~ - Artisan Baking

Certificate

Last approved: 10/12/21 1:20 pm

Last edit: 03/28/22 2:04 pm

Changes proposed by: sfindlay

Catalog Pages Using
this Program

[Baking and Pastry Arts - Artisan Baking Certificate](#)

Program Name:

~~Baking and Pastry Arts~~ - Artisan Baking Certificate

Credential Level: Certificate

Effective Date: January **2023** ~~2021~~

Effective Catalog
Edition: 2021-2022

School/Centre: Hospitality, Food Studies & Applied Business

Department Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**

Approval Path

1. 02/02/22 9:19 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 8:10 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 1:32 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:04 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:48 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:42 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 15, 2017 by
clmig-jwehrheim
2. Sep 19, 2018 by
cdeans
3. Aug 21, 2019 by
Nicole Degagne
(ndegagne)
4. Feb 25, 2020 by
Todd Rowlatt
(trowlatt)
5. Mar 2, 2021 by
Susie Findlay
(sfindlay)
6. Oct 12, 2021 by
Darija Rabadzija
(drabadzija)

Name	E-mail	Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Program Content Guide

Purpose

The **Artisan Baking Certificate provides learners with a comprehensive foundation in the theory Baking and professional practice of artisan baking Pastry Arts — Artisan Baking Certificate is designed to prepare them for employment and advancement in the baking industry.** help learners connect theoretical principles of baking with practical application:

It offers learners the opportunity to become skilled bakers and pastry cooks, with in-depth knowledge and skills to troubleshoot errors and manage product outcomes, thereby making positive contributions to their employers and their trade. Students receive a VCC certificate upon successful completion of the program. The certificate helps students develop the following skills and knowledge: Analyzing and problem-solving skills for managing baking processes and product outcomes. Practical artisan baking and foundational pastry arts skills. Fundamental retail bakery operation skills. **The first six months focus on the development In-depth knowledge and application of basic technical skills baking principles.** For students in **baking and pastry arts**, the Combined Skills with ESL support program, the certificate offers the additional knowledge and a **professional mindset that includes food safety, organization and time management, interpersonal skills, and the relationship between product outcomes and the underlying scientific principles and processes.** **skills:** The final five months introduce certificate helps students to advanced principles develop the following skills and techniques in fermentation and artisan baking and the continued development of occupational skills. **knowledge:**

An upgrade to existing English-speaking, writing and listening skills. Job-search skills applicable to the Canadian market. Graduates may be able to work in the following occupations: Commercial Baker, Pastry Cook, Artisan Baker, Retail Bakery Salesperson, Retail Bakery Owner/Operator. In addition, graduates may apply to the British Columbia Industry Training Authority for apprenticeship credits towards the Baker Red Seal Program.

Admission Requirements

Successful completion of Grade 10 or higher (note that this program is Canadian Language Benchmarked at Listening, Speaking, Reading 7 and Writing 6); TOEFL: 68; or IELTS: Overall 5.5, with no band less than 5.0. Apprenticeship and Workplace Math 10 or equivalent BC Foodsafe Certificate Level 1. For students applying to the Combined Skills with ESL support program, the admission requirements are: Successful completion of Grade 10 or equivalent in country of origin **English Language Proficiency Successful completion of a Math course at a grade the Grade 10 level or equivalent level**

Apprenticeship Apprenticeship and Workplace Math 10 or equivalent

ELSK 0515 and ELSK 0520 each with a grade of 'S' or equivalent (Canadian Language Benchmarks of Listening 5, Speaking 5, Reading 5 and Writing 5) or English Language Proficiency demonstrated by one of the following: IELTS (International English Language Testing System) with a minimum overall score of 4.5 with no band lower than 4.0 or TOEFL iBT (Test of English as a Foreign Language Internet-based Test) with a minimum score of 45, or equivalent **Valid BC FoodSafe Foodsafe Certificate Level 1 Certificate or equivalent**

Prior Learning Assessment & Recognition (PLAR)

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

The program is 44 weeks. Applied Baking (plus English) The program is eleven months in length, including the four terms shown below: Introduction to Baking Applied Baking Artisan Baking Capstone For students in the Combined Skills with ESL support program, the duration is eleven months with longer hours in each term shown below: Introduction to Baking (plus English) Students **must** be required to complete the **credential program** within **3** three years.

Students who successfully complete this credential may be eligible to receive advance standing in the Pastry Arts Certificate.

Program Learning Outcomes

Graduates Upon completion of this program the certificate, students will be able to:

Apply advanced skills and knowledge in artisan baking Prepare a variety of baked goods according to the production of a variety of advanced artisan breads theoretical baking principles and processes which govern ingredient, methodology and pastries in a professional baking environment. **environmental conditions**

Evaluate advanced artisan breads product outcomes for consistency and pastries for consistency and accuracy in yield, flavour, texture, and **flavor, texture and overall appearance according to product specifications and standards. and standards**

Identify Adhere to industry health and **describe** safety standards in the **principles** preparation, handling and storage of nutrition relating to advanced artisan breads and pastries. **baked goods**

Comply with shop safety practices Adhere to industry health, safety Practice professional etiquette and employment standards in **personal hygiene as required by** the **preparation, handling, and storage of food and equipment. industry**

Apply the knowledge, skills, and attitudes necessary for success and sustainable professional practice in artisan baking.

Participate and communicate effectively as a team member Implement principles of bakery management and merchandising for inventory and cost control Plan and execute daily production lists to efficiently and confidently meet specific production criteria Perform standard math functions to prepare baked goods Prepare a variety of baked goods according to theoretical baking principles and processes which govern ingredient, methodology and environmental conditions Evaluate product outcomes for consistency and accuracy in yield, flavor, texture and overall appearance according to product specifications and standards **Reflect on** Critically analyze and document performance **and practice** to enhance **professional skills needed to enter** comprehension and **advance in the artisan baking industry. ongoing professional development**

The **Artisan Baking Certificate** certificate is designed to meet the training needs of industry and **the required training objectives established** is monitored by **the Industry Training Authority (ITA)**. a **Program Advisory Committee** which recommends changes to program content based on industry needs. **Courses** All books and tools are delivered available at the downtown campus. **Downtown Campus bookstore:**

The program is delivered in professional baking labs and classroom settings. Instructional strategies for the certificate vary depending on the course. For example, direct instructional methods such as demonstrations are used in the kitchen to show students how to make products on a step-by-step basis. At the same time, students with the support of instructors, will problem-solve issues that arise in their products. Interactive instructional strategies will be applied through cooperative learning activities both during theory and practical time. Practical instruction is provided in a fully operational kitchen and bakeshop environment similar to those found in industry. A major emphasis of the certificate is active student participation. Students are encouraged to become self-directed and responsible for their own learning. **Student products** Students are **sold** expected to come to class well prepared for active participation in **the VCC Bakeshop to enrich their practical classroom and professional skills.** kitchen activities: The eleven-month certificate is organized into four terms: Introduction to Baking Applied Baking Artisan Baking Capstone For students in the Combined Skills with ESL support program, English courses are provided alongside Baking courses in the first two terms. Terms are structured as follows: Introduction to Baking Introduction to Baking courses provide the basis upon which later skills and knowledge will be built; it introduces the theoretical and practical aspects of causes & effects, as well as safety & sanitation, ingredient functions, baking math and basic methodology Applied Baking **Classroom instruction is designed for students** Applied Baking courses build upon the introduction to **develop the theoretical knowledge** baking skills and **professional skills required for success** knowledge to lead students through what is needed to work in **the baking industry, with a maximum of 30 pages of reading per week.** retail bakeries, bakery cafes and similar establishments:

The program design is based on a learner-centred and experiential approach whereby students learn through experience in a professional setting. Concepts from the Introduction to Baking term are covered in more depth. Students also learn essential cake design, assembly and decoration skills Artisan Baking Artisan Baking courses lead students towards the craft of scratch baking. Coverage includes artisan breads, artisan pastries, savoury and ethnic baking as well as gluten-free baking. Capstone This term provides an opportunity for students to practice all skills and knowledge learned throughout the program and includes a capstone project followed by three weeks of work experience in industry. **Active learning** Students are required to purchase textbooks, baking tools and **participation are emphasized to promote** closed-top non-slip shoes for use throughout the **development of knowledge, skills, and the mindset required for success in the food industry.** certificate: **Professional skills such as teamwork, critical thinking, reflective practice, and interpersonal communication are emphasized throughout the program.**

All books and tools are available at the Downtown Campus bookstore. Students will be given a list of required books and tools on the first day of class and accompanied to the bookstore to make the purchases.

The certificate requires that students acquire not only baking knowledge and practical skills, but also demonstrate professionalism. Students are also expected to practice critical thinking and self-reflection. Expectations for the evaluation process will be discussed on the first day of classes. Practical work is continuously evaluated consistent with the College grading system. **In the baking lab, students are continuously assessed on clean work habits, product consistency, teamwork, participation and safe work habits, organization, teamwork, technical skills, product outcomes, and the ability to follow instructions are part of the application of theoretical principles and processes to their practice.** evaluation: Tests will be administered throughout the program. Students **develop need to achieve a reflective practice by recording their observations and questions relating to practice and exploring those minimum of 70% (B-) in facilitated group discussions.** each course of each term in order to advance to the next term. **Instructors provide daily feedback on individual student progress and learning needs and weekly evaluation of performance.** **Theoretical learning Practical work is continuously evaluated consistent with weekly reading assignments and quizzes. the College grading system:** Students who receive 69% or less in a course will be given an “F” grade. Students **must in the Combined Skills with ESL support program need to** achieve a minimum of 70% **in (S) in each English course to receive the VCC Artisan Baking Certificate.** in order to pass: Students who receive 69% or less in each English course will be given a “U” grade.

Recommended Characteristics of Students

- Basic computer and word processing skills**
- Organizational and time management skills**
- Enjoys working independently and in a team**

It is recommended that applicants have successfully completed English 10 and Science 10 (for those who are not applying for the Combined Skills with ESL support program). It is strongly recommended that applicants consider the daily tasks associated with working in a professional bakery. These include the following physical and mental characteristics: Physical condition and stamina to meet the demands of the **program, including good motor skills and hand-eye coordination** **baking industry**

Creativity is an asset

Applicants must be able to physically handle all wheat, dairy, egg, and nut products and all associated by-products required to meet the program outcomes. Any other known food allergies must be disclosed.

Good hand-eye coordination Ability to multi-task, with strong and efficient organizational skills Artistic ability is an asset It is also recommended that students bring a digital camera for capturing images of their work. As part of the program involves online learning, a familiarity with computers and basic keyboarding skills are recommended.

Courses

<u>BAKG 1150</u>	Quick Breads & Cookies	4
<u>BAKG 1155</u>	Pies, Tarts, Puff Pastries	4

<u>BAKG 1160</u>	Basic Lean Yeast Doughs	4
<u>BAKG 1165</u>	Basic Rich Yeast Doughs	4
<u>BAKG 1170</u>	Basic Cakes & Pastries	4
<u>BAKG 1175</u>	Specialty Cakes & Pastries	4
<u>BAKG 1265</u>	Advanced Lean Yeast Doughs	4
<u>BAKG 1266</u>	Sourdough Baking	4
<u>BAKG 1267</u>	Advanced Rich Yeast Doughs	4
<u>BAKG 1268</u>	Advanced Laminated Doughs	3
<u>BAKG 1269</u>	Gluten Free Baking	1
<u>BAKG 1365</u>	Artisan Baking Capstone Project	1
<u>BAKG 1366</u>	Artisan Baking Work Experience	3

Total Credits		44
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~~For the Combined Skills with ESL support program, the additional courses are: Combined Skills Program Total: 52~~

BAKG 1141	English Introduction to Baking	4
BAKG 1241	English - Applied Baking	4
Total Credits		0
BAKG 1142	Basic Principles	1
BAKG 1143	Basic Methodology	6
BAKG 1144	Budgeting and Cost Control	1
BAKG 1145	Retail Operations	4
BAKG 1242	Professionalism & Organization	1
BAKG 1243	Fermentation	3
BAKG 1244	Lamination	2
BAKG 1247	Frying	1
BAKG 1245	Aeration & Emulsification	2
BAKG 1246	Design and Decoration	3
BAKG 1341	Artisan Breads	6
BAKG 1342	Artisan pastries	3
BAKG 1343	Gluten Free Baking	1

BAKG 1344	Savoury Baking & Flatbreads	2
BAKG 1345	Catering & Special Orders	4
BAKG 1346	Capstone Project	1
BAKG 1230	Work Experience	3
Total Credits		0

Transcript of Achievement

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

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

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	70-75	Minimum Pass	2.67
C+			2.33
C			2.00
C-			1.67
D			1.00
F	0-69	Failing Grade – unable to proceed to next Term	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

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

Revisions are based on 2018/19 Program Renewal Action Plan and improve:

- program currency
- impact of instructor scheduling on student experience
- theoretical rigor and alignment with practice as per institutional learning outcomes and ITA goals

Are there any expected costs to this proposal.

no additional operating costs

Consultations

Consultated Area	Consultation Comments
Faculty/Department	2019-2021 department meetings As of Dec. 10/21, overall faculty & staff endorsement of proposed revisions. Jan. 31 sent email to all department members inviting them to review revised documents in CourseLeaf.
International Education	January 19 consultation with Jennifer Gossen, Alison Rudko, Celine Huang. Prefer Sept. '23 effective date and Sept/Jan/May program start times. RO will work with IE re: effective date. Limited facilities prevents trimestral start times. Discussed the value of evidence based approach to raising English admission requirement. IE is more focused on replacement of Dual Certificate program with diploma program than on revisions to each certificate

Consultated Area	Consultation Comments
Registrar's Office	Jan. 24 & 31 consultation with Leszek Apouchtine, Dawn Cunningham Hall re: raising English admission requirement to grade 11, course pre-requisites & numbers, effective date. No outstanding issues or concerns. Dawn confirmed grade 11 English would better align with additional required reading and with other comparable post-secondary baking programs.
Indigenous Education & Community Engagement (IECE)	Jan. 25 consultation with Clay Little re: ease of access to program, and indigenizing the curriculum. Clay shared positive feedback re: consistent and clear program structure, progression of learning, and community building via reflective practice. In terms of indigenization, we decided to begin with a departmental workshop with Clay and Elder John to enrich department's understanding of reconciliation, learn and practice the indigenous land acknowledgement, and gain insight into the experience of indigenous learners.
Other Department(s)	Jan. 26 consultation with Todd Rowlett & Dawn Cunningham Hall. Determined Jan/23 effective date, pre-requisites to create realistic educational progression, and the RO's ability to register students within the trimestral system as a result of these revisions. Briefly discussed the value of raising English admission requirements based on ITA recommendation, additional textbooks, English requirement at comparative public post secondary baking programs.
Library	Jan. 26: Todd expressed no concerns about the adoption of the Advanced Bread & Pastry textbook and the increased use of the How Baking Works textbook.

Consultated Area	Consultation Comments
Other Department(s)	Jan. 27 consultation with 11 Counselling and Disabilities Services faculty & staff. Discussion re: admission requirements and progression (i.e., course prerequisites). Scheduled additional meeting on February 1 with Admissions, Advising, Assessment, and RO to further investigate revising English admission requirement. Discussed matters from the perspective of diversity and inclusion and Brianna helped with wording for statement that has been added to both PCGs' admission requirements.
Learning Centre	Jan. 27 consultation with Emily Simpson raised no concerns about the curriculum. Discussion included questions re: UDL learning activities, indigenization, relationship between food, culture, place, personal meaning. Agreed to work together on development of digital presentation re: using the textbook, and study skills.
Centre for Teaching, Learning, and Research (CTRL)	Jan. 28 consultation with Francesco Barillaro. Overall positive feedback, support for raising English admission requirement, pre-requisites that realistically support educational intent of each program and support flexible pathways to program completion. Questions regarding inconsistencies between admission requirements and recommended characteristics have been addressed.
Advising & Recruitment	Feb. 1 meeting subsequent to Jan. 27 meeting with Counseling & Disabilities Services, Assessment Services, Admissions, Advising to continue discussion re: English admission requirement. Arrived at consensus that 'English 11 or equivalent' is better aligned with program texts, year of study, ITA recommendation, other similar baking programs; and we acknowledged there are pathways at VCC for students who need to upgrade their English for admission and success in

Consultated Area	Consultation Comments
Other Department(s)	Throughout CD process, I discussed various curricular changes with Ysabel Sukic, Culinary Arts Dept. Leader and on Jan. 31 invited her to review curriculum documents in CourseLeaf
Marketing & Communications	Jan. 15 emailed summary of revisions to Karen Wilson and Jen Hill and request for consultation. No reply as of Feb. 1. I would like to revise Marketing content.
Institutional Research (IR)	Jan. 15 emailed summary of revisions to Patris Aghakian and Janet Latter and request for consultation. Janet to review PCG in CourseLeaf to confirm no changes to the divisor and FTE.
PAC/CEG	PAC apprised and supportive of proposed revisions
Affiliation, Articulation, and/or Accreditation Bodies	ITA apprised and supportive of proposed revisions
Other Department(s)	Feb. 17 met with Dean, RO, IE and determined Sept '23 effective date and English 10 admission requirement. Will work with IE on data collection re relationship between student retention and English language proficiency/scores

Additional Information

Provide any additional information if necessary.

attached curriculum map clarifies relationship between "old" courses and "new" courses and their respective credits.

Supporting
documentation:

[_Curriculum Map old to new.docx](#)

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

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

This program is for: Domestic
 International

Program Change Request

Date Submitted: 03/03/22 10:43 am

Viewing: ~~Baking and Pastry Arts~~ **-Pastry**

Certificate

Last approved: 10/12/21 1:21 pm

Last edit: 03/28/22 2:05 pm

Changes proposed by: sfindlay

Catalog Pages Using
this Program

[Baking and Pastry Arts - Pastry Certificate](#)

Program Name:

~~Baking and Pastry Arts~~ **-Pastry** Certificate

Credential Level: Certificate

Effective Date: January **2023** ~~2021~~

Effective Catalog
Edition:

School/Centre: Hospitality, Food Studies & Applied Business

Department Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**

Approval Path

1. 02/02/22 9:19 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
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Todd Rowlatt
(trowlatt): Rollback
to Initiator
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Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:51 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:42 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 15, 2017 by
clmig-jwehrheim
2. Sep 19, 2018 by
cdeans
3. Aug 21, 2019 by
Nicole Degagne
(ndegagne)
4. Feb 25, 2020 by
Todd Rowlatt
(trowlatt)
5. Feb 25, 2020 by
Darija Rabadzija
(drabadzija)
6. Mar 2, 2021 by
Susie Findlay
(sfindlay)
7. Oct 12, 2021 by
Darija Rabadzija
(drabadzija)
8. Oct 12, 2021 by
Darija Rabadzija
(drabadzija)

Name	E-mail	Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Program Content Guide

Purpose

The **Pastry Arts Certificate** provides students with a comprehensive foundation in the theory **Baking** and professional practice of pastry arts **Pastry Arts — Pastry Certificate** is designed to prepare them for employment and advancement in the help learners connect theoretical principles of baking industry, with practical application:

It offers learners the opportunity to become skilled bakers and pastry cooks, with in-depth knowledge and skills to troubleshoot errors and manage product outcomes, thereby making positive contributions to their employers and their trade. Students receive a VCC certificate upon successful completion of the program. The certificate helps students develop the following skills and knowledge: Analyzing and problem-solving skills for managing baking processes and product outcomes. Practical pastry arts and foundational baking skills, including skills in plating desserts, wedding cake design and creation, and chocolate and confection work. Fundamental retail bakery operation skills. **The first six months focus on the development** In-depth knowledge and application of **basic technical skills** baking principles. For students in **baking and pastry arts**, the Combined Skills with ESL support program, the certificate offers the additional knowledge and a **professional mindset that includes food safety, organization & time management, interpersonal skills, and the relationship between product outcomes and the underlying scientific principles and processes.** **skills:** **The final five months introduce students to advanced principles** Practical pastry arts and techniques foundational baking skills, including skills in **pastry arts** plating desserts, wedding cake design **and the continued development of occupational skills. creation, and chocolate and confection work**

An upgrade to existing English speaking, writing and listening skills. Job search skills applicable to the Canadian market. Graduates may be able to work in the following occupations: Commercial Baker/Pastry Cook, Pastry Cook/Pastry Chef, Cake Decorator, Wedding Cake Creator, Chocolatier Assistant. In addition, graduates may apply to the British Columbia Industry Training Authority for apprenticeship credits towards the Baker Red Seal Program.

Admission Requirements

Successful completion of Grade 10 or higher (note that this program is Canadian Language Benchmarked at Listening, Speaking, Reading 7 and Writing 6); TOEFL: 68; or IELTS: Overall 5.5, with no band less than 5.0. Apprenticeship and Workplace Math 10 or equivalent. BC Foodsafe Certificate Level 1. For students applying to the Combined Skills with ESL support program, the admission requirements are: Successful completion of Grade 10 or equivalent in country of origin. **English Language Proficiency. Successful completion of a Math course at a grade the Grade 10 level or equivalent level.**

Apprenticeship Apprenticeship and Workplace Math 10 or equivalent

ELSK 0515 and ELSK 0520 each with a grade of 'S' or equivalent (Canadian Language Benchmarks of Listening 5, Speaking 5, Reading 5 and Writing 5) or English Language Proficiency demonstrated by one of the following: IELTS (International English Language Testing System) with a minimum overall score of 4.5 with no band lower than 4.0 or TOEFL iBT (Test of English as a Foreign Language Internet-based Test) with a minimum score of 45, or equivalent. **Valid BC FoodSafe Foodsafe Certificate Level 1 Certificate or equivalent**

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 44 weeks. Applied Baking (plus English) The program is eleven months in length, including the four terms shown below: Introduction to Baking Applied Baking Pastry Capstone For students in the Combined Skills with ESL support program, the duration is eleven months with longer hours in each of the terms shown below: Introduction to Baking (plus English) Students **must** be required to complete the **credential program** within **3** three years.

Students who successfully complete this credential may be eligible to receive advance standing in the Artisan Baking Certificate.

Program Learning Outcomes

Graduates Upon completion of this program the certificate, students will be able to:

Apply advanced skills and knowledge in the pastry arts Prepare a variety of baked goods according to the production of a variety of advanced pastry items for a professional theoretical baking environment. **principles and processes which govern ingredient, methodology and environmental conditions**

Evaluate advanced confections, cakes product outcomes for consistency and pastries for consistency and accuracy in yield, flavour, texture, and **flavor, texture and overall appearance according to product specifications and standards. and standards**

Identify Adhere to industry health and **describe** safety standards in the **principles** preparation, handling and storage of **nutrition relating to advanced confections, cakes, and pastries. baked goods**

Comply with shop safety practices Adhere to industry health, safety Practice professional etiquette and **employment standards in** personal hygiene as required by the **preparation, handling, and storage of food and equipment. industry**

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

Participate and communicate effectively as a team member Implement principles of bakery management and merchandising for inventory and cost control Plan and execute daily production lists to efficiently and confidently meet specific production criteria Perform standard math functions to prepare baked goods Prepare a variety of baked goods according to theoretical baking principles and processes which govern ingredient, methodology and environmental conditions Evaluate product outcomes for consistency and accuracy in yield, flavor, texture and overall appearance according to product specifications and standards **Reflect on** Critically analyze and document performance **and practice** to enhance **professional skills needed to enter** comprehension and **advance in the pastry arts. ongoing professional development**

The **Pastry Arts Certificate** is designed to meet the training needs of industry and **the required training objectives established** is monitored by **the Industry Training Authority (ITA)**. **a Program Advisory Committee** which recommends changes to program content based on industry needs. **Courses** All books and tools are delivered available at the downtown campus. **Downtown Campus bookstore:**

The program is delivered in professional baking labs and classroom settings. Instructional strategies for the certificate vary depending on the course. For example, direct instructional methods such as demonstrations are used in the kitchen to show students how to make products on a step-by-step basis. At the same time, students with the support of instructors, will problem-solve issues that arise in their products. Interactive instructional strategies will be applied through cooperative learning activities both during theory and practical time. Practical instruction is provided in a fully operational kitchen and bakeshop environment similar to those found in industry. A major emphasis of the certificate is active student participation. Students are encouraged to become self-directed and responsible for their own learning. **Student products** Students are **expected to come to class well prepared for active participation in the VCC Bakeshop to enrich their practical classroom and professional skills.** kitchen activities: The eleven-month certificate is organized into four terms: Introduction to Baking Applied Baking Pastry Capstone For students in the Combined Skills with ESL support program, English courses are provided alongside Baking courses in the first two terms. Terms are structured as follows: Introduction to Baking Introduction to Baking courses provide the basis upon which later skills and knowledge will be built; it introduces the theoretical and practical aspects of causes & effects, as well as safety & sanitation, ingredient functions, baking math and basic methodology Applied Baking **Classroom instruction is designed for students** Applied Baking courses build upon the introduction to **develop the theoretical knowledge** baking skills and **professional skills required for success** knowledge to lead students through what is needed to work in **the baking industry, with a maximum of 30 pages of reading per week.** retail bakeries, bakery cafes and similar establishments.

The program design is based on a learner-centred and experiential approach whereby students learn through experience in a professional setting. Concepts from the Introduction to Baking term are covered in more depth. Students also learn essential cake design, assembly and decoration skills Pastry Pastry courses lead students towards the craft of making desserts, cakes and pastries from scratch. Coverage includes chocolates and confections, wedding cakes and dessert cakes and small pastries. Capstone This term provides an opportunity for students to practice all skills and knowledge learned throughout the program and includes a capstone project followed by three weeks of work experience in industry. **Active learning** Students are required to purchase textbooks, baking tools and **participation are emphasized to promote** closed-top non-slip shoes for use throughout the **development of knowledge, skills, and the mindset required for success in the food industry.** certificate: **Professional skills such as teamwork, critical thinking, reflective practice, and interpersonal communication are emphasized throughout the program.**

All books and tools are available at the Downtown Campus bookstore. Students will be given a list of required books and tools on the first day of class and accompanied to the bookstore to make the purchases.

The certificate requires that students acquire not only baking knowledge and practical skills, but also demonstrate professionalism. Students are also expected to practice critical thinking and self-reflection. Expectations for the evaluation process will be discussed on the first day of classes. Practical work is continuously evaluated consistent with the College grading system. **In the baking lab, students are continuously assessed on clean Clean work habits, product consistency, teamwork, participation and safe work habits, organization, teamwork, technical skills, product outcomes, and the ability to follow instructions are part of the application of theoretical principles and processes to their practice. evaluation: Tests will be administered throughout the program. Students develop need to achieve a reflective practice by recording their observations and questions relating to practice and exploring those minimum of 70% (B-) in facilitated group discussions. each course of each term in order to advance to the next term. Instructors provide daily feedback on individual student progress and learning needs and weekly evaluation of performance.**

Theoretical learning Practical work is continuously evaluated consistent with weekly reading assignments and quizzes. the College grading system:

Students who receive 69% or less in a course will be given an “F” grade. Students **must in the Combined Skills with ESL support program need to** achieve a minimum of 70% **in (S) in each English course to receive the VCC Pastry Arts Certificate. in order to pass:**

Students who receive 69% or less in each English course will be given a “U” grade.

Recommended Characteristics of Students

Basic computer and word processing skills

Organizational and time management skills

Enjoys working independently and in a team

It is recommended that applicants have successfully completed English 10 and Science 10 (for those who are not applying for the Combined Skills with ESL support program). It is strongly recommended that applicants consider the daily tasks associated with working in a professional bakery. These include the following physical and mental characteristics: Physical condition and stamina to meet the demands of the **program, including good motor skills and hand-eye coordination baking industry**

Creativity is an asset

Applicants must be able to physically handle all wheat, dairy, egg, and nut products and all associated by-products required to meet the program outcomes. Any other known food allergies must be disclosed.

Good hand-eye coordination Ability to multi-task, with strong and efficient organizational skills Artistic ability is an asset It is also recommended that students bring a digital camera for capturing images of their work. As part of the program involves online learning, a familiarity with computers and basic keyboarding skills are recommended.

Courses

<u>BAKG 1150</u>	Quick Breads & Cookies	4
<u>BAKG 1155</u>	Pies, Tarts, Puff Pastries	4

<u>BAKG 1160</u>	Basic Lean Yeast Doughs	4
<u>BAKG 1165</u>	Basic Rich Yeast Doughs	4
<u>BAKG 1170</u>	Basic Cakes & Pastries	4
<u>BAKG 1175</u>	Specialty Cakes & Pastries	4
<u>BAKG 1275</u>	Chocolate & Confectionery	4
<u>BAKG 1276</u>	Advanced Cakes	4
<u>BAKG 1277</u>	Advanced Pastries & Dessert Presentation	4
<u>BAKG 1278</u>	Advanced Decoration	2
<u>BAKG 1279</u>	Selected Topics in Pastry Arts	2
<u>BAKG 1375</u>	Pastry Arts Capstone Project	1
<u>BAKG 1376</u>	Pastry Arts Work Experience	3

Total Credits 44

~~For the Combined Skills with ESL support program, the additional courses are: Combined Skills Program Total: 52~~

BAKG 1141	English Introduction to Baking	4
BAKG 1241	English - Applied Baking	4
BAKG 1142	Basic Principles	1
BAKG 1143	Basic Methodology	6
BAKG 1144	Budgeting and Cost Control	1
BAKG 1145	Retail Operations	4
BAKG 1242	Professionalism & Organization	1
BAKG 1243	Fermentation	3
BAKG 1244	Lamination	2
BAKG 1247	Frying	1
BAKG 1245	Aeration & Emulsification	2
BAKG 1246	Design and Decoration	3
BAKG 1347	Chocolate & Confections	2
BAKG 1348	Dessert Cakes	3
BAKG 1349	Small Desserts & Pastries	3
BAKG 1314	Plated Desserts	2

BAKG 1350	Wedding Cakes & Marzipan	2
BAKG 1345	Catering & Special Orders	4
BAKG 1346	Capstone Project	1
BAKG 1230	Work Experience	3
Total Credits		0

Transcript of Achievement

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

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

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	70-75	Minimum Pass	2.67
C+			2.33
C			2.00
C-			1.67
D			1.00
F	0-69	Failing Grade – unable to proceed to next Term	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standards			
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.

Revisions are based on 2018/19 Program Renewal Action Plan and improve:

- program currency
- impact of instructor scheduling on student experience
- theoretical rigor and alignment with practice as per institutional learning outcomes and ITA goals

Are there any expected costs to this proposal.

Program will be submitted for re-costing

Consultations

Consultated Area	Consultation Comments
Other Department(s)	Please see consultation comments for Artisan Baking Certificate proposal. Consultations included a review and discussion of both proposals simultaneously.

Additional Information

Provide any additional information if necessary.

Please see attached curriculum map to clarify relationship between "old" courses and "new" and their respective credits.

Supporting documentation:

[Curriculum Map old to new.docx](#)

Marketing Information

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 10:46 am

Viewing: **BAKG 1150 : Quick Breads & Cookies**

Last edit: 03/11/22 3:04 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[25: Artisan Baking Certificate](#)

[26: Pastry Arts Certificate](#)

Course Name:

Quick Breads & Cookies

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:19 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 7:53 am
Dennis Innes
(dinnes): Approved
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for SHP Dean
6. 03/31/22 11:42 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Quick Breads & Cookies

Name:

Subject Code: BAKG - Baking and Pastry

Course Number 1150

Year of Study 1st Year Post-secondary

Credits: 4

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with an introduction to baker's math and the ingredients, processes, techniques, tools, and equipment used in the production of quick breads and cookies.

A variety of techniques including quick bread and cookie mixing, makeup, baking, and finishing are explored. Emphasis is placed on methods of preparation and the quality of the finished products as well as critical thinking, time management, communication, and teamwork.

At the beginning of this course, students will receive an orientation to the campus and student services, and an orientation to the baking lab with an emphasis on safety.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Describe and apply the theoretical principles and production techniques to produce a variety of quick breads.
CLO #2	Describe and apply the theoretical principles and production techniques to produce a variety of cookies.
CLO #3	Assess quick breads and cookies for consistency and quality standards.
CLO #4	Apply industry standards and procedures essential for food and kitchen safety in the production of quick breads and cookies.
CLO #5	Apply effective time management, communication, and teamwork skills needed to produce quick breads and cookies.

Instructional

Strategies:

Lecture, demonstration, hands-on practice, group work, and independent study.

Evaluation and Grading

Grading System: Percentages
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	60	Instructor observation of student's technical, theoretical, organizational, reflective, and interpersonal skill development, and safety practices
Participation	10	Active engagement in classroom and lab activities
Assignments	10	Weekly reading assignments
Quizzes/Tests	20	Theory quizzes

Hours by Learning Environment Type

Total Hours 100

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

80

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Quick bread classifications, production techniques, quality standards

Cookie classifications, production techniques, quality standards

Baking science: overview of baking ingredients, nutritional properties, baking processes; leavening agents

Relationship between ingredients, techniques, environmental factors, and baking processes in the production of quick breads and cookies

Reflective practice: analyzing product outcomes of quick breads and cookies based on inputs and quality standards, objectivity, generalizing, problem-solving, refining knowledge and skills

Trade calculations: calculating baker's percentages and new yields, converting units of measure within a system of measurement

Production planning and time management: attendance & punctuality, reading and following a quick bread or cookie formula, preparing for production, direct vs. indirect production time, prioritizing work assignments

Safety and sanitation: tools & equipment operation and care; principles of food safety; personal hygiene and safety practices; types of hazards and emergencies, safety procedures and regulations; accident prevention

Professional communication: workplace safety, respectful communication, terminology, asking for information or clarification

Bakery Management: inventory and receiving procedures, storage temperatures and procedures, waste management procedures; packaging and labelling

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

Professional Baking, 8th edition

How Baking Works, 3rd edition

Rationale and Consultations

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 10:46 am

Viewing: **BAKG 1155 : Pies, Tarts, Puff Pastries**

Last edit: 03/11/22 3:04 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[25: Artisan Baking Certificate](#)

[26: Pastry Arts Certificate](#)

Course Name:

Pies, Tarts, Puff Pastries

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
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6. 03/31/22 11:42 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Name: Pies, Tarts, Puff Pastries

Name:

Subject Code: BAKG - Baking and Pastry

Course Number: 1155

Year of Study: 1st Year Post-secondary

Credits: 4

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with an introduction to the ingredients, processes, techniques, tools, and equipment used in the production of pies, tarts, and puff pastries.

A variety of techniques including pie and pastry dough mixing and handling, filling and makeup, baking, and finishing are explored. Emphasis is placed on methods of preparation and the quality of the finished products as well as critical thinking, time management, communication, and teamwork.

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:

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

CLO #1	Describe and apply the theoretical principles and production techniques to produce a variety of pies and tarts
CLO #2	Describe and apply the theoretical principles and production techniques to produce a variety of puff pastries
CLO #3	Assess pies, tarts, and puff pastries for consistency and quality standards
CLO #4	Apply industry standards and procedures essential for food and kitchen safety in the production of pies, tarts, and puff pastries
CLO #5	Apply effective time management, communication, and teamwork skills needed to produce pies, tarts, and puff pastries

Instructional

Strategies:

Lecture, demonstration, hands-on practice, group work, and independent study

Evaluation and Grading

Grading System: Percentages
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	60	Instructor observation of student's technical, theoretical, organizational, reflective, and interpersonal skill development, and safety practices
Participation	10	Active engagement in classroom and lab activities
Assignments	10	Weekly reading assignments
Quizzes/Tests	20	Theory quizzes

Hours by Learning Environment Type

Total Hours 100

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

80

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Pastry dough classifications, production techniques, quality standards

Pie and tart classifications, production techniques, quality standards

Puff pastry classifications, production techniques, quality standards

Fillings for pies, tarts, puff pastries: classifications, production techniques, quality standards

Baking science: eggs, milk & milk products; heat transfer

Relationship between ingredients, techniques, environmental factors, and baking processes in the production of pies, tarts, and puff pastries

Reflective practice: analyzing outcomes of pies, tarts, and puff pastries based on inputs and quality standards, observation, and objectivity; generalizing, problem-solving, and refining knowledge and skills

Trade calculations: converting measurements between metric and imperial systems, recipe costing

Production planning and time management: reading and following formulas in the production of pies, tarts, and puff pastries; preparing for production, prioritizing production assignments, efficiency practices in baking

Safety and sanitation: tools & equipment operation and care; principles of food safety; personal hygiene and safety practices; types of hazards and emergencies, safety procedures and regulations; accident prevention

Professional communication in the baking industry: workplace safety, respectful communication, terminology, participating in a team

Bakery Management: inventory and receiving procedures, storage temperatures and procedures, waste management procedures; packaging and labelling

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

Professional Baking, 8th edition

How Baking Works, 3rd edition

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 10:46 am

Viewing: **BAKG 1160 : Basic Lean Yeast Doughs**

Last edit: 03/11/22 3:05 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[25: Artisan Baking Certificate](#)

[26: Pastry Arts Certificate](#)

Course Name:

Basic Lean Yeast Doughs

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:19 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 7:55 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 1:33 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:04 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:52 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:42 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Basic Lean Yeast Doughs

Name:

Subject Code: BAKG - Baking and Pastry

Course Number 1160

Year of Study 1st Year Post-secondary

Credits: 4

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with an introduction to the ingredients, processes, techniques, tools, and equipment used in the production of basic lean yeast doughs.

A variety of techniques including lean dough mixing and handling, shaping, baking, frying, and finishing are explored. Emphasis is placed on methods of preparation and the quality of the finished products as well as critical thinking, time management, communication, and teamwork.

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:

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

CLO #1	Describe and apply the theoretical principles and production techniques to produce a variety of basic lean yeasted goods
CLO #2	Assess basic lean yeasted goods for consistency and quality standards
CLO #3	Apply industry standards and procedures essential for food and kitchen safety in the production of basic lean yeasted goods
CLO #4	Apply effective time management, communication, and teamwork skills needed to produce basic lean yeasted goods

Instructional

Strategies:

Lecture, demonstration, hands-on practice, group work, and independent study

Evaluation and Grading

Grading System: Percentages
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	60	Instructor observation of student's technical, theoretical, organizational, reflective, and interpersonal skill development, and safety practices
Participation	10	Active engagement in classroom and lab activities
Assignments	10	Weekly reading assignments
Quizzes/Tests	20	Theory quizzes

Hours by Learning Environment Type

Total Hours 100

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

80

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Basic lean yeast dough formulas, production techniques, quality standards

Baking science: ingredients, principles, processes: wheat, rye, yeast, hydration, gluten development, fermentation, humidity

Relationship between ingredients, techniques, environmental factors, and baking processes in the production of basic lean yeasted goods

Reflective practice: analyzing outcomes of basic lean yeast doughs based on inputs and quality standards, observation, and objectivity; generalizing, problem-solving, and refining knowledge and skills

Trade calculations: calculating desired dough temperature, calculating machine size based on dough size and texture

Production planning and time management: reading and following a bread formula, preparing for production, direct vs. indirect production time, prioritizing production assignments, dough retarding techniques

Safety and sanitation: workplace hazards and regulations, tools & equipment operation and care; personal hygiene and safety practices; safety procedures and regulations, accident prevention

Professional communication in the baking industry: workplace safety, respectful communication, terminology, giving and receiving feedback

Bakery Management: inventory and receiving procedures, storage temperatures and procedures, waste management procedures; packaging and labelling

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

Professional Baking, 8th edition

How Baking Works, 3rd edition

Rationale and Consultations

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

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 10:46 am

Viewing: **BAKG 1165 : Basic Rich Yeast Doughs**

Last edit: 03/11/22 3:05 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[25: Artisan Baking Certificate](#)

[26: Pastry Arts Certificate](#)

Course Name:

Basic Rich Yeast Doughs

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:19 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 7:55 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 1:33 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:04 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:52 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:42 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Name: Basic Rich Yeast Doughs

Name:

Subject Code: BAKG - Baking and Pastry

Course Number: 1165

Year of Study: 1st Year Post-secondary

Credits: 4

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with an introduction to the ingredients, processes, techniques, tools, and equipment used in the production of basic rich yeast doughs.

A variety of techniques including rich dough mixing and handling, shaping, laminating, baking, and finishing are explored. Emphasis is placed on methods of preparation and the quality of the finished products as well as critical thinking, time management, communication, and teamwork.

Course Pre-Requisites (if applicable):

BAKG 1150, BAKG 1155, BAKG 1160.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

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

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

CLO #1	Describe and apply the theoretical principles and production techniques to produce a variety of basic rich yeasted goods
CLO #2	Describe and apply the theoretical principles and production techniques to produce a variety of basic laminated yeast goods
CLO #3	Assess basic rich yeasted goods for consistency and quality standards
CLO #4	Assess basic laminated goods for consistency and quality standards
CLO #5	Apply industry standards and procedures essential for food and kitchen safety in the production of basic rich yeasted goods
CLO #6	Apply effective time management, communication, and teamwork skills needed to produce basic rich yeasted goods

Instructional

Strategies:

Lecture, demonstration, hands-on practice, group work, and independent study

Evaluation and Grading

Grading System: Percentages
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	60	Instructor observation of student's technical, theoretical, organizational, reflective, and interpersonal skill development, and safety practices
Participation	10	Active engagement in classroom and lab activities
Assignments	10	Weekly reading assignments
Quizzes/Tests	20	Theory quizzes

Hours by Learning Environment Type

Total Hours 100

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

80

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Basic rich yeast dough formulas, production techniques, quality standards

Basic laminated yeast dough formulas, production techniques, quality standards

Baking science: sugar, fat, gluten development, extensibility, fermentation, humidity

Relationship between ingredients, techniques, environmental factors, and baking processes in the production of rich yeasted goods and laminated yeast goods

Reflective practice: analyzing outcomes of basic rich yeast doughs based on inputs and quality standards, observation, and objectivity; generalizing, problem-solving, and refining knowledge and skills

Trade calculations: calculating layers in laminated doughs based on lamination process

Production planning and time management: reading and following a rich bread formula, preparing for production, direct vs. indirect production time, prioritizing production assignments, dough retarding techniques

Safety and sanitation: tools & equipment operation and care; principles of food safety; personal hygiene and safety practices; safety procedures and regulations; accident prevention

Professional communication in the baking industry: workplace safety, terminology, engaging respectfully with peers/colleagues from diverse cultural backgrounds

Bakery management: inventory and receiving procedures, storage temperatures and procedures, waste management procedures; packaging and labelling

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

Professional Baking, 8th edition

How Baking Works, 3rd edition

Rationale and Consultations

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 10:46 am

Viewing: **BAKG 1170 : Basic Cakes & Pastries**

Last edit: 03/11/22 3:05 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[25: Artisan Baking Certificate](#)

[26: Pastry Arts Certificate](#)

Course Name:

Basic Cakes & Pastries

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:19 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 7:56 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 1:33 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:05 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:52 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:42 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Basic Cakes & Pastries

Name:

Subject Code: BAKG - Baking and Pastry

Course Number 1170

Year of Study 1st Year Post-secondary

Credits: 4

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with an introduction to the ingredients, processes, techniques, tools, and equipment used in the production of basic cakes and pastries.

A variety of techniques including high fat cake mixing and baking, the preparation of basic icings and fillings, and basic cake assembly and decoration are explored. Emphasis is placed on methods of preparation and the quality of the finished products as well as critical thinking, time management, communication, and teamwork.

Course Pre-Requisites (if applicable):

BAKG 1150, BAKG 1155, BAKG 1160.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

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

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

CLO #1	Describe and apply the theoretical principles and production techniques to produce a variety of basic cakes and pastries
CLO #2	Describe and apply the theoretical principles and production techniques to produce a variety of basic icings and syrups
CLO #3	Describe and apply the theoretical principles and production techniques to produce a variety of simple finished cakes and pastries
CLO #4	Assess simple finished cakes and pastries for consistency and quality standards
CLO #5	Apply industry standards and procedures essential for food and kitchen safety in the production of simple finished cakes and pastries
CLO #6	Apply effective time management, communication, and teamwork skills needed to produce simple finished cakes and pastries

Instructional

Strategies:

Lecture, demonstration, hands-on practice, group work, and independent study

Evaluation and Grading

Grading System: Percentages
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	60	Instructor observation of student's technical, theoretical, organizational, reflective, and interpersonal skill development, and safety practices
Participation	10	Active engagement in classroom and lab activities
Assignments	10	Weekly reading assignments
Quizzes/Tests	20	Theory quizzes

Hours by Learning Environment Type

Total Hours	100
Lecture, Seminar, Online	20
Lab, Clinical, Shop, Kitchen, Studio, Simulation	80
Practicum, Self-Paced, Individual Learning	

Course Topics

Course Topics:

Classifications of high fat cakes, production techniques, quality standards

Classifications of icings, production techniques, quality standards

Baking science: fruits, nuts, spices, flavourings, aeration, specific gravity, emulsification, colour theory, light waves

Relationship between ingredients, techniques, environmental factors, and baking processes in the production of basic cakes and pastries

Reflective practice: analyzing outcomes of basic cakes and pastries based on inputs and quality standards, observation, and objectivity; generalizing, problem-solving, and refining knowledge and skills

Trade calculations: calculating formula yields for the production of basic cakes & pastries, calculating production costs

Production planning and time management: reading and following the production steps for simple cakes and pastries, preparing for production, direct vs. indirect production time, sequencing the production of multiple components

Safety and sanitation: tools & equipment operation and care; principles of food safety; personal hygiene and safety practices; types of hazards and emergencies, safety procedures and regulations; accident prevention

Professional communication in the baking industry: workplace safety, respectful communication, terminology, expressing disagreement

Bakery Management: market analysis, quality goods, displaying products on social media

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

Professional Baking, 8th edition

How Baking Works, 3rd edition

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 10:47 am

Viewing: **BAKG 1175 : Specialty Cakes & Pastries**

Last edit: 03/11/22 3:05 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[25: Artisan Baking Certificate](#)

[26: Pastry Arts Certificate](#)

Course Name:

Specialty Cakes & Pastries

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:19 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 7:57 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 1:33 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:05 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:52 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:42 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	72 Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Name: Specialty Cakes & Pastries

Subject Code: BAKG - Baking and Pastry

Course Number: 1175

Year of Study: 1st Year Post-secondary

Credits: 4

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with further study of the ingredients, processes, techniques, tools, and equipment used in the production of specialty cakes and pastries. It also introduces students to principles and practices of bakery management and merchandising.

A variety of techniques including egg foam cake mixing and baking, the preparation of more advanced icings and fillings, cake assembly and decoration are explored. Emphasis is placed on methods of preparation and the quality of the finished products as well as critical thinking, time management, communication, and teamwork.

Course Pre-Requisites (if applicable):

BAKG 1150, BAKG 1155, BAKG 1160.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

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

CLO #1	Describe and apply the theoretical principles and production techniques to produce a variety of specialty cakes and pastries
CLO #2	Describe and apply the theoretical principles and production techniques to produce a variety of specialty icings and creams, and basic mousses
CLO #3	Describe and apply the theoretical principles and production techniques to produce a variety of specialty finished cakes and pastries
CLO #4	Assess specialty finished cakes and pastries for consistency and quality standards
CLO #5	Apply industry standards and procedures essential for food and kitchen safety in the production of specialty finished cakes and pastries
CLO #6	Apply effective time management, communication, and teamwork skills needed to produce specialty finished cakes and pastries

Instructional

Strategies:

Lecture, demonstration, hands-on practice, group work, and independent study

Evaluation and Grading

Grading System: Percentages
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	60	Instructor observation of student's technical, theoretical, organizational, reflective, and interpersonal skill development, and safety practices
Participation	10	Active engagement in classroom and lab activities
Assignments	10	Weekly reading assignments
Quizzes/Tests	20	Theory quizzes

Hours by Learning Environment Type

Total Hours	100
Lecture, Seminar, Online	20
Lab, Clinical, Shop, Kitchen, Studio, Simulation	80
Practicum, Self-Paced, Individual Learning	

Course Topics

Course Topics:

Classifications of egg foam cakes, production techniques, quality standards

Classifications of mousses and creams, production techniques, quality standards

Baking science: chocolate & cocoa, gelling agents, condensation, gravity, sensory perception

Relationship between ingredients, techniques, environmental factors, and baking processes in the production of basic cakes and pastries

Reflective practice: analyzing outcomes of specialty cakes & pastries based on inputs and quality standards, observation, and objectivity; generalizing, problem-solving, and refining knowledge and skills

Production planning and time management: reading and following the productions steps for specialty cakes & pastries, preparing for production, direct vs. indirect production time, prioritizing production assignments, sequencing the production of multiple components

Safety and sanitation: tools & equipment operation and care; principles of food safety; personal hygiene and safety practices; safety procedures and regulations; accident prevention

Professional communication in the baking industry: workplace safety, respectful communication, terminology, refusing a request

Bakery management: merchandizing, financial terminology, production costing

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

Professional Baking, 8th edition

How Baking Works, 3rd edition

Rationale and Consultations

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 10:49 am

Viewing: **BAKG 1265 : Advanced Lean Yeast**

Doughs

Last edit: 03/11/22 3:05 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[25: Artisan Baking Certificate](#)

Course Name:

Advanced Lean Yeast Doughs

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:19 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 7:59 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 1:33 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:05 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:53 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:42 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	76 Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Name: Advanced Lean Yeast Doughs

Subject Code: BAKG - Baking and Pastry

Course Number: 1265

Year of Study: 1st Year Post-secondary

Credits: 4

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with an introduction to the advanced study of ingredients, production processes, techniques, tools, and equipment used in the production of lean yeast doughs.

A variety of techniques including preferments and high hydration doughs, dough handling, shaping, scoring, baking, and finishing are explored. Emphasis is placed on methods of preparation and the quality of the finished products as well as critical thinking, time management, communication, and teamwork.

Course Pre-Requisites (if applicable):

BAKG 1153.

Course Co-requisites (if applicable):

BAKG 1165, BAKG 1170, BAKG 1175

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

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

CLO #1	Describe and apply the theoretical principles and production techniques to produce a variety of advanced lean yeasted goods
CLO #2	Assess advanced lean yeasted goods for consistency and quality standards
CLO #3	Apply industry standards and procedures essential for food and kitchen safety in the production of advanced lean yeasted goods
CLO #4	Apply effective time management, communication, and teamwork skills needed to produce advanced lean yeasted goods

Instructional

Strategies:

Lecture, demonstration, hands-on practice, group work, and independent study

Evaluation and Grading

Grading System: Percentages
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	60	Instructor observation of student's technical, theoretical, organizational, reflective, and interpersonal skill development, and safety practices
Participation	10	Active engagement in classroom and lab activities
Assignments	10	Weekly reading assignments
Project	5	Applied theory project
Quizzes/Tests	15	Theory quizzes

Hours by Learning Environment Type

Total Hours 100

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

80

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Advanced lean yeast dough formulas, production techniques, quality standards

Baking science: wheat flour, yeast, hydration, soakers, dough mixing techniques, dough strength, fermentation, dough retarding, humidity, baking process, cooling process

Relationship between ingredients, techniques, environmental factors, and baking processes in the production of advanced lean yeasted goods

Reflective practice: analyzing outcomes of advanced lean yeast doughs based on inputs and quality standards, observation, and objectivity; generalizing, problem-solving, and refining knowledge and skills

Trade calculations: formula modifications based on ingredient composition, calculating mixing time

Production planning and time management: reading and following a formula, preparing for production, direct vs. indirect production time, prioritizing production assignments, preferments, dough retarding schedules

Safety and sanitation: tools & equipment operation and care; principles of food safety; personal hygiene and safety practices; safety procedures and regulations; accident prevention

Professional communication in the baking industry: workplace safety, respectful communication, terminology, writing a resume and cover letter

Bakery Management: inventory and receiving procedures, storage temperatures and procedures, waste management procedures; packaging and labelling

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

Advanced Bread and Pastry, 1st edition

How Baking Works, 3rd edition

Rationale and Consultations

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

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 10:49 am

Viewing: **BAKG 1266 : Sourdough Baking**

Last edit: 03/11/22 3:05 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[25: Artisan Baking Certificate](#)

Course Name:

Sourdough Baking

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:19 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 7:59 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 1:33 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:05 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:53 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:42 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Sourdough Baking

Name:

Subject Code: BAKG - Baking and Pastry

Course Number 1266

Year of Study 1st Year Post-secondary

Credits: 4

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with an introduction to the study of ingredients, production processes, techniques, tools, and equipment used in the production of sourdough breads.

A variety of techniques including the development and maintenance of sourdough starters and levains, mixed fermentation, high hydration doughs, autolyse, dough mixing, handling, shaping, scoring, baking, and cooling are explored. Emphasis is placed on methods of preparation and the quality of the finished products as well as critical thinking, time management, communication, and teamwork.

Course Pre-Requisites (if applicable):

BAKG 1165, BAKG 1170, BAKG 1175.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

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

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

CLO #1	Describe and apply the theoretical principles and production techniques to produce a variety of sourdough breads
CLO #2	Assess sourdough breads for consistency and quality standards
CLO #3	Apply industry standards and procedures essential for food and kitchen safety in the production of sourdough breads
CLO #4	Apply effective time management, communication, and teamwork skills needed to produce sourdough breads

Instructional

Strategies:

Lecture, demonstration, hands-on practice, group work, and independent study

Evaluation and Grading

Grading System: Percentages
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	60	Instructor observation of student's technical, theoretical, organizational, reflective, and interpersonal skill development, and safety practices
Participation	10	Active engagement in classroom and lab activities
Assignments	10	Weekly reading assignments
Project	5	Applied theory project
Quizzes/Tests	15	Theory quizzes

Hours by Learning Environment Type

Total Hours 100

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

80

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Sourdough formulas, production techniques, quality standards

Baking science: cereal grains, alternative wheat grains, cereal-free grains, wild yeast, gluten, sourdough cultures, autolyse, fermentation, dough pH, sourdough bread formulas

Relationship between ingredients, techniques, environmental factors, and baking processes in the production of sourdough breads

Reflective practice: analyzing outcomes of sourdough breads based on inputs and quality standards, observation, and objectivity; generalizing, problem-solving, and refining knowledge and skills

Trade calculations: calculations for modifying ingredients in a formula

Production planning and time management: reading and following a sourdough bread formula, preparing for production, direct vs. indirect production time, prioritizing production assignments; developing and managing a sourdough starter and levain; dough retarding schedules

Safety and sanitation: tools & equipment operation and care; principles of food safety; personal hygiene and safety practices; safety procedures and regulations; accident prevention

Professional communication in the baking industry: workplace safety, respectful communication, terminology, visual communication

Bakery Management: inventory and receiving procedures, storage temperatures and procedures, waste management procedures; packaging and labelling

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

Advanced Bread and Pastry, 1st edition

How Baking Works, 3rd edition

Rationale and Consultations

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

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 10:49 am

Viewing: **BAKG 1267 : Advanced Rich Yeast**

Doughs

Last edit: 03/11/22 3:05 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[25: Artisan Baking Certificate](#)

Course Name:

Advanced Rich Yeast Doughs

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:19 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 8:01 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 1:33 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:05 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:53 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:42 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Advanced Rich Yeast Doughs

Name:

Subject Code: BAKG - Baking and Pastry

Course Number 1267

Year of Study 1st Year Post-secondary

Credits: 4

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with an introduction to the advanced study of ingredients, processes, techniques, tools, and equipment used in the production of rich yeast doughs with an emphasis on non-laminated Viennoiserie.

A variety of techniques including preferments, rich dough mixing and handling, shaping, baking, and finishing are explored. Emphasis is placed on methods of preparation and the quality of the finished products as well as critical thinking, time management, communication, and teamwork.

Course Pre-Requisites (if applicable):

BAKG 1165, BAKG 1170, BAKG 1175.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

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

CLO #1	Describe and apply the theoretical principles and production techniques to produce a variety of advanced rich yeasted goods
CLO #2	Assess advanced rich yeasted goods for consistency and quality standards
CLO #3	Apply industry standards and procedures essential for food and kitchen safety in the production of advanced rich yeasted goods
CLO #4	Apply effective time management, communication, and teamwork skills needed to produce lean yeasted goods

Instructional

Strategies:

Lecture, demonstration, hands-on practice, group work, and independent study

Evaluation and Grading

Grading System: Percentages
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	60	Instructor observation of student's technical, theoretical, organizational, reflective, and interpersonal skill development, and safety practices
Participation	10	Active engagement in classroom and lab activities
Assignments	10	Weekly reading assignments
Project	5	Applied theory project
Quizzes/Tests	15	Theory quizzes

Hours by Learning Environment Type

Total Hours 100

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

80

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Advanced rich yeast dough formulas, production techniques, quality standards, including non-laminated Viennoiserie

Baking science: sugar, fat, eggs, osmotolerant yeast, gluten development, dough extensibility, fermentation

Relationship between ingredients, techniques, environmental factors, and baking processes in the production of advanced rich yeasted goods

Reflective practice: analyzing outcomes of advanced rich doughs based on inputs and quality standards, observation, and objectivity; generalizing, problem-solving, and refining knowledge and skills

Trade calculations: calculating formula modifications based on ingredient composition

Production planning and time management: reading and following an advanced enriched bread formula, preparing for production, direct vs. indirect production time, prioritizing production assignments, preferments, sourdough production schedules

Safety and sanitation: tools & equipment operation and care; principles of food safety; personal hygiene and safety practices; safety procedures and regulations; accident prevention

Professional communication in the baking industry: workplace safety, respectful communication, terminology, visual communication

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

Advanced Bread and Pastry, 1st edition

How Baking Works, 3rd edition

Rationale and Consultations

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

Yes

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 10:50 am

Viewing: **BAKG 1268 : Advanced Laminated Doughs**

Last edit: 03/11/22 3:06 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[25: Artisan Baking Certificate](#)

Course Name:

Advanced Laminated Doughs

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:19 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 8:02 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 1:33 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:05 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:53 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:42 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course **Advanced Laminated Doughs**

Name:

Subject Code: **BAKG - Baking and Pastry**

Course Number **1268**

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

Credits: **3**

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with an introduction to the advanced study of ingredients, processes, techniques, tools, and equipment used in the production of laminated doughs including laminated Viennoiserie and puff pastry.

A variety of advanced techniques including preferments, lamination, makeup and shaping, retarding, baking, and finishing are explored. Emphasis is placed on methods of preparation and the quality of the finished products as well as critical thinking, time management, communication, and teamwork.

Course Pre-Requisites (if applicable):

BAKG 1265, BAKG 1266, BAKG 1267.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

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

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

CLO #1	Describe and apply the theoretical principles and production techniques to produce a variety of advanced laminated baked goods
CLO #2	Assess advanced laminated baked goods for consistency and quality standards
CLO #3	Apply industry standards and procedures essential for food and kitchen safety in the production of advanced laminated baked goods
CLO #4	Apply effective time management, communication, and teamwork skills needed to produce advanced laminated baked goods

Instructional

Strategies:

Lecture, demonstration, hands-on practice, group work, and independent study

Evaluation and Grading

Grading System: Percentages
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	60	Instructor observation of student's technical, theoretical, organizational, reflective, and interpersonal skill development, and safety practices
Participation	10	Active engagement in classroom and lab activities
Assignments	10	Weekly reading assignments
Project	5	Applied theory project
Quizzes/Tests	15	Theory quizzes

Hours by Learning Environment Type

Total Hours 100

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

80

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Advanced formulas, production techniques, quality standards for laminated baked goods

Baking science: natural and artificial colours, whole grain doughs, alternative lamination processes, osmotolerant yeast, mixing & gluten development, dough extensibility, fat plasticity, retarding laminated yeast doughs, alternative baking methods

Relationship between ingredients, techniques, environmental factors, and baking processes in the production of advanced laminated baked goods

Reflective practice: analyzing outcomes of advanced laminated pastries based on inputs and quality standards, observation, and objectivity; generalizing, problem-solving, and refining knowledge and skills

Trade calculations: calculating formula modifications based on ingredient composition and production scheduling

Production planning and time management: preparing for production, direct vs. indirect production time, prioritizing production assignments, streamlining production, alternative baking processes

Safety and sanitation: tools & equipment operation and care; principles of food safety; personal hygiene and safety practices; safety procedures and regulations; accident prevention

Professional communication in the baking industry: workplace safety, respectful communication, terminology

Bakery Management: inventory and receiving procedures, storage temperatures and procedures, waste management procedures; packaging and labelling

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

Advanced Bread and Pastry, 1st edition

How Baking Works, 3rd edition

Rationale and Consultations

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

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 10:50 am

Viewing: **BAKG 1269 : Gluten Free Baking**

Last edit: 03/11/22 3:06 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[25: Artisan Baking Certificate](#)

Course Name:

Gluten Free Baking

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:19 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 8:02 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 1:33 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:05 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:53 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:43 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Name: Gluten Free Baking
 Subject Code: BAKG - Baking and Pastry
 Course Number: 1269
 Year of Study: 1st Year Post-secondary
 Credits: 1

Bridge College Code
 Bridge Billing Hours
 Bridge Course Level

Course Description:

This course provides students with an introduction to the ingredients, processes, and techniques used in the production of gluten free bakery items. It focuses primarily on the development and application of gluten free mixes and the advanced study of gluten free flours, starches, and gums that provide the bulk and structure of gluten free products.

Emphasis is placed on methods of preparation and the quality of the finished products as well as critical thinking, time management, communication, and teamwork.

Course Pre-Requisites (if applicable):

BAKG 1265, BAKG 1266, BAKG 1267.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

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

CLO #1	Describe and apply the theoretical principles and production techniques to produce a variety of gluten free bakery items
CLO #2	Assess gluten free bakery items for consistency and quality standards
CLO #3	Apply industry standards and procedures essential for food and kitchen safety in the production of gluten free bakery items
CLO #4	Apply effective time management, communication, and teamwork skills needed to produce gluten free bakery items

Instructional

Strategies:

Lecture, demonstration, hands-on practice, group work, and independent study

Evaluation and Grading

Grading System: Percentages
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	60	Instructor observation of student's technical, theoretical, organizational, reflective, and interpersonal skill development, and safety practices
Participation	10	Active engagement in classroom and lab activities
Assignments	10	Reading assignment
Project	5	Applied theory project
Quizzes/Tests	15	Theory quiz

Hours by Learning Environment Type

Total Hours 25

Lecture, Seminar, Online

5

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

20

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Baking science: allergies and intolerances, celiac disease, gluten free flours, starches, gums, hydration, absorption, nutrition, “gluten free” labeling

Relationship between ingredients, techniques, environmental factors, and baking processes in the production of gluten free bakery items

Reflective practice: analyzing outcomes of gluten free bakery items based on inputs and quality standards, observation, and objectivity; generalizing, problem-solving, and refining knowledge and skills

Production planning and time management: reading and following gluten free formulas, preparing for production, direct vs. indirect production time in gluten free baking, prioritizing production assignments, product testing

Safety and sanitation: tools & equipment operation and care; principles of food safety; personal hygiene and safety practices; safety procedures and regulations; accident prevention

Professional communication in the baking industry: respectful communication, terminology, nutritional labelling

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

How Baking Works, 3rd edition

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

Artisan Baking Certificate

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 11:01 am

Viewing: **BAKG 1275 : Chocolate & Confectionery**

Last edit: 03/11/22 3:06 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[26: Pastry Arts Certificate](#)

Course Name:

Chocolate & Confectionery

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:20 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 8:05 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 1:34 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:05 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:53 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:43 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Name: Chocolate & Confectionery

Name:

Subject Code: BAKG - Baking and Pastry

Course Number: 1275

Year of Study: 1st Year Post-secondary

Credits: 4

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with an introduction to the study of ingredients, processes, techniques, tools, and equipment used in the production of chocolates and confections.

A variety of techniques including advanced mousses, custards, creams, textural contrast, moulds, glazes, and decorations are explored. Emphasis is placed on methods of preparation and the quality of the finished products as well as critical thinking, time management, communication, and teamwork.

Course Pre-Requisites (if applicable):

BAKG 1165, BAKG 1170, BAKG 1175.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

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

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

CLO #1	Describe and apply the theoretical principles and production techniques to produce a variety of chocolates
CLO #2	Describe and apply the theoretical principles and production techniques to produce a variety of confections
CLO #3	Assess chocolates and confections for consistency and quality standards
CLO #4	Apply industry standards and procedures essential for food and kitchen safety in the production of chocolates and confections
CLO #5	Apply effective time management, communication, and teamwork skills needed to produce chocolate and confections

Instructional

Strategies:

Lecture, demonstration, hands-on practice, group work, and independent study

Evaluation and Grading

Grading System: Percentages
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	60	Instructor observation of student's technical, theoretical, organizational, reflective, and interpersonal skill development, and safety practices
Participation	10	Active engagement in classroom and lab activities
Assignments	10	Weekly reading assignments
Project	5	Applied theory project
Quizzes/Tests	15	Theory quizzes

Hours by Learning Environment Type

Total Hours 100

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

80

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Classifications of chocolate and chocolate confections, production techniques, quality standards

Classifications of confectionery items, production techniques, quality standards

Baking science: cocoa, couverture, tempering, ganache, crystallization, bloom, fillings, enrobing, sugar cooking and stages of hardness, caramelization aeration, casting, spinning

Relationship between ingredients, techniques, environmental factors, and baking processes in the production of chocolates and confections

Reflective practice: analyzing outcomes of chocolate and confectionery products based on inputs and quality standards, observation, and objectivity; generalizing, problem-solving, and refining knowledge and skills

Production planning and time management: reading and following formulas used in chocolate and confectionery, preparing for production, direct vs. indirect production time, sequencing production tasks, maintaining chocolate temper, timing of sugar cooking

Safety and sanitation: tools & equipment operation and care; principles of food safety; personal hygiene and safety practices; types of hazards and emergencies, safety procedures and regulations; accident prevention

Professional communication in the baking industry: workplace safety, respectful communication, terminology, writing a resume and cover letter

Bakery Management: inventory and receiving procedures, storage temperatures and procedures, waste management; packaging and labelling

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

Advanced Bread and Pastry, 1st edition

Rationale and Consultations

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 11:01 am

Viewing: **BAKG 1276 : Advanced Cakes**

Last edit: 03/11/22 3:06 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[26: Pastry Arts Certificate](#)

Course Name:
Advanced Cakes

Effective Date: January 2023

School/Centre: Hospitality, Food Studies & Applied Business

Department: Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:20 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 8:05 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 2:02 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:05 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:53 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:43 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	100 Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Name: Advanced Cakes
 Subject Code: BAKG - Baking and Pastry
 Course Number: 1276
 Year of Study: 1st Year Post-secondary
 Credits: 4

Bridge College Code
 Bridge Billing Hours
 Bridge Course Level

Course Description:

This course provides students with an introduction to the advanced study of ingredients, processes, techniques, tools, and equipment used in the production of entremets cakes.

A variety of techniques including advanced mousses, custards, creams, textural contrast, moulds, glazes, and decorations are explored. Emphasis is placed on methods of preparation and the quality of the finished products as well as critical thinking, time management, communication, and teamwork.

Course Pre-Requisites (if applicable):

BAKG 1165, BAKG 1170, BAKG 1175.

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

CLO #1	Describe and apply the theoretical principles and production techniques to produce a variety of entremets cakes
CLO #2	Describe and apply the theoretical principles and production techniques to produce a variety of advanced mousses, custards, creams, and glazes
CLO #3	Describe and apply the theoretical principles and production techniques to produce a variety of decorative components
CLO #4	Assess entremets cakes for consistency and quality standards
CLO #5	Apply industry standards and procedures essential for food and kitchen safety in the production of entremets cakes
CLO #6	Apply effective time management, communication, and teamwork skills needed to produce entremets cakes

Instructional

Strategies:

Lecture, demonstration, hands-on practice, group work, and independent study

Evaluation and Grading

Grading System: Percentages
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	60	Instructor observation of student's technical, theoretical, organizational, reflective, and interpersonal skill development, and safety practices
Participation	10	Active engagement in classroom and lab activities
Assignments	10	Weekly reading assignments
Project	5	Applied theory project
Quizzes/Tests	15	Theory quizzes

Hours by Learning Environment Type

Total Hours 100

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

80

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Elements and design of entremets, production techniques, quality standards

Classifications of advanced mousses, custards, creams, and inclusions; production techniques; quality standards

Baking science: ingredients in entremets cakes; temperature, viscosity, hygroscopy

Relationship between ingredients, techniques, environmental factors, and baking processes in the production of entremets

Reflective practice: analyzing outcomes of entremets cakes based on inputs and quality standards, observation, and objectivity; generalizing, problem-solving, and refining knowledge and skills

Production planning and time management: reading and following entremets cake production steps, preparing for production, direct vs. indirect production time, prioritizing production assignments, sequencing the production of multiple components

Safety and sanitation: tools & equipment operation and care; principles of food safety; personal hygiene and safety practices; safety procedures and regulations; accident prevention

Professional communication in the baking industry: workplace safety, terminology, writing a production schedule, visual communication

Bakery Management: inventory and receiving procedures, storage temperatures and procedures, waste management procedures; packaging and labelling

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

Advanced Bread and Pastry, 1st edition

Rationale and Consultations

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 11:01 am

Viewing: **BAKG 1277 : Advanced Pastries & Desserts**

Last edit: 03/11/22 3:06 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[26: Pastry Arts Certificate](#)

Course Name:

Advanced Pastries & Dessert Presentation

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:20 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 8:06 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 2:02 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:05 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:53 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:43 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	104 Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Name: Advanced Pastries & Desserts

Subject Code: BAKG - Baking and Pastry

Course Number: 1277

Year of Study: 1st Year Post-secondary

Credits: 4

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with further study in the ingredients, processes, techniques, tools, and equipment used in the production of entremets and specialty desserts with an emphasis on individual pastries and plated desserts

This course builds on the techniques introduced in Advanced Cakes with additional focus on the production techniques and design of small pastries, decorations, frozen desserts, and dessert service. Emphasis is placed on methods of preparation and the quality of the finished products as well as critical thinking, time management, communication, and teamwork.

Course Pre-Requisites (if applicable):

BAKG 1165, BAKG 1170, BAKG 1175.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

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

CLO #1	Describe and apply the theoretical principles and production techniques to produce a variety of advanced pastries
CLO #2	Describe and apply the theoretical principles and production techniques to produce a variety of traditional and modern plated desserts
CLO #3	Describe and apply the theoretical principles and production techniques to produce a variety of decorative components for advanced pastries and plated desserts
CLO #4	Assess advanced pastries for consistency and quality standards
CLO #5	Assess plated desserts for consistency and quality standards
CLO #6	Apply industry standards and procedures essential for food and kitchen safety in the production of advanced pastries and plated desserts
CLO #7	Apply effective time management, communication, and teamwork skills needed to produce advanced pastries and plated desserts

Instructional

Strategies:

Lecture, demonstration, hands-on practice, group work, and independent study

Evaluation and Grading

Grading System: Percentages
70

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	60	Instructor observation of student's technical, theoretical, organizational, reflective, and interpersonal skill development, and safety practices
Participation	10	Active engagement in classroom and lab activities
Assignments	10	Weekly reading assignments
Project	5	Applied theory project
Quizzes/Tests	15	Theory quizzes

Hours by Learning Environment Type

Total Hours 100

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

80

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Elements and design of advanced pastries, production techniques, quality standards

Elements and design of plated desserts, production and service techniques, quality standards

Baking science: advanced technologies in food preparation, food allergies and intolerances

Relationship between ingredients, techniques, environmental factors, and baking processes in the production of advanced pastries and plated desserts

Reflective practice: analyzing outcomes of advanced pastries and plated desserts based on inputs and quality standards, observation, and objectivity; generalizing, problem-solving, and refining knowledge and skills

Production planning and time management: reading and following the steps in the production of advanced pastries and plated desserts, preparing for production and dessert service, prioritizing production assignments, dessert service

Safety and sanitation: tools & equipment operation and care; principles of food safety; personal hygiene and safety practices; safety procedures and regulations; accident prevention

Professional communication in the baking industry: workplace safety, respectful communication, terminology, dessert service, visual communication, elements of design

Bakery Management: inventory and receiving procedures, storage temperatures and procedures, waste management procedures; packaging and labelling

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

Advanced Bread and Pastry, 1st edition

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 11:01 am

Viewing: **BAKG 1278 : Advanced Decoration**

Last edit: 03/11/22 3:06 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[26: Pastry Arts Certificate](#)

Course Name:

Advanced Decoration

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:20 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 8:08 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 2:02 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:05 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:53 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:43 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	108 Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Name: Advanced Decoration

Subject Code: BAKG - Baking and Pastry

Course Number: 1278

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with further study in the ingredients, processes, techniques, tools, and equipment used in the production of wedding cakes, gum paste flowers, marzipan figures, and flooded cookies.

This course builds on the previous cake and pastry courses with additional focus on the design process, client communication, production costing, and marketing. Emphasis is placed on methods of preparation and the quality of the finished products as well as critical thinking, time management, communication, and teamwork.

Course Pre-Requisites (if applicable):

BAKG 1265, BAKG 1266, BAKG 1267.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

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

CLO #1	Describe and apply the theoretical principles and production techniques to produce a various of wedding cake styles and decorative items.
CLO #2	Assess wedding cakes and decorative items for consistency and quality standards
CLO #3	Apply industry standards and procedures essential for food and kitchen safety in the production of wedding cakes and decorative items
CLO #4	Apply effective time management, communication, and teamwork skills needed to produce wedding cakes and decorative items

Instructional

Strategies:

Lecture, demonstration, hands-on practice, group work, and independent study

Evaluation and Grading

Grading System: Percentages
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	60	Instructor observation of student's technical, theoretical, organizational, reflective, and interpersonal skill development, and safety practices
Participation	10	Active engagement in classroom and lab activities
Assignments	10	Weekly reading assignments
Project	5	Applied theory project
Quizzes/Tests	15	Theory quizzes

Hours by Learning Environment Type

Total Hours 50

Lecture, Seminar, Online

10

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

40

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Elements and design of wedding cakes and decorative items, production techniques, quality standards

Baking science: icings, modeling media, colour palettes, tiered cakes, gravity, light

Relationship between ingredients, techniques, environmental factors, and baking processes in the production of wedding cakes and decorative items

Reflective practice: analyzing wedding cakes and decorations based on inputs and quality standards, observation, and objectivity; generalizing, problem-solving, and refining knowledge and skills

Production planning and time management: clarifying and following visual instructions, preparing for production, prioritizing and sequencing the design and production of wedding cakes and decorative items

Safety and sanitation: tools & equipment operation and care; principles of food safety; personal hygiene and safety practices; safety procedures and regulations; accident prevention

Professional communication in the baking industry: workplace safety, terminology, visual communication, customer service, billing

Bakery Management: inventory and receiving, storage temperatures and light exposure, waste management procedures, calculating cake sizes, transportation and assembly

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

Advanced Bread and Pastry, 1st edition

Professional Baking, 8th edition

Rationale and Consultations

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

Yes

Is this the primary proposal?

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 11:02 am

Viewing: **BAKG 1279 : Selected Topics in Pastry**

Arts

Last edit: 03/11/22 3:07 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[26: Pastry Arts Certificate](#)

Course Name:

Selected Topics in Pastry Arts

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:20 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 8:09 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 2:02 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:05 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:53 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:43 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	112 Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Name: Selected Topics in Pastry Arts

Subject Code: BAKG - Baking and Pastry

Course Number: 1279

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with specialized study in two advanced topics in the pastry arts and the corresponding ingredients, processes, techniques, tools, and equipment. It explores current trends in pastry arts with a focus on foundational principles.

Topics are determined based on instructor expertise and may include two of: chocolate showpieces, confectionery, sugar art, molecular gastronomy, vegan & gluten free desserts, advanced frozen desserts, gum paste & pastillage.

Emphasis is placed on methods of preparation and the quality of the finished products as well as critical thinking, time management, communication, and teamwork.

Course Pre-Requisites (if applicable):

BAKG 1275, BAKG 1276, BAKG 1277.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Describe and apply the theoretical principles and production techniques to produce select advanced items in the pastry arts.
CLO #2	Assess select advanced items in the pastry arts for consistency and quality standards
CLO #3	Apply industry standards and procedures essential for food and kitchen safety in the production of select advanced items in the pastry arts
CLO #4	Apply effective time management, communication, and teamwork skills needed to produce select advanced items in the pastry arts

Instructional

Strategies:

Lecture, demonstration, hands-on practice, group work, and independent study

Evaluation and Grading

Grading System: Percentages
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	60	Instructor observation of student's technical, theoretical, organizational, reflective, and interpersonal skill development, and safety practices
Participation	10	Active engagement in classroom and lab activities
Assignments	10	Weekly reading assignments
Quizzes/Tests	20	Theory quizzes

Hours by Learning Environment Type

Total Hours 50

Lecture, Seminar, Online

10

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

40

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Elements and design of select advanced items in pastry arts, production techniques, quality standards

Ingredients, principles, and processes relating to select advanced items in pastry arts

Relationship between ingredients, techniques, environmental factors, and baking processes in the production of select advanced items in pastry arts

Reflective practice: analyzing outcomes of select advanced items in pastry arts based on inputs and quality standards, observation, and objectivity; generalizing, problem-solving, and refining knowledge and skills

Production planning and time management: reading and following formulas and instructions for select advanced items in pastry arts, preparing for production, prioritizing production assignments

Safety and sanitation: tools & equipment operation and care; principles of food safety; personal hygiene and safety practices; safety procedures and regulations; accident prevention

Professional communication in the baking industry: workplace safety, respectful communication, terminology relating to select advanced items in pastry arts

Bakery Management: inventory and receiving procedures, storage temperatures and procedures, waste management procedures

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

One or more of the following:

Advanced Bread and Pastry, 1st edition

How Baking Works, 3rd edition

Other resources as determined by the instructor

Rationale and Consultations

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

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 11:02 am

Viewing: **BAKG 1365 : ArtisanBaking Capstone Project**

Last edit: 03/11/22 3:07 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[25: Artisan Baking Certificate](#)

Course Name:

Artisan Baking Capstone Project

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:19 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 8:03 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 1:34 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:05 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:53 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:43 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	116 Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Name: ArtisanBaking Capstone Project

Subject Code: BAKG - Baking and Pastry

Course Number: 1365

Year of Study: 1st Year Post-secondary

Credits: 1

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with an opportunity to apply the principles of bakery management to the development of a basic business proposal. Students work in small groups to research and apply key considerations and requirements of opening a short-term baking business at a farmers' market. Emphasis is placed on research, critical thinking, communication, and teamwork.

Course Pre-Requisites (if applicable):

BAKG 1265, BAKG 1266, BAKG 1267.

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	Write a proposal for a booth at a farmers' market
CLO #2	Prepare a product list and production plan for running a booth at a farmers' market

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

CLO #3	Apply principles of bakery management for running a booth at a farmers' market
CLO #4	Apply principles of production costing for running a booth at a farmers' market
CLO #5	Apply general food handling & storage procedures for running a booth at a farmers' market
CLO #6	Apply marketing and merchandising procedures for running a booth at a farmers' market

Instructional

Strategies:

Project based learning

Evaluation and Grading

Grading System: Percentages

70

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	20	Budgeting and production costing
Project	40	proposal and presentation
Participation	20	Self and peer evaluation of contribution to group
Assignments	20	Verbal reflection on learning experience

Hours by Learning Environment Type

Total Hours 25

Lecture, Seminar, Online

25

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

BC Farmer's Market Association regulations, processes, procedures

Commissary kitchens, production, transportation logistics

Seasonal bakery products/themes

Production costing, overhead, break-even costing

Marketing strategy, packaging, labelling, merchandising

Professional communication with peers and industry colleagues

Safety & sanitation in the production of baked goods for a farmer's market booth

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

resources and links in Moodle

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

Artisan Baking Certificate

Additional Information

Provide any additional information if necessary.

Consultations were focused on the proposals for the Artisan Baking Certificate and the Pastry Certificate together as a group of related proposals. Please see the description of consultations in the proposed Artisan Baking Certificate PCG.

Supporting
documentation:

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 11:02 am

Viewing: **BAKG 1366 : Artisan Baking Work**

Experience

Last edit: 03/11/22 3:07 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[25: Artisan Baking Certificate](#)

Course Name:

Artisan Baking Work Experience

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:20 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 8:04 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 1:34 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:05 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:53 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:43 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	120 Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Name: Artisan Baking Work Experience

Subject Code: BAKG - Baking and Pastry

Course Number: 1366

Year of Study: 1st Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with the opportunity to apply the skills and knowledge acquired throughout the certificate to a professional artisan baking setting under the supervision of a professional baker.

Course Pre-Requisites (if applicable):

BAKG 1265, BAKG 1266, BAKG 1267.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply advanced skills and knowledge in baking to the production of a variety of baked goods in a professional baking business.

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

CLO #2	Evaluate baked goods in a professional baking business for consistency and accuracy in yield, flavour, texture, and overall appearance according to product specifications and standards.
CLO #3	Identify and describe the principles of nutrition relating to the baked goods in a professional baking business.
CLO #4	Adhere to industry health, safety and employment standards in the preparation, handling, and storage of food and equipment in a professional baking business.
CLO #5	Apply the knowledge, skills, and attitudes necessary for success and sustainable professional practice in a professional baking business.
CLO #6	Reflect on performance and practice to enhance professional skills needed to enter and advance in professional baking.

Instructional

Strategies:

Experiential learning

Evaluation and Grading

Grading System: Percentages
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Practicum	70	Industry supervisor evaluation (one mid-point evaluation and one final evaluation)
Assignments	20	three weekly activity reports
Other	10	Final reflection on practicum learning

Hours by Learning Environment Type

Total Hours 93

Lecture, Seminar, Online

3

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum, Self-Paced, Individual
Learning

90

Course Topics

Course Topics:

Production of a variety of baked goods

Consistency and accuracy in the production of baked goods

Adherence to industry health, safety, and employment standards in a baking business

Application of the knowledge, skills, and attitudes necessary for success and sustainable professional practice in a professional baking business

Recording and reflecting on activity, observations, and learning while working in a professional baking business

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

Artisan Baking Certificate

Provide a rationale
for this proposal:

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 11:02 am

Viewing: **BAKG 1375 : Pastry Arts Capstone**

Project

Last edit: 03/11/22 3:07 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[26: Pastry Arts Certificate](#)

Course Name:

Pastry Arts Capstone Project

Effective Date:

January 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:20 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 8:09 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 2:02 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:05 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:53 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:43 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	124 Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Name: Pastry Arts Capstone Project

Subject Code: BAKG - Baking and Pastry

Course Number: 1375

Year of Study: 1st Year Post-secondary

Credits: 1

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with an opportunity to apply the principles of bakery management to the development of a basic business proposal. Students work in small groups to research and apply key considerations and requirements of opening an online cake & pastry business. Emphasis is placed on research, critical thinking, communication, and teamwork.

Course Pre-Requisites (if applicable):

BAKG 1275, BAKG 1276, BAKG 1277.

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	Write a proposal for leasing a production kitchen
CLO #2	Prepare a product list and production plan for a booth at a farmers' market

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

CLO #3	Apply principles of bakery management and production costing
CLO #4	Apply principles of general food handling & storage
CLO #5	Apply principles of marketing and merchandising

Instructional

Strategies:

Project based learning, group work

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
70%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	20	budgeting and production costing
Project	40	proposal and presentation
Participation	20	Self and peer evaluation of contribution to group
Assignments	20	Verbal reflection on learning experience

Hours by Learning Environment Type

Total Hours 25

Lecture, Seminar, Online

25

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Leasing commercial space, insurance, financial considerations

Production in shared kitchens, storage, inventory

Seasonal cakes and pastries

Production costing, overhead, break-even costing

Marketing strategy, packaging, labelling, online merchandising

Professional communication with peers and industry colleagues

Safety & sanitation in the production of baked goods in a leased kitchen for an online cake & pastry business

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

Resources and links to resources in Moodle

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

Pastry Arts Certificate

Additional Information

Provide any additional information if necessary.

Consultations were focused on the proposals for the Artisan Baking Certificate and the Pastry Certificate together as a group of related proposals. Please see the description of consultations in the proposed Artisan Baking Certificate PCG.

Supporting
documentation:

Course Change Request

New Course Proposal

Date Submitted: 03/03/22 11:03 am

Viewing: **BAKG 1376 : Pastry Arts Work**

Experience

Last edit: 03/11/22 3:07 pm

Changes proposed by: sfindlay

Programs
referencing this
course

[26: Pastry Arts Certificate](#)

Course Name:

Pastry Arts Work Experience

Effective Date: January 2023

School/Centre: Hospitality, Food Studies & Applied Business

Department: Baking & Pastry Arts (5301)

Contact(s)

In Workflow

1. **5301 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 02/02/22 9:20 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
2. 02/04/22 8:10 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 02/14/22 2:02 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
4. 03/03/22 11:05 am
Susie Findlay
(sfindlay): Approved
for 5301 Leader
5. 03/04/22 10:53 am
Dennis Innes
(dinnes): Approved
for SHP Dean
6. 03/31/22 11:43 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	128 Phone/Ext.
Susie Findlay	sfindlay@vcc.ca	8359

Banner Course Name: Pastry Arts Work Experience

Subject Code: BAKG - Baking and Pastry

Course Number: 1376

Year of Study: 1st Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with the opportunity to apply the skills and knowledge acquired throughout the certificate to a professional pastry arts setting under the supervision of a professional baker.

Course Pre-Requisites (if applicable):

BAKG 1275, BAKG 1276, BAKG 1277.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply advanced skills and knowledge in baking to the production of a variety of baked goods in a professional baking business.
CLO #2	Evaluate baked goods in a professional baking business for consistency and accuracy in yield, flavour, texture, and overall appearance according to product specifications and standards.

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

CLO #3	Identify and describe the principles of nutrition relating to the baked goods in a professional baking business.
CLO #4	Adhere to industry health, safety and employment standards in the preparation, handling, and storage of food and equipment in a professional baking business.
CLO #5	Apply the knowledge, skills, and attitudes necessary for success and sustainable professional practice in a professional baking business.
CLO #6	Reflect on performance and practice to enhance professional skills needed to enter and advance in professional baking.

Instructional

Strategies:

Practicum

Evaluation and Grading

Grading System: Percentages
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Field Experience		Industry supervisor evaluation (one mid-point evaluation and one final evaluation)
Assignments		3 weekly activity reports
Assignments		Reflection on practicum learning experience

Hours by Learning Environment Type

Total Hours 93

Lecture, Seminar, Online
3

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum, Self-Paced, Individual Learning

90

Course Topics

Course Topics:

Production of a variety of baked goods

Consistency and accuracy in the production of baked goods

Adherence to industry health, safety, and employment standards in a baking business

Application of the knowledge, skills, and attitudes necessary for success and sustainable professional practice in a professional baking business

Recording and reflecting on activity, observations, and learning while working in a professional baking business

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

Pastry Arts Certificate

Provide a rationale for this proposal:

Are there any

Additional Information



DECISION NOTE

PREPARED FOR: Education Council

DATE: April 12, 2022

ISSUE: New program: Hospitality Management Post-Degree Diploma

BACKGROUND:

The program was developed to address the pandemic-related labour shortage for entry-level management positions in the hospitality industry. The PDD will provide an opportunity for students with a degree and previous work experience in other industries to switch careers.

This program proposal consists of newly-developed courses and a practicum. The practicum course, HOSP 2507 Hospitality Industry Practicum, consists of two parts: practicum preparation, followed by an 8-week practicum in industry.

DISCUSSION:

The proposal was presented by Dennis Innes, Dean of Hospitality, Food Studies, and Applied Business; Willy Aroca Aguirre, Assistant Department Head of Hospitality Management; and Nesha Milicevic, Hospitality Management instructor.

There was a longer discussion about the differentiation between the proposed post-degree diploma (PDD) and VCC's existing diploma and degree programs. The PDD will provide an opportunity for students with a degree and previous work experience in other industries to switch careers. This program is a better fit for this group than the existing hospitality diploma program, which is aimed at recent high school graduates, who, in the experience of the department, may not remain in the hospitality field. Graduates from these programs will enter the industry in positions at different levels, so the department had no concerns about the PDD devaluing the diploma from an employer standpoint.

Curriculum Committee requested minor revisions to the curriculum, mainly for clarity and alignment of wording with other, similar programs. The Chair has worked with the area to make those edits.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the curriculum for the new Hospitality Management Post-Degree Diploma program, including 15 new courses, and recommend the Board of Governors approve the credential.

PREPARED BY: Todd Rowlett, Chair, Curriculum Committee

DATE: March 29, 2022

Program Change Request

New Program Proposal

Date Submitted: 03/04/22 10:21 am

Viewing: **Hospitality Management Post-Degree Diploma**

Last edit: 03/31/22 11:35 am

Changes proposed by: fbarillaro

In Workflow

1. **5701 Leader**
2. **SHP Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Ministry Review
6. Board of Directors

Program Name:

Hospitality Management Post-Degree Diploma

Credential Level: Post-Degree Diploma

Effective Date: May 2023

Effective Catalog Edition: 2021-2022

Edition:

School/Centre: Hospitality, Food Studies & Applied Business

Department: Hospitality Management (5701)

Contact(s)

Approval Path

1. 03/04/22 11:19 am
Monique Paassen (mpaassen):
Approved for 5701 Leader
2. 03/04/22 12:49 pm
Dennis Innes (dinner): Approved for SHP Dean
3. 03/31/22 11:37 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

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

Program Content Guide

Purpose

The Hospitality Management Post-Degree Diploma program provides an accelerated pathway to prepare students for future leadership roles in the global hospitality and tourism industry, one of the most dynamic and fastest growing industries worldwide. Through education and application in the areas of industry-specific operations, administration, leadership, and interpersonal and technical competencies, students will earn an academic credential that will set them apart in competitive domestic and international markets. Students will participate in an 8-week workplace practicum to develop their skills using a real-world, hands-on approach while building their professional portfolio and network. This program has been created in collaboration with industry experts to ensure relevancy and addresses the current and evolving business environment influencing industry decisions on a local and global level.

Admission Requirements

A Bachelor's degree from an accredited university as determined by the institution

Knowledge of English demonstrated by one of the following:

English 12 with a minimum 'C+' grade, or equivalent

or

[English Language Proficiency](#) at a minimum English 12 'C+' level

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 delivered over four academic terms. Maximum time to complete the program is four years.

To complete the program in four terms, students will maintain full time enrolment and register in 12 credits each term.

Graduates of this program will be able to:

Identify and explain emerging trends within the various sectors of the hospitality industry.

Apply Human Resources Management and Organizational Behaviour concepts to effectively attract, develop and engage a professional, competitive hospitality workforce.

Apply professional and ethical standards to corporate, social, and environmental responsibilities.

Conduct themselves in a professional and ethical manner consistent with industry standards while communicating effectively and efficiently with all stakeholders, including employees, suppliers, customers, owners, and industry network.

Apply advanced business knowledge and concepts to make sound, operational business decisions.

Demonstrate a level of interpersonal and inter-cultural awareness that contributes to a positive workplace culture.

Use critical thinking, problem-solving, and negotiation techniques to make sound hospitality management decisions.

Apply employment, labour relations, health and safety, and privacy legislation standards in their work as hospitality professionals.

Instructional Strategies, Design, and Delivery Mode

The program has been designed to involve students in a variety of learning environments and instructional delivery methods. Throughout the program students participate in interactive lectures, seminars, group discussions, role plays, case studies, career development, and authentic learning activities within the hospitality and tourism environment. The industry-related practicum further distinguishes the Hospitality Management Post-Degree Diploma program, readying future hospitality leaders to manage efficiently.

Most of the classroom time exposes students to both the theory and practical application of hospitality management concepts and skills. Course projects strengthen the understanding of course topics and give students opportunities to apply effective leadership and management practices. Some projects require students to choose their own topic, allowing them to research information and ideas that are of interest and in keeping with their own career goals. Students will have the opportunity to self-reflect and build upon managerial and leadership strengths and interests when developing career plans, portfolios and industry networks. Instruction has been designed employing learner-centred activities to promote collaboration, engagement, and active learning.

Evaluation of Student Learning

Multiple evaluation methods are used dependent on the learning outcomes of each course. Students must receive a minimum cumulative grade point average of 'C+' (2.33) upon completion of the required courses to successfully graduate, and a minimum cumulative grade point average of 'C' (2.0) in each term to advance into subsequent courses/terms in the program. Successful completion of a 280-hour related industry practicum is also required for graduation.

The hospitality industry is primarily a people business. The Hospitality Management Post-Degree Diploma Program has been designed to strengthen and encourage interpersonal skills and a leadership/team approach to course work. Students work with fellow students, industry representatives, members of the college community, hospitality employers and their workers, and the public. Students must have a hospitality mindset of going above and beyond, the desire to work effectively as a team, and the ability to work well with others in an environment that embraces diversity and inclusion.

Courses

Plan of Study Grid

First Year	Credits
<u>HOSP 1501</u> The Global Tourism Industry	3
<u>HOSP 1502</u> Fundamentals of Service Operations Management	3
<u>HOSP 1503</u> People and Culture	3
<u>HOSP 1504</u> Accounting Processes in Hospitality	3
<u>HOSP 1505</u> Global Business Environment	3
<u>HOSP 1506</u> Workplace Communication Skills	3
<u>HOSP 1507</u> Organizational Behaviour Impacts	3
<u>HOSP 1508</u> Hospitality Industry Operations	3
Credits	24
Second Year	
<u>HOSP 2501</u> Tourism and Hospitality Law	3
<u>HOSP 2502</u> Hospitality Food and Beverage Services	3
<u>HOSP 2503</u> Revenue Management in Hospitality	3
<u>HOSP 2504</u> Intercultural Leadership	3
<u>HOSP 2505</u> Hospitality Marketing Strategies	3
<u>HOSP 2506</u> Organizational Leadership	3
<u>HOSP 2507</u> Hospitality Industry Practicum	6
Credits	24
Total Credits	48

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			
Grade	Percentage	Description	Grade Point
Grade	Percentage	Description	Grade Point
			Grade Point

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 N/A skills and performances to required standards.	
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.

Post-Degree Diploma Hospitality Management

Are there any expected costs to this proposal.

Consultations

Consultated Area	Consultation Comments
Faculty/Department	Faculty members in the Hospitality Management Department consulted and 100% in support of the program and curriculum.
Other	The Hospitality Management Department Leader presented the program and curriculum to six industry partners. All were extremely supportive and felt the program was well put together.
Other	See attached document for complete list of consultations.

Additional Information

Provide any additional information if necessary.

Supporting documentation:

[HM PDD Program Implementation Consultation.docx](#)

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

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

This program is for:

Marketing Description

What you will learn

What to expect

Course Change Request

New Course Proposal

Date Submitted: 03/04/22 10:22 am

Viewing: **HOSP 1501 : The Global Tourism**

Industry

Last edit: 03/28/22 1:10 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[171: Hospitality Management Post-Degree Diploma](#)

Course Name:

The Global Tourism Industry

Effective Date:

May 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management (5701)

Contact(s)

In Workflow

1. **5701 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/04/22 11:19 am
Monique Paassen
(mpaassen):
Approved for 5701
Leader
2. 03/04/22 12:50 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 03/31/22 11:37 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

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

Banner Course
Name:

The Global Tourism Industry

Subject Code:

HOSP - Hospitality

Course Number

1501

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students explore the topic of globalization and how it relates to the tourism industry. Through the lens of global tourism, students examine political, economic, social, technological, legal and environmental influences as well as languages, laws, cultures, histories and government structures of Indigenous people. Students assess the impact of globalization on tourism from the perspectives of global mobility and ease of travel, population and demographic trends, terrorism, safety and security, increased awareness of new destinations, and poverty.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain various tourism organizations both nationally and internationally
CLO #2	Examine the economic and environmental impacts of global tourism
CLO #3	Identify tourism sectors and their interrelationship within the global industry
CLO #4	Explain the historical evolution of global tourism
CLO #5	Explain how global destinations are planned, developed, and marketed
CLO #6	Discuss current trends in the food services industry and its impact on global tourism
CLO #7	Describe the importance of Indigenous tourism to the global tourism industry
CLO #8	Explain the ethical issues that arise with global tourism

Instructional

Strategies:

Instruction involves interactive lectures, presentations, group discussions, role plays, and peer feedback. Learning will be enhanced through a variety of interactive classroom and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and learn by doing.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	15	
Assignments	15	Various tourism sectors and how they interconnect with each other
Assignments	20	Case Studies: Major challenges facing travel and tourism
Project	20	Social, political, and environmental impacts related to the international tourism system
Final Exam	20	
Participation	10	Preparation for class, active discussion, participation during class

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. Globalization and Tourism
2. Tourism and cross-cultural diversity
3. Creation, development and performance of tourism products, services, and experiences
4. Tourism as a world view
5. Marketing a destination
6. Safety and security in global tourism
7. Sustainability, service management, and entrepreneurship
8. Indigenous worldviews
9. Tourism and hospitality through a global lens
10. The influence of technology on global tourism
11. Growth, development, and integration of Indigenous tourism
12. Principles of tourism law, business ethics and corporate social responsibility

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

Course Change Request

New Course Proposal

Date Submitted: 03/04/22 10:22 am

Viewing: **HOSP 1502 : Service Operations Mgmt**

Last edit: 03/28/22 1:10 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[171: Hospitality Management Post-Degree Diploma](#)

Course Name:

Fundamentals of Service Operations Management

Effective Date:

May 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management (5701)

Contact(s)

In Workflow

1. **5701 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/04/22 11:19 am
Monique Paassen
(mpaassen):
Approved for 5701
Leader
2. 03/04/22 12:51 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 03/31/22 11:37 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

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

Banner Course
Name:

Service Operations Mgmt

Subject Code:

HOSP - Hospitality

Course Number

1502

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students explore the process of delivering service to customers. This includes understanding the service needs of the target customers, managing the processes that deliver the services while ensuring objectives are met, and paying attention to the constant improvement of the services. The focus is on providing value to the customer as well as the customer relationship. Topics cover goods & services, process management, supply chain and inventory, quality control, marketing, and streamlining service processes to ensure that support teams have the tools they need to succeed.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Define service operations management and discuss the role of the operations manager in a hospitality setting
CLO #2	Perform a critical analysis of the types of service operations and operational processes that are crucial to an organization's success
CLO #3	Evaluate and compare strategies leading to improvement of service operations quality
CLO #4	Analyze the important aspects of service systems that control the provision of capacity to meet customer requirements effectively
CLO #5	Implement statistical methods and management techniques to monitor, control and improve service processes of an organization

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

CLO #6	Propose solutions with which a service organization can improve its operations and achieve sustainable competitive advantage
CLO #7	Explain how total quality management provides value to customers
CLO #8	Demonstrate service delivery protocols for diverse and Indigenous cultures

Instructional

Strategies:

Instruction involves interactive lectures, presentations, group discussions, role plays, and peer feedback. Learning will be enhanced through a variety of interactive classroom and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and learn by doing.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	10	A day in the life of an operations manager
Assignments	15	Service delivery and operations in managing processes and resources
Assignments	15	Case Studies: Issues which operations managers face
Project	30	Group Project: Frameworks, techniques, and tools for analyzing existing operations
Final Exam	20	
Participation	10	Preparation for class, active discussion, participation during class

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. How to manage and improve the operations in service organizations
2. How service performance can be improved by studying service delivery
3. Service delivery and operations in managing processes and resources
4. Operations managers involvement in the organizations' strategy
5. Organizational culture
6. Motivating and managing employees and customers
7. Tools for customer communications
8. Tools for mapping and measuring the customer journey
9. The service process and determining procedures which contribute to the process
10. The functional responsibility for producing the services of an organization and providing them directly to its customers
11. The supply and value chain
12. Service as a customer experience and service as a package of facilitating goods and services
13. The relationship between internal operations and service operations
14. Metrics and leveraging customer feedback to drive continuous improvement of service practices

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

Rationale and Consultations

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

Yes

Course Change Request

New Course Proposal

Date Submitted: 03/04/22 10:22 am

Viewing: **HOSP 1503 : People and Culture**

Last edit: 03/28/22 1:11 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[171: Hospitality Management Post-Degree Diploma](#)

Course Name:
People and Culture

Effective Date: May 2023

School/Centre: Hospitality, Food Studies & Applied Business

Is this a non-credit course?

Department: Hospitality Management (5701)

Contact(s)

In Workflow

1. **5701 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/04/22 11:20 am
Monique Paassen
(mpaassen):
Approved for 5701
Leader
2. 03/04/22 12:52 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 03/31/22 11:37 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

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

Banner Course Name: People and Culture

Subject Code: HOSP - Hospitality

Course Number: 1503

Year of Study: 1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students examine various functions, responsibilities, and the strategic role of human resources management (HRM) with a focus on emerging trends and changing needs of today's diverse and inclusive work environment. They explore legal and ethical frameworks, attracting, recruiting, selecting, training, managing, and developing an engaged workforce. Students investigate how total rewards and health and safety programs align with the needs and vision of the organization. Students examine HRM as a profession and identify necessary competencies for building effective working relationships with all stakeholders.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain the importance of human resources and their effective management in organizations
CLO #2	Examine current issues, trends, practices, and processes in HRM
CLO #3	Analyze the key issues impacting and managing human elements such as engagement, motivation, performance management, diversity, ethics, and training
CLO #4	Identify current issues and challenges regarding planning, recruitment, development, compensation and appraisal of an effective and efficient workforce
CLO #5	Apply methods utilized in human resource management in a variety of industry business scenarios
CLO #6	Describe the human resource function as it relates to other managerial functions such as finance, marketing and production

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

CLO #7 Describe the legal framework of HRM and rights of employers and employees

Instructional

Strategies:

Instruction involves interactive lectures, presentations, group discussions, role plays, and peer feedback. Learning will be enhanced through a variety of interactive classroom and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and learn by doing.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	15	Weekly quizzes on course topics
Assignments	15	Weekly online / classroom discussion forums
Assignments	20	Case studies analysis
Project	20	Human resources research and group presentation
Final Exam	20	
Participation	10	Preparation for class, active discussion, participation during class

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. Human Resources Role within the Workplace:

- HRM -The world of HR (What it is, importance, opportunities and challenges in today's environment)
- HRM Strategic Planning
- Culture Building (addressing Equity, Diversity, and local Indigenous Relations)

2. Legislation and Rights:

- The Legal Framework
- Dynamics of Labour Relations
- Employer & Employee Rights
- Health & Safety

3. Creating a Competitive and Engaging Workforce:

- Job Analysis and Work Design
- Recruitment & Selection
- Training and Development
- Performance Management
- Employee Discipline
- Managing Competitive Compensation
- Pay for Performance – Incentive Rewards
- Employee Benefits

4. International HRM

5. HR Career Opportunities

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

Rationale and Consultations

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

Course Change Request

New Course Proposal

Date Submitted: 03/04/22 10:22 am

Viewing: **HOSP 1504 : Accounting Processes in**

Hosp

Last edit: 03/28/22 1:11 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[171: Hospitality Management Post-Degree Diploma](#)

Course Name:

Accounting Processes in Hospitality

Effective Date:

May 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management (5701)

Contact(s)

In Workflow

1. **5701 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/04/22 11:20 am
Monique Paassen
(mpaassen):
Approved for 5701
Leader
2. 03/04/22 12:54 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 03/31/22 11:37 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

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

Banner Course
Name:

Accounting Processes in Hosp

Subject Code:

HOSP - Hospitality

Course Number

1504

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students explore a hospitality business accounting system and how it provides accountability by recording sales revenues and expenses resulting from operating activities. This course covers all the steps of the accounting cycle and how they integrate the special accounting requirements of the hospitality industry with generally accepted accounting principles. Throughout the course, students examine control procedures and food and beverage costing. Students also analyze financial statements and examine how they are used in management positions.

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	Prepare and analyze financial statements in general and specifically for the hospitality industry
CLO #2	Complete all steps in the accounting cycle
CLO #3	Create and analyze industry-specific statements and statements of financial position
CLO #4	Classify, record and summarize business transactions as they relate to a service and merchandise operations
CLO #5	Prepare segment reporting and transfer pricing
CLO #6	Prepare a master budget
CLO #7	Apply capital budgeting techniques, make investment decisions, and analyze cash flow statement to clarify operational financial decisions

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

CLO #8 Explain the main concepts of GAAP (Generally Accepted Accounting Principles)

Instructional

Strategies:

Instruction involves interactive lectures, presentations, group discussions, role plays, and peer feedback.

Learning will be enhanced through a variety of interactive classroom and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and learn by doing.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	15	
Assignments	25	Assignments on course concepts and case studies
Assignments	15	Prepare a financial statement
Midterm Exam	15	
Final Exam	20	
Participation	10	Preparation for class, active discussion, participation during class

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. Financial Statement Analysis
2. Uniform system of accounts
3. The Accounting Process
4. Statement of Cash Flows
5. Inventory systems
6. Cash, Receivables, and Long-lived Assets
7. Current, Non-current Liabilities, and Equity Financing
8. Statement of Financial Position and Related Disclosures
9. Budgeting and Capital Budgeting
10. Flexible Budgeting and Variance Analysis
11. Costs, Cost Volume, and Profit Analysis
12. Relevant Costs and Business Strategies
13. Statement of Retained Earnings
14. Accounts and notes payable, payroll entries, and sales tax transactions
15. Plant and equipment; acquisition, amortization, and depreciation

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

Course Change Request

New Course Proposal

Date Submitted: 03/04/22 10:23 am

Viewing: **HOSP 1505 : Global Business**

Environment

Last edit: 03/28/22 1:11 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[171: Hospitality Management Post-Degree Diploma](#)

Course Name:

Global Business Environment

Effective Date:

May 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management (5701)

Contact(s)

In Workflow

1. **5701 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/04/22 11:20 am
Monique Paassen
(mpaassen):
Approved for 5701
Leader
2. 03/04/22 12:55 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 03/31/22 11:37 am
Todd Rowlett
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for Curriculum
Committee Chair

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Banner Course
Name:

Global Business Environment

Subject Code:

HOSP - Hospitality

Course Number

1505

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students are introduced to the structure and features of the global marketplace and how environmental, social, economic, cultural, and technological affect international companies and their operations. Students examine how various aspects of business influence international trade and how ethical practices, workplace diversity, respect for human rights, and the natural environment enhance global relationships. Key elements of environments in different sovereign countries that are necessary for local companies to make decisions and be successful in a global business setting will also be assessed.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe theories and concepts surrounding the global business environment
CLO #2	Assess how the cultural aspects of business affect international trade and business relationships
CLO #3	Explain the complexity and diversity associated with undertaking business internationally
CLO #4	Evaluate the influence of e-marketing and e-commerce on the global business environment
CLO #5	Identify the premises of, and risks associated with, international business
CLO #6	Describe different approaches for competing internationally, and their advantages and disadvantages
CLO #7	Use theories and concepts of the global business environment to analyze real international business situations

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

CLO #8 Identify and assess corporate social responsibility and sustainability issues in international business

Instructional

Strategies:

Instruction involves interactive lectures, presentations, group discussions, role plays, and peer feedback. Learning will be enhanced through a variety of interactive classroom and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and learn by doing.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	15	Concepts of the global business environment
Assignments	15	Case studies: international business situations
Project	30	Group Project: Global business plan
Quizzes/Tests	10	
Final Exam	20	
Participation	10	Preparation for class, active discussion, participation during class

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 Global Business Environment – national, regional, and international dimensions
2. Globalization - definitions and drivers
3. International trade policies
4. Government policies and international trade
5. Assessing Global Power and Influence
6. The international monetary system
7. Trade and technology
8. Differences in culture
9. Marketing and international marketing research
10. National, regional, and international business practices
11. Ethics, corporate social responsibility, and sustainability
12. International business environment - geography, cultural and social factors, economic conditions, and political and legal factors

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 rat

for this propo

Are there any

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 03/04/22 10:23 am

Viewing: **HOSP 1506 : Workplace Communication**

Skills

Last edit: 03/28/22 1:32 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[171: Hospitality Management Post-Degree Diploma](#)

Course Name:

Workplace Communication Skills

Effective Date:

May 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management (5701)

Contact(s)

In Workflow

1. **5701 Leader**
2. **SHP Dean**
3. **Curriculum
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4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/04/22 11:20 am
Monique Paassen
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Leader
2. 03/04/22 12:56 pm
Dennis Innes
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Committee Chair

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Banner Course
Name:

Workplace Communication Skills

Subject Code:

HOSP - Hospitality

Course Number

1506

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students explore current business communication complexities including intercultural communication, effective communication strategies suitable for the digital age, and written and verbal professional etiquette. Students practice effective communication skills in a variety of real-life industry situations facing managers today from having a difficult one-one conversation to presenting a business proposal. They will develop leadership skills in the areas of gaining consensus, negotiations, and change management. Students apply organizational psychology to advance their communication and conflict resolution skills relevant to managing people 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:
CLO #1	Identify personal communication and conflict management styles
CLO #2	Apply negotiation strategies to workplace scenarios
CLO #3	Communicate confidently with tact and diplomacy within a diverse work environment
CLO #4	Identify and explain how to avoid common communication pitfalls
CLO #5	Utilize active listening, critical thinking and creativity effectively to breakthrough deadlock situations
CLO #6	Create and deliver effective questions to move discussions forward
CLO #7	Deliver and receive feedback effectively

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

CLO #8	Deliver professional presentations
CLO #9	Write effective industry-specific reports and proposals

Instructional

Strategies:

Instruction involves interactive lectures, presentations, group discussions, role plays, and peer feedback.

Learning will be enhanced through a variety of interactive classroom and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and learn by doing.

Evaluation and Grading

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

D

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	15	Course journal
Assignments	15	Presentation and peer feedback
Assignments	20	Communication development plan
Assignments	20	Oral and written assignments based on course topics
Project	20	Final Project: Oral presentation or written assignment (student choice)
Participation	10	Preparation for class, active discussion, participation during class

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. Business Communication Foundations in a Digital Age
2. Active Listening / Effective Questioning
3. Communication Style Assessment
4. Professional Etiquette
5. Intercultural Communication
6. One to One vs Group Communication and Facilitation
7. Feedback and Evaluations
8. Conflict Resolution\Negotiation Strategies
9. Reports, Proposals and 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

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Course Change Request

New Course Proposal

Date Submitted: 03/04/22 10:23 am

Viewing: **HOSP 1507 : Organization Behaviour**

Impacts

Last edit: 03/28/22 1:11 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[171: Hospitality Management Post-Degree Diploma](#)

Course Name:

Organizational Behaviour Impacts

Effective Date:

May 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management (5701)

Contact(s)

In Workflow

1. **5701 Leader**
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4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/04/22 11:20 am
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Banner Course
Name:

Organization Behaviour Impacts

Subject Code:

HOSP - Hospitality

Course Number

1507

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students explore the behaviour and impact of individuals, groups, and organization. Students apply critical thinking and analytical skills to case studies and activities that focus on today's organizational challenges and opportunities. Course topics include perceptions, emotions, attitudes, ethics, change and conflict management, motivation, team dynamics and development, culture, health and well-being, stress management, leadership, power and political power influences.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain the concept of organizational behavior and how it relates to motivation of people and teams within organizations
CLO #2	Define and explain key organizational behaviour terms and concepts
CLO #3	Explain how perception, personality, emotions, attitudes and values influence behaviour in organizations
CLO #4	Integrate appropriate organizational concepts to facilitate organizational change
CLO #5	Facilitate group discussions on issues relevant to organizational behaviour related challenges managers face today
CLO #6	Demonstrate various communication, negotiation, and conflict management techniques

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

CLO #7	Explain the impact of power and politics in the workplace
CLO #8	Explain the factors that affect organizations in a global economy
CLO #9	Differentiate decision making and problem-solving models

Instructional

Strategies:

Instruction involves interactive lectures, presentations, group discussions, role plays, and peer feedback. Learning will be enhanced through a variety of interactive classroom and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and learn by doing.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	15	Weekly journal on course concepts
Assignments	15	Self-assessments and course concept application analysis
Assignments	20	Analysis of individual and group dynamics within teams / organizations
Project	20	Group presentation and discussion on current industry challenges / trends
Final Exam	20	
Participation	10	Preparation for class, active discussion, participation during class

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. ORGB Overview – Challenges and Opportunities in Today’s Environment (Indigenous relations)

2. Individual

- Characteristics
- Values, Perceptions, Reactions
- Motivating Behaviour

3. Groups

- Team Development and Management
- Decision Making and Problem Solving
- Communication
- Conflict management
- Negotiation

4. Leadership

- Traditional and Modern approaches
- Power, Influence and Politics

5. Organizational Structure Design

- Culture
- Change Management

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

Rationale and Consultations

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

Course Change Request

New Course Proposal

Date Submitted: 03/04/22 10:23 am

Viewing: **HOSP 1508 : Hospitality Industry
Operation**

Last edit: 03/28/22 1:12 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[171: Hospitality Management Post-Degree Diploma](#)

Course Name:

Hospitality Industry Operations

Effective Date:

May 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management (5701)

Contact(s)

In Workflow

1. **5701 Leader**
2. **SHP Dean**
3. **Curriculum
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4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/04/22 11:20 am
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Banner Course
Name:

Hospitality Industry Operation

Subject Code:

HOSP - Hospitality

Course Number

1508

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students are introduced to the fundamental techniques and tools for analyzing and improving operational capabilities within a hospitality organization. They explore specialized analytical frameworks and tools to determine the best, most efficient ways to improve services in terms of cost, quality, and innovation. The course equips students with the knowledge and resources needed to make critical decision in all areas where hospitality managers are involved. Fundamental quantitative analytical tools are highlighted to support decision making in a wide range of areas such as front desk management, housekeeping operations, food and beverage management, and human resources planning in various settings within this multifaceted industry.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Define operations management in the hospitality industry
CLO #2	Formulate a strategic service vision framework for a hospitality organization
CLO #3	Identify common and variable managerial issues across hospitality businesses
CLO #4	Apply a competitive dimension of an operations strategy for a hospitality organization
CLO #5	Describe elements of a strategic service vision
CLO #6	Identify total quality management and service quality gaps

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

CLO #7	Explain the strategic importance of the supply chain in the hospitality industry
CLO #8	Identify ethical decision making within hospitality industry operations

Instructional

Strategies:

Instruction involves interactive lectures, presentations, group discussions, role plays, and peer feedback.

Learning will be enhanced through a variety of interactive classroom and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and learn by doing.

Evaluation and Grading

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

D

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	20	Case Studies: Service decisions, service processes, service profit chain, service failures and recovery
Assignments	20	Strategic service vision framework for a hospitality organization
Project	30	Group Project: Hospitality operations strategy
Final Exam	20	
Participation	10	Preparation for class, active discussion, participation during class

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. Service operations strategies in hospitality
2. Service quality measurement
3. Inventory control, management, and planning
4. Supply chain management in hospitality
5. Total quality management
6. Planning and designing the service environment
7. Service concepts in a hospitality organization to develop operations strategies
8. Planning and organizing resources to deliver the customer experience
9. The service-profit chain for a hospitality organization
10. Hospitality forecasting, demand, supply, and yield management
11. Labour standards, productivity, and strategies
12. Managing capacity, demand, and constraints
13. The six-sigma methodology
14. Change management models are concepts

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

New Course Proposal

Date Submitted: 03/04/22 10:23 am

Viewing: **HOSP 2501 : Tourism and Hospitality**

Law

Last edit: 03/28/22 1:29 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[171: Hospitality Management Post-Degree Diploma](#)

Course Name:

Tourism and Hospitality Law

Effective Date:

May 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management (5701)

Contact(s)

In Workflow

1. **5701 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/04/22 11:20 am
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2. 03/04/22 1:01 pm
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Committee Chair

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Banner Course
Name:

Tourism and Hospitality Law

Subject Code:

HOSP - Hospitality

Course Number

2501

Year of Study

2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students explore the rights of international and local tourists, and the legal responsibilities of inbound-outbound tour operators, travel agents and other significant players in the industry. Topics include Canadian and International Travel Law, ordinances, rules, treaties, and agreements used to regulate the industry. Students also learn how to apply safety measures to protect customers in a number of hospitality sectors. Common, contract, employment, trust, tort, and Indigenous laws in Canada are also introduced to students.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Identify the structure of the Canadian legal system
CLO #2	Analyze potential legal issues in the tourism and hospitality industry
CLO #3	Examine the legal obligations for guests and visitors in the hospitality industry
CLO #4	Differentiate how Federal, Provincial, and Municipal government agencies impact the tourism and hospitality industry
CLO #5	Identify international government regulations for travel
CLO #6	Define agency and the duties of each party in an agency relationship
CLO #7	Explain the important role that consultation plays with Indigenous communities impacted by the tourism industry

Instructional

Strategies:

Instruction involves interactive lectures, presentations, group discussions, role plays, and peer feedback. Learning will be enhanced through a variety of interactive classroom and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and learn by doing.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	15	
Assignments	15	Legal requirements for operating a hospitality business
Assignments	20	Case studies
Project	20	Group Project: Negligence case study analysis
Final Exam	20	
Participation	10	Preparation for class, active discussion, participation during class

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. Canada's Legal Landscape
2. Human Rights in Canada
3. Torts and Contracts in the Hospitality and Tourism Sector
4. The Accommodation Sector
5. The Law of Adventure Tourism
6. The Food and Alcohol Sector
7. The Law of Negligence
8. Employees and Employment Standards
9. Regulatory Requirements for operating a Hospitality business
10. The Travel Industry
11. Legal Relationship between Innkeepers and Guests
12. Indigenous tourism

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

New Course Proposal

Date Submitted: 03/04/22 10:24 am

Viewing: **HOSP 2502 : Hosp Food & Beverage Services**

Last edit: 03/28/22 1:12 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[171: Hospitality Management Post-Degree Diploma](#)

Course Name:

Hospitality Food and Beverage Services

Effective Date:

May 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management (5701)

Contact(s)

In Workflow

1. **5701 Leader**
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4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/04/22 11:21 am
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Banner Course
Name:

Hosp Food & Beverage Services

Subject Code:

HOSP - Hospitality

Course Number

2502

Year of Study

2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Gain skills to become an effective foodservice manager in a highly demanding environment. Throughout the course, students examine key aspects of developing a food and beverage services operation from initial concept to a real working operation. They will gain a clear and precise understanding of food services business plans, profiles, and operations including control and overall profitability.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe the components of the food and beverage services industry
CLO #2	Identify the key features of food and beverage, including menu design, food preparation, cost control, and purchasing
CLO #3	Recognize the active role each team member plays in a busy food and beverage department
CLO #4	Identify the relationship between the food and beverage services industry and other sectors within the hospitality industry
CLO #5	Identify the importance of professionalism, teamwork, and a positive attitude when operating in a professional culinary and food and beverage services environment
CLO #6	Describe the sanitation and safety standards in a food and beverage operation and the manager's role in ensuring these standards are met

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

CLO #7	Plan the design and layout of a food and beverage services operation
CLO #8	Explain the managerial responsibilities in leading a food and beverage operation

Instructional

Strategies:

Instruction involves interactive lectures, presentations, group discussions, role plays, and peer feedback.

Learning will be enhanced through a variety of interactive classroom and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and learn by doing.

Evaluation and Grading

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

D

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	15	Assignments on course concepts
Assignments	15	Presentations: Franchise research
Project	20	Group Project: Restaurant concept business plan
Project	20	Ethnic food
Final Exam	20	
Participation	10	Preparation for class, active discussion, participation during class

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 food and beverage services industry
2. Kinds and characteristics of food and beverage services and their owners
3. Concept, location, and design of food and beverage services
4. The menu and food purchasing
5. Bar and beverages
6. Technology in the food and beverage services industry
7. Operations and budgeting
8. Organization, recruiting, staffing, and employee training
9. Sanitation, safety, and sustainability
10. Basic cooking principles
11. The recipe: its structure and its use
12. Business and marketing plans
13. Food production
14. Leadership in the food and beverage services industry

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

New Course Proposal

Date Submitted: 03/04/22 10:24 am

Viewing: **HOSP 2503 : Revenue Mgmt in Hospitality**

Last edit: 03/28/22 1:12 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[171: Hospitality Management Post-Degree Diploma](#)

Course Name:

Revenue Management in Hospitality

Effective Date:

May 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management (5701)

Contact(s)

In Workflow

1. **5701 Leader**
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4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/04/22 11:21 am
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Banner Course
Name:

Revenue Mgmt in Hospitality

Subject Code:

HOSP - Hospitality

Course Number

2503

Year of Study

2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students learn how to optimize revenue streams in a hospitality operation tactically and strategically. They also learn how to embed revenue management into the organization's culture and analyze the decisions of sales departments so that they can be aligned with the revenue and profit objectives of all revenue centers within the organization. Throughout the course, students explore strategies to guide sales and marketing teams to effectively position the organization's products and services.

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 data analytics to predict customer behavior and proactively formulate revenue management and pricing strategies
CLO #2	Explain the components of demand forecasting, and examine alternate methods for managing demand in the hospitality industry
CLO #3	Apply the necessary communication, decision-making and leadership skills required to help organizations maximize revenue
CLO #4	Explain the concept of market segmentation and environmental scanning
CLO #5	Identify revenue-generating opportunities, and optimize revenue and profit generation
CLO #6	Recognize data and technology required to support the successful implementation of revenue management

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

CLO #7	Describe the price/value relationship in the hospitality industry and its impact on consumer behaviour
CLO #8	Explain the key principles of legal and ethical revenue management

Instructional

Strategies:

Instruction involves interactive lectures, presentations, group discussions, role plays, and peer feedback. Learning will be enhanced through a variety of interactive classroom and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and learn by doing.

Evaluation and Grading

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

D

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	15	
Assignments	15	Maximizing revenue
Project	20	Revenue management project
Midterm Exam	20	
Final Exam	20	
Participation	10	Preparation for class, active discussion, participation during class

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. Revenue Management as a tool
2. Strategic and value pricing
3. Differential pricing
4. The role of a Revenue Manager
5. Forecasting demand
6. Segmentation and buyer behaviour
7. Distribution channel management
8. Specialized applications of Revenue Management
9. Managing revenue through demand and supply management, value proposition, and pricing
10. Sustainable business and revenue models in a hospitality operation
11. Technologies to enhance the quality and delivery of hospitality services, products, and guest experience

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

Course Change Request

New Course Proposal

Date Submitted: 03/04/22 10:24 am

Viewing: **HOSP 2504 : Intercultural Leadership**

Last edit: 03/28/22 1:13 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[171: Hospitality Management Post-Degree Diploma](#)

Course Name:

Intercultural Leadership

Effective Date:

May 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management (5701)

Contact(s)

In Workflow

1. **5701 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/04/22 11:21 am
Monique Paassen
(mpaassen):
Approved for 5701
Leader
2. 03/04/22 1:05 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 03/31/22 11:40 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

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

Banner Course
Name:

Intercultural Leadership

Subject Code:

HOSP - Hospitality

Course Number

2504

Year of Study

2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students explore historical and cultural perspectives of leadership within organizations, and the hospitality industry, both globally and internationally. Students examine local Indigenous histories and cultures and the complex issues surrounding cross-cultural leadership within the diverse cultures in today's workforces.

Emphasis is placed on intercultural and leadership competencies needed to build and maintain relationships with employees, suppliers, customers, and communities across all sectors of the business environment. Students assess how to build inclusive environments on a foundation of trust, respect, and transparency in order to encourage engaging, motivated and high performing teams.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe the changing global business environment, emerging business and cross-cultural issues, and implications for leadership within organizations
CLO #2	Analyze local Indigenous and diverse cultural histories and how this impacts local and global organizations
CLO #3	Identify appropriate and inappropriate behaviours, attitudes, or comments and how to address bias and racism in the workplace
CLO #4	Apply techniques to acknowledge and address one's own internal racial bias and racism by discussing self-awareness, long-held beliefs, values and cultural influences

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

CLO #5	Apply techniques for listening and creating inclusion and belonging by learning about the importance of being present, cultivating empathy, building trust and being vulnerable
CLO #6	Apply emotional intelligence and critical problem-solving strategies to address cultural issues and present informed arguments in support of culturally sensitive and socially responsible behaviour in business
CLO #7	Identify techniques to address and manage prejudice and racism in one's team or workplace

Instructional

Strategies:

Instruction involves interactive lectures, presentations, group discussions, role plays, and peer feedback.

Learning will be enhanced through a variety of interactive classroom and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and learn by doing.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

D

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	15	Quizzes on course concepts
Assignments	15	Case studies analysis
Assignments	20	Presentation: Current challenges / opportunities in intercultural leadership
Assignments	20	Self-reflection journal on course concept application
Assignments	20	Weekly online / classroom discussion forums
Participation	10	Preparation for class, active discussion, participation during class

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. Cross cultural issues and implications - locally and globally
2. History of local Indigenous communities
3. Social and ethical responsibilities in business
4. Leadership characteristics required to manage culture-based challenges
5. Personal and organizational cultural values
6. Intercultural sensitivities
7. Relationship building and diplomacy
8. Culturally sensitive communication process
9. Problem solving strategies for diverse teams

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

New Course Proposal

Date Submitted: 03/04/22 10:24 am

Viewing: **HOSP 2505 : Hospitality Marketing
Strategi**

Last edit: 03/28/22 1:13 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[171: Hospitality Management Post-Degree Diploma](#)

Course Name:

Hospitality Marketing Strategies

Effective Date:

May 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management (5701)

Contact(s)

In Workflow

1. **5701 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/04/22 11:21 am
Monique Paassen
(mpaassen):
Approved for 5701
Leader
2. 03/04/22 1:06 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 03/31/22 11:40 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

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

Banner Course
Name:

Hospitality Marketing Strategi

Subject Code:

HOSP - Hospitality

Course Number

2505

Year of Study

2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students examine the role and function of marketing in the hospitality industry. Students develop an understanding of the concept of marketing, strategic and marketing planning, product development, positioning, and pricing, as well as all elements of the marketing mix, including communication channels and personal selling. The course focuses on major marketing decisions that hospitality managers face in researching demand, generating, and sustaining demand for their products and services.

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	Examine distinctive marketing challenges for the hospitality industry
CLO #2	Define and use marketing terminology
CLO #3	Describe the components of the extended marketing mix (7 P's of Services Marketing)
CLO #4	Apply customer, competitor, and company analysis (3 C's)
CLO #5	Determine appropriate marketing mix, including product assessment, pricing strategy, communication strategies, and distribution plan
CLO #6	Perform a critical analysis of a marketing situation and present recommendations for appropriate strategies

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

CLO #7	Describe the relative strengths and weaknesses of personal selling, public relations, publicity, and advertising as they apply to the hospitality industry
CLO #8	List the basic elements of a global marketing strategy
CLO #9	Explain the common objectives of effective customer evaluation and feedback systems

Instructional

Strategies:

Instruction involves interactive lectures, presentations, group discussions, role plays, and peer feedback.

Learning will be enhanced through a variety of interactive classroom and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and learn by doing.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	20	Strategic planning and product mix analysis
Assignments	20	Identify benefits of the various communication vehicles, including personal selling
Project	30	Marketing strategy
Final Exam	20	
Participation	10	Preparation for class, active discussion, participation during class

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. Service marketing challenges
2. Components of the extended marketing mix for managing the customer interface in the hospitality sector
3. Marketing in a global context
4. Customer, competitor, and company analysis (3 C's)
5. Designing an effective marketing strategy
6. Ethical and consumer privacy-related issues
7. Segment-specific variations in demand
8. Customer-switching patterns: causes, reduction, and recovery
9. Target markets
10. Segmenting target markets according to demographics, psychographics, geography and use frequency
11. The PRICE concept of marketing
12. 7Ps in the Services Marketing Mix (product, promotion, price, place, people, physical evidence, and process)

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

New Course Proposal

Date Submitted: 03/04/22 10:24 am

Viewing: **HOSP 2506 : Organizational Leadership**

Last edit: 03/28/22 1:33 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[171: Hospitality Management Post-Degree Diploma](#)

Course Name:

Organizational Leadership

Effective Date:

May 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management (5701)

Contact(s)

In Workflow

1. **5701 Leader**
2. **SHP Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/04/22 11:21 am
Monique Paassen
(mpaassen):
Approved for 5701
Leader
2. 03/04/22 1:07 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 03/31/22 11:40 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

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

Banner Course
Name:

Organizational Leadership

Subject Code:

HOSP - Hospitality

Course Number

2506

Year of Study

2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students analyze traditional and modern leadership models and explore their own approach to leadership. They examine differences between leadership and management, identify and develop their leadership competencies and apply critical skills necessary to effectively work with individuals, teams throughout the organization. Students practice skills navigating workplace politics, building an effective network, being flexible, and applying positive influence within a leadership role. Students examine how to promote necessary change, and strategic organizational growth within a competitive, ever-changing industry that promotes social responsibility contributions on multiple levels.

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	Differentiate the various styles, theories, and philosophies of leadership
CLO #2	Identify personal behaviors, tendencies and challenges that impact individual leadership style
CLO #3	Diagnose and apply relevant ethical principles when making leadership decisions
CLO #4	Apply critical thinking into organizational decision-making
CLO #5	Evaluate strategies to break down silos, influence organizational culture, manage effective change and articulate a clear vision as a leader of cross-functional teams
CLO #6	Recognize the relationship between authority, power, leadership, and group dynamics
CLO #7	Examine the personal challenges of taking a leadership role

Instructional

Strategies:

Instruction involves interactive lectures, presentations, group discussions, role plays, and peer feedback. Learning will be enhanced through a variety of interactive classroom and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and learn by doing.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	15	Weekly self-reflection journal
Assignments	15	Case studies
Project	20	Group Project: Debate
Quizzes/Tests	20	
Assignments	20	Leadership development plan
Participation	10	Preparation for class, active discussion, participation during class

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. Organizational Structure Fundamentals
2. Designing organizations for Purpose
3. Interorganizational Relationships
4. Leadership Models - Traditional and Modern
5. Communication Styles
6. Organizational Culture, Control, Ethics
7. Innovation & Change
8. Conflict, Power, Politics
9. Decision Making Processes
10. Leading Change Management

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

New Course Proposal

Date Submitted: 03/04/22 10:24 am

Viewing: **HOSP 2507 : Hospitality Industry Practicum**

Last edit: 03/28/22 1:14 pm

Changes proposed by: fbarillaro

Programs
referencing this
course

[171: Hospitality Management Post-Degree Diploma](#)

Course Name:

Hospitality Industry Practicum

Effective Date:

May 2023

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management (5701)

Contact(s)

In Workflow

1. **5701 Leader**
2. **SHP Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 03/04/22 11:21 am
Monique Paassen
(mpaassen):
Approved for 5701
Leader
2. 03/04/22 1:09 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 03/31/22 11:40 am
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee Chair

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

Banner Course
Name:

Hospitality Industry Practicum

Subject Code:

HOSP - Hospitality

Course Number

2507

Year of Study

2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students practice the necessary skills to be competitive in today's hospitality employment market. In the first part of the course, students learn and apply strategies to prepare them for their practicums and the diverse workplace cultures found within the hospitality industry. Topics covered include goal setting development strategies for short and long-term career goals, personal strengths assessments, personal branding, networking, job search strategies, portfolio building, industry etiquette, and interviewing styles and techniques. In the second half of the course, students participate in an 8-week, industry-related practicum applying classroom theories, skills, resources, tools, and strategies to 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:
CLO #1	<p>Practicum Preparation and Career Development Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Identify current trends and career pathways within the Hospitality and Tourism industry 2. Assess personal strengths and opportunities 3. Develop personal branding through networking and social media 4. Examine and apply job search strategies to meet their career plan 5. Interpret employment laws, employer vs employee rights, and workplace expectations 6. Create an action plan for career placement

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

CLO #2

Practicum Learning Outcomes:

1. Identify and explain emerging trends within the various sectors of the hospitality industry
2. Apply Human Resources Management and Organizational Behaviour concepts to effectively attract, develop and engage a professional, competitive hospitality workforce.
3. Apply professional and ethical standards to corporate, social, and environmental responsibilities.
4. Conduct themselves in a professional and ethical manner consistent with industry standards while communicating effectively and efficiently with all stakeholders, including employees, suppliers, customers, owners, and industry network.
5. Apply advanced business knowledge and concepts to make sound, operational business decisions.
6. Demonstrate a level of interpersonal and inter-cultural awareness that contributes to a positive workplace culture.
7. Use critical thinking, problem-solving, and negotiation techniques to make sound hospitality management decisions.
8. Apply employment, labour relations, health and safety, and privacy legislation standards in their work as hospitality professionals.

Instructional

Strategies:

Practical workplace experience in an authentic hospitality industry setting supervised by hospitality professionals and VCC faculty.

Instructional strategies may include interactive lectures, active learning instructional strategies, conferencing, discussions, group work, online activities, and self directed learning.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

D

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
------	------------	--

Type	Percentage	Brief description of assessment activity
Portfolio	50	Practicum Preparation and Career Development Assessment Activities: <ul style="list-style-type: none"> - Skills Assessment and Career Plan - Job Search Activities / Networking - Resume, Cover Letter, Social Media Profile - Mock Interview - Hospitality Workplace and Culture
Practicum	50	Practicum Assessment Activities: <ul style="list-style-type: none"> - Student Journals & Self Reflection - Instructor Practicum Assessment - Employer Practicum Assessment - Capstone Assignment on Learning Journey

Hours by Learning Environment Type

Total Hours 301

Lecture, Seminar, Online

21

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum, Self-Paced, Individual
Learning

280

Course Topics

Course Topics:

Course Topics:

1. Career Pathways in the Hospitality and Tourism Industries
2. Hospitality Industry Forecasting and Workplace Trends
3. Job Market Research & Analysis
4. Career Plan and Goal Setting
5. Job Search and Networking
6. Understanding Yourself: Formal and Informal Strengths Assessments
7. Personal Information Gathering: Online Profile, Resumes & Cover Letters, ePortfolios, References
8. The Interview Process – Preparation, Attending and Post Interview
9. Understanding the Workplace: Laws, Rights & Expectations
10. Adjustment to the Workplace Culture
11. Business Etiquette

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



DECISION NOTE

PREPARED FOR: Education Council

DATE: April 12, 2022

ISSUE: Changes to grading scale for 12 programs

BACKGROUND:

Policy C.1.1 Grading, Progression, and Withdrawal is currently undergoing its 5-year review. As part of that, a working group of Melinda Schram, Natasha Mandryk and Todd Rowlett was struck to review the grading scales used in VCC programs.

The current approved version of C.1.1 has a recommended grading scale that is used by 53 programs (as of August 2021). 66 programs use a combination of 17 other grading scales. The working group reviewed those scales and recognized that many programs use very similar grading scales that were typically different only in small ways (e.g. 'A+' grade is either 95-100% or 96-100%, with every other grade 1 point different down to the 'F' grade). As a result, the working group is proposing that the College attempt to get down to three grading scales, instead of 18. See Appendix A for the three scales.

DISCUSSION:

The first batch of updates was approved by Curriculum Committee at its February 2022 meeting and by Education Council at its March 2022 meeting. This is the second and final batch of changes.

The eleven programs identified below all used a grading scale that was significantly different than any of the three preferred grading scales. The working group reached out to all the department individually. Thankfully, all the departments were willing to adjust to one of the three scales and were generally surprised they were using a different scale than other programs.

The proposal was presented to Curriculum Committee on March 15, 2022, and unanimously supported.

RECOMMENDATION:

THAT Education Council approve changes to the grading scales for the programs listed, effective on the dates identified for each program:

Program	Scale	Effective Date for Adoption of New Grading Scale
Automotive Service Technology Diploma	Scale 2	May 2022
Hairstylist Certificate	Scale 2	May 2022
Nail Technology Certificate	Scale 2	May 2022
Esthetics Certificate	Scale 2	May 2022
Medical Lab Assistant Certificate	Scale 1	May 2022
Pharmacy Technician Certificate	Scale 1	May 2022
Occupational and Physical Therapy Assistant Diploma	Scale 1	September 2022
Provincial Instructor Diploma	Scale 3	January 2023
Train the Trainer Short Certificate	Scale 3	January 2023
Trades Instructor Short Certificate	Scale 3	January 2023
Teaching Online Certificate	Scale 3	January 2023
Online/eLearning Instruction Certificate	Scale 3	January 2023

PREPARED BY: Natasha Mandryk, Todd Rowlatt, and Melinda Schram

DATE: March 29, 2022

Appendix A: Grading Scales**Scale 1 - Current standard**

A+	90-100%	4.33
A	85-89%	4.00
A-	80-84%	3.67
B+	76-79%	3.33
B	72-75%	3.00
B-	68-71%	2.67
C+	64-67%	2.33
C	60-63%	2.00
C-	55-59%	1.67
D	50-54%	1.00
F	0-49%	0.00

Scale 2 – ITA*

A+	96-100%	4.33	OR	no letter grades	96-100%	4.33
A	91-95%	4.00			91-95%	4.00
A-	86-90%	3.67			86-90%	3.67
B+	81-85%	3.33			81-85%	3.33
B	76-80%	3.00			76-80%	3.00
B-	70-75%	2.67			70-75%	2.67
F	0-69%	0.00			0-69%	0.00

*still under discussion with ITA programs what final version will look like

Scale 3 – 5 percentage points

A+	96-100%	4.33
A	91-95%	4.00
A-	86-90%	3.67
B+	81-85%	3.33
B	76-80%	3.00
B-	71-75%	2.67
C+	66-70%	2.33
C	61-65%	2.00
C-	56-60%	1.67
D	50-55%	1.00
F	0-49%	0.00

Program Renewal Schedule 2021-2026

*Last Update March 3, 2022

SCHOOL	2021/2022	2022/2023	2023/24	2024/25	2025/26
Continuing Studies	Business & Technical Writing (<i>in progress</i>)	Paralegal	Fashion Design and Production	OACP Programs	ITOP / PDD
			Fashion Merchandising	ECCE	MDRT
			Gladue Report Writing		
Trades, Technology & Design	Automotive Collision & Refinishing (<i>in progress</i>)	Architectural Technician			
Arts & Sciences	ASL & Deaf Studies (<i>completed</i>)	Basic Education	CACE – Food Services	CACE – Career Awareness	
	EAL Pathways (<i>completed</i>)	UT/Associate Degrees	CACE – Retail & Hospitality		
	CACE – Computer Applications		Visually Impaired		
	CCA – Computer Skills (<i>completed</i>)				
Health Sciences	Practical Nursing + Access to PN (<i>CASN review</i>) (<i>in progress</i>)	Medical Laboratory Assistant	Pharmacy Technician	Occupational Physical Therapist Assistant	
		Bachelor of Science in Nursing (<i>CASN review</i>)		Practical Nursing + Access to PN (<i>BCCNP review</i>)	
		Certified Dental Assisting (<i>On-site + Distance</i>)			
		Dental Hygiene			
Hospitality, Food Studies, & Applied Business	Medical Office & Medical Transcription (<i>in progress</i>)	Asian Culinary – Renewal of Level 1	Business Management		

	Hospitality Management Degree & Diploma <i>(completed)</i>	Legal Admin. Assistant <i>(in conjunction with Paralegal)</i>			
School of Instructor Education					

Legend:	Program Renewal	Curriculum Review	Accreditation
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Education Services Renewal Schedule 2021-2026

**Updated March 31, 2022*

2021/2022	2022/2023	2023/24	2024/25	2025/26 (start of new Cycle)
1. Indigenous Education & Community Engagement <i>(in progress; will be complete in 21/22)</i> 2. RO – Financial Aid <i>(in progress)</i> 3. Student Conduct Office <i>(in progress)</i>	1. RO – Scheduling/ Systems 2. Student Services Centre 3. Disability Services <i>(in progress)</i>	1. Assessment Services 2. RO – Admissions/ Registration 3. International Education 4. CS Office & CS Registrar 5. Academic Advising 6. Library		1. CTLR 2. Learning Centre 3. Interpreting Services 4. Counselling Services

Completed Service Renewals

2021/2022

1. Arbiter of Student Issues - Complete

2020/2021

None (COVID)

2019/2020

None

2018/2019

1. Centre for Teaching, Learning & Research – Complete
2. Counselling Services – Complete
3. Interpreting Services – Complete
4. Learning Centre – Complete

Proposals submitted	Project Lead	Requested Funds 2022-23	Amount Approved
HOSPITALITY, FOOD STUDIES & APPLIED BUSINESS			
Marketing Technology Diploma	Jeremy White	\$38,564	\$21,000
Hospitality Management Diploma Program Renewal	Willy Aroca, Monique Paassen	\$67,489	\$57,000
MOA Program Renewal	Julie Gilbert, Dennis Innes, Julia Slade	\$37,273	\$9,000
MT Program Renewal	Julie Gilbert, Dennis Innes, Julia Slade	\$20,151	\$9,000
Legal Assistant		\$5,000	\$5,000
Asian Culinary – Renewal of Level 1		\$5,000	\$5,000
		\$205,807.00	
			\$106,000
CONTINUING STUDIES			
Building Manager Certificate & Short-Certificate Online Curriculum Design & Development	Sid Khullar	\$23,130	\$18,000
Cybersecurity/IT Program Design	Sid Khullar	\$10,125	\$8,000
Event Management Short Certificate	Joy Dalla-Tina	\$9,900	\$9,000
Paralegal Renewal		\$5,000	\$5,000
		\$48,155.00	
			\$40,000
TRADES, TECHNOLOGY & DESIGN			
CST Curriculum, Program and Courses Outline Update	Reza Nezami	\$11,196	\$8,000
Heavy Mechanical Trades Foundation Hybrid Model	Brendan Frith	\$39,618	\$20,000
Auto Collision Apprenticeship Lvl 3 Harmonization	Robin Popow	\$18,741	\$12,000
Steel Construction Modelling Second Year Diploma	Ron Palma, Brett Griffiths	\$12,981	\$5,000
New Mechanical Engineering Tech Specialty	Bruce McGarvie, Brett Griffiths	\$14,279	\$14,000
Architectural Technician Renewal		\$5,000	\$5,000
		\$148,719.00	
			\$64,000
ARTS & SCIENCES			
ABE Youth Social Science Course	Jill Lefaire, Garth Manning	\$13,130	\$4,500
Basic Ed Equity	Leah Rasmussen	\$24,492	\$7,000
Science - Decolonizing Anatomy & Physiology	Jennifer Kelly	\$2,300	\$2,300
CACE Computer Applications Renewal	Nuala Rochfort	\$6,998	\$6,500
CCA Computer Program Renewal	Matt Forster	\$47,838	\$10,000
DHH Program Renewal	Marcia Tanaka	\$11,639	\$10,000
ASL Deaf Studies Renewal	Mari Klassen	\$55,458	\$15,000
EAL Renewal	Ken McMorris	\$45,359	\$22,500
Basic Education Renewal		\$5,000	\$5,000
UT/Associate Degrees		\$10,000	\$8,000
		\$316,023.00	
			\$90,800
HEALTH SCIENCES			
Health Care Assistant Diploma	Lisa Beveridge	\$20,993	\$10,500
Dental Hygiene ETP Competencies	Amber Ariss	\$72,120	\$35,000
CDA Curriculum Revision & Student Centred Delivery	Ling Lo Yan	\$27,000	\$23,000
BScN CASN Accreditation & Entry Level Competencies	Sarah Desbiens	\$41,000	\$29,000
Medical Laboratory Assistant Renewal		\$5,000	\$5,000
		\$166,113.00	
			\$102,500
Grand Total		\$884,817.00	\$403,300