



Vancouver Community College Education Council
 Meeting Agenda
 September 12, 2023
 3:30–5:30 p.m. Videoconference
<https://vcc.zoom.us/j/69175257294>
 ASL Interpretation

Topic	Action	Speaker	Time	Attachment	Page
1. CALL TO ORDER		N. Mandryk			
2. ACKNOWLEDGEMENT		D. McMullen			
3. ADOPT AGENDA	Approval	N. Mandryk	1 min	✓	1-2
4. APPROVE PAST MINUTES	Approval	N. Mandryk	1 min	✓	3-8
5. ENQUIRIES & CORRESPONDENCE	Info	N. Mandryk	1 min		
6. BUSINESS ARISING					
a. Academic Plan	Info	D. Wells	15 min		
b. Affiliation Agreements Update	Info	D. Wells, D. Innes	15 min		
c. Math Admission Requirements Equivalencies	Approval	D. McMullen	10 min	✓	9-10
d. Education Council Meeting Schedule 2024	Approval	N. Mandryk	2 min	✓	11
e. EdCo Elections	Info	N. Mandryk	2 min		
7. COMMITTEE REPORTS					
a. Curriculum Committee					
i. Final Program Approval: Marketing Technology Diploma	Approval	J. White	5 min	✓	12-13
ii. Course Update: MTSK 0877 Mathematics Skills 11	Approval	T. Rowlatt	5 min	✓	14-18
iii. Program Updates:	Approval	K. Wightman	5 min	✓	19-312
• Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma					
• Architectural Technician Certificate					
• Civil/Structural Technician Certificate					

Topic	Action	Speaker	Time	Attachment	Page
<ul style="list-style-type: none"> Mechanical Drafting Technician Certificate Steel Construction Modelling Technician Certificate 					
iv. Program Update: Hospitality Management Diploma	Approval	W. Aroca Aguirre, M. Paassen	5 min	✓	313-320
v. Program Update: Bachelor of Hospitality Management	Approval	W. Aroca Aguirre, M. Paassen	5 min	✓	321-428
vi. New American Sign Language Foundations for DHH Courses: DHHE 0611, 0612, 0613	Approval	A. Evensen	5 min	✓	429-442
vii. Program Update & New Program: Deaf and Hard of Hearing Essential Employment Certificate (EESC) & New Deaf and Hard of Hearing Employment Skills Advantage Short Certificate	Approval	M. Tanaka	5 min	✓	443-515
viii. Program Update: Dental Hygiene Diploma	Approval	A. Ariss	5 min	✓	516-636
ix. New Program: Automotive Parts and Service Technology	Approval	F. Ghesen	5 min	✓	637-724
b. Policy Committee	Info	S. Kay	5 min		
i. Edit to Procedures C.1.3 Granting of Credentials	Info	S. Kay	5 min	✓	725-730
ii. Edit to Procedures D.1.4. Curriculum/Educational/ Institutional Material Created within the College	Info	S. Kay	5 min	✓	731-736
c. Education Quality Committee	Info	T. Rowlatt	5 min		
8. CHAIR REPORT	Info	N. Mandryk	5 min		
9. STUDENT REPORT	Info	M. Ng	5 min		
10. NEXT MEETING & ADJOURNMENT	Info	N. Mandryk	1 min		

Next meeting: October 10, 2023,
3:30–5:30 p.m.



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	David Wells	Marcus Ng
Sarah Kay (Vice-Chair)	Dennis Innes	Shirley Lew
Ali Oliver	Janita Schappert	Todd Rowlatt
Andy Sellwood	Louise Dannhauer	

Regrets

Belinda Kaplan	Emmy Cheung	Sonal Singh
Dave McMullen	Gabby Sarnoh	Vivian Munroe
Derek Sproston	Heidi Parisotto	

Guests

Adrian Lipsett	Jo-Ellen Zakoor	Mari Klassen
Brenda Carmichael	John Demeulemeester	Mark Chiarello
Brendan Frith	Kamran Khan	Marnie Findlater
Claire Sauvé	Karen Brooke	Nicole Degagne
Dawn Cunningham Hall	Karen Wilson	Shiow Lin
Herbie Atwal	Lisa Beveridge	Sid Khullar
Jennifer Kelly	Lucy Griffith	Taryn Thomson

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:32 pm.

2. ACKNOWLEDGEMENT

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

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the June 13, 2023 agenda as amended. New item 6g) Baking and Pastry Arts – Resolution Update was added.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the May 9, 2023 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- N. Mandryk reported that the Academic Governance Council (AGC), a group consisting of EdCo Chairs and Vice-Chairs from across BC, will hold its first meeting after a hiatus next week.

a) Course Content Guide: Academic Upgrading Grades 10–12

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course content guide for Academic Upgrading Grades 10–12.

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

- J. Kelly and S. Lew presented the proposal for the Academic Upgrading Grades 10–12 course content guide (CCG). This new type of document is intended to replace the program content guides for the ABE (Adult Basic Education) Graduation Program Certificate and ABE Intermediate Program Certificate (see item 6c).
- Both programs have seen a very low number of graduates, since most ABE students take courses à-la-carte to upgrade or complete required pre-requisites, as opposed to completing a full program of study for high school graduation. Since VCC's systems, including the website, are geared towards traditional program-based offerings, it has been challenging to market to and recruit these students.
- The CCG provides a way to group courses from different departments and present them on the website in a way that is more accessible and appealing to potential students. There is no VCC credential attached to the CCG, but students will still be able to earn credit towards a BC Graduation Certificate (Dogwood) or BC Adult Graduation Diploma.
- The CCG utilizes the program content guide (PCG) template in CourseLeaf; most sections are not applicable and have been left blank. The recommended characteristics of students section in the CCG was written to welcome and encourage students with different educational backgrounds and goals to register in courses.

b) Approval Process for Changes to Course Content Guides

MOTION: THAT Education Council approve that changes to a course content guide (CCG) which

- do not affect curriculum elements may be made by a CourseLeaf administrator without governance approval and will be reported to Curriculum Committee on a regular basis;
- affect curriculum elements require approval by Curriculum Committee and will be reported to Education Council on a regular basis.

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

- Related to item 6a), the creation of a new type of document, the course content guide (CCG), raised the question about the appropriate approval process for changes. The key question was whether the CCG is considered curriculum, in order to ensure the process is compliant with EdCo's responsibilities under the College & Institute Act. Three potential processes were outlined in the decision note (p. 10). VCC's policy C.3.14 Curriculum Development and Approval Process defines curriculum as "The planned sequence of instruction for a program or course. Curriculum comprises learning outcomes, teaching and learning methodology, and strategies for assessing and evaluating student learning."
- There was agreement that, while the CCG may touch on curriculum elements, it does not in itself constitute curriculum. The CCG provides a way to cluster courses so they can easily be posted online for marketing and recruitment purposes. Learning outcomes, methodology and evaluation plans are part of course outlines, which will continue going through the regular governance process.
- It was decided that CourseLeaf administrators can make changes to CCGs (e.g., removing or adding courses) that do not affect curriculum elements, as determined by the administrator; these changes will be reported to Curriculum Committee on a regular basis. Changes to CCGs with an impact on curriculum elements require approval by Curriculum Committee and will be reported to Education Council on a regular basis.

c) Program Suspensions: ABE Graduation Program Certificate & ABE Intermediate Program Certificate

MOTION: That Education Council recommend the Board of Governors suspend the ABE Graduation Program Certificate and ABE Intermediate Program Certificate.

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

- A. Sellwood presented the proposal to suspend the ABE Graduation Program Certificate and ABE Intermediate Program Certificate, following the approval of the new CCG for Academic Upgrading Grades 10–12. The CCG will create a more streamlined presentation of course offerings on the website, and removing the two programs will reduce confusion for students. As noted earlier, students completing courses will still be able to earn credit towards a BC Graduation Certificate (Dogwood) or BC Adult Graduation Diploma.

d) Concept Paper: Cybersecurity Risk Management

- S. Khullar presented the concept paper for a proposed two-year Cybersecurity Risk Management Post-Degree Diploma (PDD). This program addresses a critical and growing shortage of cybersecurity professionals in Canada and globally. VCC's program will have a unique focus on skills in governance, risk, and compliance (GRC) within the cybersecurity context, which are essential to protection of sensitive data, intellectual property, and critical infrastructure. International graduates will be eligible for a post-graduate work permit (PGWP). Opportunities to incorporate industry certification as well as develop cybersecurity micro-credentials are being explored.
- There was a discussion about the decision to run the program out of Continuing Studies (CS). This program complements existing information technology offerings in CS, which are seeing high student demand, and CS has instructors with expertise in this field.
- In terms of facilities, there is no need for specialized labs, since the program focus is on policies and compliance, rather than technology. In addition, VCC is exploring cloud-based software that can be accessed from any PC.
- There was a discussion about efforts to reach underrepresented groups, particularly Indigenous students; creation of micro-credentials and hybrid or online delivery and could improve accessibility, particularly for remote communities.

e) EdCo Planning Day Debrief

- N. Mandryk reported on the two sessions at EdCo Planning Day on June 12. A. Sellwood presented on academic freedom in governance, and D. Wells led a discussion about VCC's Academic Plan. A common thread in both sessions was the benefit of acknowledging tensions between different perspectives and priorities.

f) Brand and Web Project (BAWP) Update

- K. Wilson presented an update on the Brand and Website Project. The process included consultation with various Indigenous partners. The goal is to launch the brand internally on VCC Day in November.

g) Baking and Pastry Arts – Resolution Update

MOTION: THAT Education Council rescind the motions approved at the April 12, 2022 and October 11, 2022 meetings recommending the Board of Governors approve implementation of the significantly revised Artisan Baking Certificate, Pastry Arts Certificate, and Baking Foundation Certificate.

Tuition for these programs did not change, and therefore Board of Governors approval was not required for implementation. The curriculum was approved by Education Council.

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

- N. Mandryk reported that tuition for these three revised programs is not changing, and Board of Governors approval is not required for implementation. The original, now redundant, motions to recommend approval to the Board of Governors were therefore rescinded.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: Sign Language Interpretation Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, 20 new courses for the Sign Language Interpretation Diploma program.

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

- T. Rowlatt presented courses for the new Sign Language Interpretation Diploma, which is in the process of being transferred to VCC from Douglas College. The focus at Curriculum Committee was on determining credits, hours and course names to enable the Registrar's Office to set up courses for the September 2023 program start. Minor final adjustments to courses may come to Curriculum Committee in August; overall, the curriculum mirrors what has been taught at Douglas College.
- The hours:credits ratio will be reviewed at a later time, as both the Sign Language Interpretation Diploma and VCC's ASL & Deaf Studies Certificate will be evaluated to potentially create a combined program structure.

ii) Program Updates: Provincial Instructor Diploma Program (PIDP) & Train the Trainer Short Certificate and New Course: PIDP 3401 PID Independent Studies

MOTION: THAT Education Council approve, in the form presented at this meeting, updates to the program content guides for the Provincial Instructors Diploma Program (PIDP) and the Train the Trainer Short Certificate, and one new course: PIDP 3401 PID Independent Studies.

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

- K. Brooke presented proposed updates to the Provincial Instructor Diploma Program (PIDP) and Train the Trainer Short Certificate PCGs. The English language requirement was increased to English 12, in consultation with the Registrar's Office; policy D.3.6.1 Flexible Admissions allows for alternative options for students with non-traditional backgrounds that do not meet the English requirement, so this change should not create a barrier for these students. Other changes included clarifying the maximum time for completion and increasing the number of credits that can be obtained through Prior Learning Assessment and Recognition (PLAR).
- New elective course PIDP 3401 PID Independent Studies was developed to allow student to focus on areas of interest to their own development as instructors. The course can be taken multiple times for credit for different areas of interest (up to 3 credits).
- As PIDP 3401 is repeatable for credit, there were concerns about listing the same course name on the transcript multiple times without any indication of different course content. There was also a discussion about evaluation, which includes both student self-assessment and evaluation by the

instructor. Curriculum Committee was comfortable with the proposal. It was noted that the limit on⁷ course repeats (two, three with dean's permission) in policy refers to retakes of courses that were not successfully completed, which is a different scenario. The Registrar's Office is exploring ways to operationally address the point regarding transcripts.

iii) Program Update: Trades Instructor Short Certificate and Course Update: TRAI 3001 Trades Training Fundamentals

MOTION: THAT Education Council approve, in the form presented at this meeting, updates to the program content guide for the Trades Instructor Short Certificate and revisions to course TRAI 3001 Trades Training Fundamentals, including a course name change.

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

- K. Brooke presented the proposal to remove references to the Industry Training Authority (ITA), since it recently changed its name to Skilled Trades BC. In addition, the department has delivered this program internationally and would like to include other trades organizations outside of BC.

iv) Program Update: Heavy Mechanical Technology Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Heavy Mechanical Technology Diploma program content guide, including a program name change, and 18 new course outlines.

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

- B. Frith presented the proposal to restructure the program from over 50 to 18 courses, delivered over four terms. In addition to consolidating courses, some content around new industry trends, such as alternative fuels and electrification, was incorporated. The plan is to seek program recognition from Applied Science Technologists & Technicians of BC (ASTTBC) as Level 1 training. The program name was also updated – “International Cohort” was removed.
- Curriculum Committee had a longer discussion about communication skills and how they are embedded throughout the program.

v) Program Update: Health Care Assistant

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Health Care Assistant Certificate program content guide and 12 revised course outlines.

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

- L. Beveridge presented proposed revisions to the Health Care Assistant Certificate, bringing the program in alignment with the updated provincial curriculum. The evaluation and grading plan sections were updated to support the department's blended learning strategy. Some course learning outcomes were adjusted, but program learning outcomes remained the same (only formatting in CourseLeaf was updated).
- The high hours:credits ratio in this program will be reviewed and discussed at a later date.

vi) Minor Curriculum Changes January–May 2023

- The regular update on minor curriculum changes approved by Curriculum Committee was included in the meeting package. The committee approved some small edits to admission requirements, in consultation with the EdCo Chair, rather than bringing them for EdCo approval. There were no concerns about this approach.

b) Policy Committee

i) Committee Chair Report

- S. Kay reported that there was no committee meeting this month. Conversations around equity, diversity, and inclusion (EDI) in policy are in progress.

- The Board of Governors approved revised policies F.1.1 Ethical Conduct for Research Involving Humans and F.1.2 Ethics and Integrity in Research and Scholarly Activity, and rescinded policy F.1.3 Conflict of Interest Related to Research.

ii) Policy Renumbering and Recategorization Proposal

- A proposal to renumber and recategorize VCC policies was included in the meeting package. The goal is to make policies easier to identify and find on the website. Any questions or comments can be sent to N. Degagne.

c) Education Quality Committee

i) Annual Program Review Report

- T. Rowlatt presented EQC's Annual Program Review Summary Report. This year, the committee met with all deans for a conversation about annual program reviews, structured around five questions. Following this meeting, the committee had several discussions about main themes and possible next steps. Key discussion points included an intentional strategy around delivery methods; consistent student experience; student and employee mental health and wellbeing; and data collection and access. The committee will discuss its next steps and priorities at the upcoming EQC meeting.

S. Lew left the meeting at 5: 15 p.m.

ii) Program Renewal & Accreditation Reports: Legal Administrative Assistant and Auto Service Technician

- T. Rowlatt presented the renewal report and accreditation letter for information. Departments and the CTLR were commended for their work on program renewals and accreditations.

8. CHAIR REPORT

- N. Mandryk presented the Annual EdCo Report, summarizing work done by EdCo and its standing committees in 2022.

9. STUDENT REPORT

- M. Ng reported on SUVCC activities for Pride month.

10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will take place on September 12, 2023, 3:30–5:30 p.m.
- The meeting was adjourned at 5:21 p.m.

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



DECISION NOTE

PREPARED FOR: Education Council
DATE: September 12, 2023
ISSUE: Math Admissions Requirements Equivalencies

BACKGROUND:

The admissions requirements for many VCC programs include a high school math course and/or assessment with minimum required scores. For admissions purposes, prospective students may submit evidence of meeting the specific requirement, an equivalent requirement, or a higher requirement. Historically, admissions equivalencies have been managed in a variety of ways, including writing the equivalencies in the program content guides, asking departments for approval, and referring to internal documentation.

The varied methods of determining which courses or assessments meet math equivalencies for admissions purposes led to confusion and inconsistent application of the requirements. The goal of creating a public facing math equivalencies table was to provide a single source of truth that would be transparent and accessible to VCC personnel, prospective students, and other concerned parties.

Additionally, creating a single source of information means that program content guides and course outlines no longer need include lengthy lists of equivalencies or go through governance when there are minor changes to the list. Standard requirements (e.g. 'Pre-Calculus 12') can be listed in the program content guide or course outline, along with "or equivalent."

The following math equivalencies table was created by the Registrar's Office in consultation with representatives from the College and Career Access department, Mathematics department, and Assessment Centre.

Math equivalencies for admissions purposes:**Grade 12**

VCC	Other acceptable courses or VCC assessments
Calculus 12	Not available
Pre-Calculus 12	MATH 0983 & MATH 0993 MATH 1020 VCC Pre-Calculus assessment (72%)
Foundations of Math 12	Not available
Apprenticeship Math 12	Not available

Grade 11

VCC	Other acceptable courses or VCC assessments
Pre-Calculus 11	MATH 0861 & MATH 0871 VCC Intermediate Algebra assessment (72%)
Foundations of Math 11	MATH 0862 & MATH 0872 VCC Intermediate Algebra assessment (52%)
Workplace Math 11	VCC Basic Algebra assessment (72%)

Grade 10

VCC	Other acceptable courses or VCC assessments
Foundations of Math and Pre-Calculus 10	MATH 0750 & MATH 0751 VCC Basic Arithmetic (80%) & Basic Algebra (60%) assessments
Workplace Math 10	VCC Basic Arithmetic assessment (80%)

CONCLUSION:

The creation of a public facing math equivalencies table provides internal and external individuals with access to accurate and up-to-date information. Further, the table streamlines information needed in program content guides and course outlines. The Registrar's Office recommends that maintenance and minor updates to the equivalencies table be permitted at the discretion of the Registrar (or delegate), in consultation with subject matter experts. Any major amendments would be reviewed by Education Council, as necessary.

MOTION:

THAT Education Council approve the math equivalencies table for admissions requirements.

PREPARED BY:

Dave McMullen, Registrar



2024 Meeting Schedule for Education Council and Standing Committees

DRAFT

Education Council

Generally meets on the second Tuesday of each month, 3:30–5:30 p.m.

January 9
February 13
March 12
April 9
May 14
June 11

July – No meeting
August – No meeting
September 10
October 8
November 12
December 10

Policy Committee

Generally meets on the first Wednesday of each month, 2:30–4:30 p.m.

January 10
February 7
March 6
April 3
May 1
June 5

July – No meeting
August 7
September 4
October 2
November 6
December 4

Curriculum Committee

Generally meets on the third Tuesday of each month, 2:30–4:30 p.m.

January 23
February 20
March 19
April 16
May 21
June 18

July – No meeting
August 20
September 17
October 15
November 19
December 17

Education Quality Committee

Generally meets on the third or fourth Wednesday of each month, 2:00–4:00 p.m.

January 24
February 28
March 20
April 24
May 22
June 19

July – No meeting
August – No meeting
September 18
October 23
November 20
December – No meeting



DECISION NOTE

PREPARED FOR: Education Council

DATE: September 12, 2023

ISSUE: Removal of Provisional Approval Status: Marketing Technology Diploma

BACKGROUND:

The School of Hospitality, Food Studies and Applied Business launched the new Marketing Technology Diploma in September 2021. This unique program combines marketing with technology, particularly CRM software (e.g., Salesforce, SAP, Oracle) used to support marketing and sales departments and data analysis. The program prepares students for entry-level positions in brand management, customer relationship database management, and the technology of traditional and digital marketing. The target audience are predominantly international students, though the program is open to domestic students.

A new department was established for the program, with Jeremy White as department head. This department also houses the Accounting Diploma, which launched at the same time. Both programs were provisionally approved by EdCo in October 2020 (Board approved in November 2020).

The Marketing Technology curriculum was slightly revised in May 2022; one course was substituted with a more marketing-focused course for the September 2021 cohort. More significant revisions were made in June 2022 for the September 2022 cohort to better reflect industry requirements.

DISCUSSION:

The combined Provisional Approval of New Programs Committee for both Marketing Technology and Accounting met four times to receive updates on program status and provide guidance and support. There were discussions around student success, student and faculty feedback, curriculum, and operational considerations.

The first cohorts graduated in May 2023. Both programs are growing, and two cohorts each are planned for September 2023.

The current proposal is for Education Council to provide final approval for the Marketing Technology Diploma, removing the provisionally approved status.

Since major curriculum revisions are planned for the Accounting Diploma program, the Provisional Approval Committee will remain in place for this program to provide support through the curriculum redesign.

One particularly noteworthy component of the Marketing Technology Diploma program is its Indigenous Business in Canada course, which is co-taught by an Indigenous and a non-Indigenous instructor.

Recruitment of Indigenous entrepreneurs to teach this course with the current schedule is a major challenge, and the department is seeking the College's support in recruiting Indigenous instructors.

RECOMMENDATION:

THAT Education Council provide final approval for the Marketing Technology Diploma program, removing the provisionally approved status.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: August 24, 2023



DECISION NOTE

PREPARED FOR: Education Council

DATE: September 12, 2023

ISSUE: Revisions to MTSK 0877 Mathematics Skills 11

BACKGROUND:

MTSK 0877 is a self-paced course taught in the College & Career Access (CCA) department designed as a refresher for students who have completed their Math 11 level and are moving into Pre-calculus Math 12 but need to refresh their skills in some areas to improve their success in Math 12. As it is a zero-credit course, students focus on only the topics they need to refresh.

The existing course outline for MTSK 0877 was not fully populated – it was missing most of the relevant fields – so this revision is bringing the curriculum up to standard.

DISCUSSION:

Alison Woods, Coordinator for Math in CCA, presented the changes. The committee recommended the following changes:

- Remove “Part 2” from the course name. The department no longer teaches Part 1 of the Skills 11 courses, so there is no need for a Part 2.
- Add a pre-requisite of Math 11. This course is meant only for students who have already completed Math 11.
- Add course outcomes and topics related to trigonometry and geometry; currently the outline is too focused on algebra.

All changes have been made.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, revisions to the course MTSK 0877 Mathematics Skills 11.

PREPARED BY: Todd Rowlett, Chair, Curriculum Committee

DATE: June 21, 2023

Course Change Request

Date Submitted: 05/08/23 4:13 pm

Viewing: **MTSK 0877 : Mathematics Skills 11 Part-2**

Last approved: 06/07/22 5:41 am

Last edit: 06/22/23 2:31 pm

Changes proposed by: awoods

Programs
referencing this
course

[177: Academic Upgrading Grades 10-12](#)

Course Name:

Mathematics Skills 11 **Part-2**

Effective Date: January 2024

School/Centre: Arts & Sciences

Department: College & Career Access (2004)

Contact(s)

In Workflow

1. 2004 Leader
2. SAS Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

Approval Path

1. 05/08/23 5:03 pm
KJ Hills (kjhills):
Approved for 2004
Leader
2. 05/31/23 7:15 pm
Shirley Lew (slew):
Approved for SAS
Dean
3. 06/22/23 2:33 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

History

1. Jun 7, 2022 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Faezeh Mohammadbeigi	fmohammadbeigi@vcc.ca	7366

Banner Course Mathematics Skills 11 **Part-2**

Name:

Subject Code: MTSK - Mathematics Skills

Course Number 0877

Year of Study Grade 11 Equivalency

Credits: 0

Bridge College Code AB

Bridge Billing Hours 0-3

Bridge Course Level 11

Course Description:

This course provides students who wish to take Pre-calculus Math 12 with the necessary background in select topics in introductory algebra, geometry and trigonometry that they will need in order to be successful. Topics covered in this course include: graphing, polynomials, factoring, geometry, trigonometry, rational expressions and radicals.

Since this is a skills course and not a credit course, students can be assigned any or all of the above topics depending on the results of their College and Career Access Department assessment. Selected topics from Math 11 or equivalent:

Course Pre-Requisites (if applicable):

MATH 0863 & MATH 0873, or Workplace Mathematics 11, or equivalent.

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:
<u>CLO #1</u>	<u>Add, subtract and multiply polynomials and factor a polynomial completely.</u>
<u>CLO #2</u>	<u>Determine the domain of a rational expression, simplify rational expressions, perform operations with rational expressions and simplify complex rational expressions.</u>
<u>CLO #3</u>	<u>Use properties of exponents to simplify radical expressions.</u>

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

<u>CLO #4</u>	<u>Rationalize the denominator or numerator in a rational expression.</u>
<u>CLO #5</u>	<u>Solve applied problems using linear and quadratic equations.</u>
<u>CLO #6</u>	<u>Use supplied formulas to solve intermediate geometry problems and applications.</u>
<u>CLO #7</u>	<u>Solve introductory and applied trigonometry problems.</u>

Instructional

Strategies:

Self-paced

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:

D (50%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<u>Quizzes/Tests</u>	<u>100</u>	<u>Unit quizzes</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 96 6

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1: 6

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Self-Paced

Hours in Category 3:

96

Course Topics

Course Topics:

Basic Algebra

Graphing

Polynomials

Rational Expressions

Radical Expressions

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?

No

Is this the primary proposal?

Provide a rationale
for this proposal:

Populating course information.

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

Consultations



DECISION NOTE

PREPARED FOR:	Education Council
DATE:	September 12, 2023
ISSUE:	Revisions to Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma and four certificates

BACKGROUND:

The CAD & BIM Technologies department has embarked on a multiyear project to update and refine their diploma program. This is a complex project as the diploma is integrated with four certificates covering different specialties. The objectives for the redesign project are based on the recommendations coming out of the Program Renewal for the Architectural specialty:

- Combine half-credit and one-credit courses into approximately three-credit courses
- Align the current hours per credit with current VCC Policy C.1.4 Assignment of Credits to Courses
- Align with the College's four-month term structure
- Develop articulation agreements with the BC Council on Admissions and Transfer (BCCAT) to enable better student mobility

The proposal contains revised program content guides for the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma, Architectural Technician Certificate, Civil/Structural Technician Certificate, Mechanical Drafting Technician Certificate, and Steel Construction Modelling Technician Certificate, as well as 23 revised course outlines and 37 new course outlines.

Despite the apparent extent of these changes, no course outcomes or content are being removed from the program, just re-organized into longer courses. This will allow students more time to manage their workload and project work, and remove the pressure of trying to complete courses in a single week.

DISCUSSION:

Kelly Wightman, Department Head of CAD & BIM Technologies, presented the proposal. She explained the inter-connected nature of the program, as students take two specialties (one per year), progressing in their CAD and BIM skills as they go. Learning is integrated with several projects where different teams of students work together, modelling how technicians work in their careers.

The following changes were made to the initial proposal:

- Clarified that student progression requires a minimum 'C minus' grade in every course and an overall program GPA of 'C' to graduate.

- Removed several notes in the admissions section related to English language (covered by the Flexible Admissions policy) and course equivalencies (moved to the PLAR section).
- Renamed Year 2 courses in all specialties: use of the word 'diploma' in the course title was confusing. It was replaced with 'advanced,' which indicates more clearly the higher level of student learning in Year 2.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, revisions to five program content guides in CAD & BIM Technologies; 23 revised courses; and 37 new course outlines.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: June 21, 2023

Program Change Request

Date Submitted: 06/09/23 1:31 pm

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

Last approved: 03/08/23 2:29 pm

Last edit: 06/20/23 4:59 pm

Changes proposed by: kwightman

Catalog Pages Using
this Program

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

Program Name:

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

Credential Level: Diploma

Effective Date: September ~~2023~~ 2024

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:32 pm
Kelly Wightman (kwightman):
Approved for 4203 Leader
2. 06/12/23 11:02 am
Lucy Griffith (lgriffith): Approved for CTT Dean
3. 08/16/23 11:19 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

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

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

Name	E-mail	Phone/Ext.
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Program Content Guide

Purpose

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

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

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

Highway construction and subdivision development work.

A wide variety of mechanical applications in the mining industry, chemical process plants, energy infrastructure, oil and gas, as well as mechanical systems for buildings and development work.

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

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

Admission Requirements

Grade 12 graduation or equivalent

Knowledge of English demonstrated by one of the following:

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

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

Knowledge of mathematics demonstrated by *one* of the following:

Workplace Mathematics 11 or equivalent, *or*

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

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

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

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

Notes:

~~Applicants who do not meet the English language requirement may be admitted at the discretion of the Department. Applicants who have met all the above requirements and have completed high school Drafting 11 and 12 may, with Departmental approval, apply for direct entry into Term 2 of the program.~~ VCC CAD Technician Short Certificate graduates (granted within the last 4 years) are eligible for exemption (EX) for: DRFT 1010, DRFT 1011,

DRFT 1012, DRFT 1013. ~~may insert into Term 2 of the program.~~

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

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

PLAR is available for the following courses:

DRFT 1010 CAD Drafting Fundamentals

DRFT 1011 CAD Drafting Applied

[DRFT 1012 Office and Construction Site Safety](#)

DRFT 1013 Construction Mathematics

[Applicants who completed Drafting 11 and 12 may apply for PLAR for DRFT 1010, DRFT 1011, and DRFT 1013.](#)

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

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

~~To request PLAR, please contact the department directly.~~ [See the D.3.5 Prior Learning Assessment and Recognition Policy and Procedures for **Policy and Procedures** for more information.](#)

Program Duration & Maximum Time for Completion

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

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

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

Program Learning

Outcomes

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

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

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

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

Demonstrate drafting and 3D modeling skills and conventions.

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

Utilize critical thinking, team building and interpersonal communication skills.

Prepare a comprehensive professional portfolio.

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

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

Architectural Specialty:

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

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

Civil/Structural Specialty:

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

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

Steel Construction Modelling Specialty:

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

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

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

Mechanical Specialty:

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

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

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

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

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

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

Apply terminology and conventions used in a project design team.

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

Prepare a comprehensive professional portfolio.

Contribute as part of a multidisciplinary design team.

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

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

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

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

Communicate effectively and work collaboratively in a design team setting.

Instructional Strategies, Design, and Delivery Mode

This program uses project-based ~~project based~~ learning strategies with in-class instructional presentations, blended online delivery, and laboratory work using Autodesk, Trimble, and other software. Students are ~~may be~~ required to do assignments at home and lab work outside class time on both theory and individual projects. The program may be offered in face-to-face and blended (combination of face-to-face and online) formats.

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

Student Program Progression

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

Receive ~~Maintain~~ an overall minimum program grade point average of 'C' (2.0); ~~2.00 GPA (C average); and~~ ~~Successfully complete all courses to qualify for the credential.~~ ~~Note: A student will not receive a credential if they fail to maintain a C average, or if they receive an F grade in any course(s).~~ ~~NOTE: Following a grade of D in any course, continuation will be permitted only upon approval of the Department Head. If such approval is given, a letter of continuation may be issued to the student indicating the reasons and conditions under which they will be allowed to continue to the next course.~~ ~~Receive a minimum~~ ~~Students who receive an F grade point average of 'C minus' (1.67) in each course.~~

Students who receive an F grade in a ~~any~~ ~~course~~ ~~within any term/level~~ may not be allowed to progress.

See individual Course Outlines for course prerequisite details.

Attendance

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

~~Program Absences~~ ~~If a student misses more than 10% of instruction contact hours in any course for any reason, the instructor may refer the student to the Department Head for review (e.g. a two (2) week course is ten (10) days, therefore 10% is one (1) day).~~ ~~If the Department Head identifies a pattern of absenteeism, the student will be formally reprimanded. Further excessive absence may result in the student being required to withdraw.~~

Recommended Characteristics of Students

Related work experience

~~Excellent English communication skills.~~ Working knowledge of Windows OS is strongly recommended.

Good mathematical and mechanical comprehension.

Ability to work in imperial and metric units of measurement.

Good ~~General good health, good~~ hand-eye coordination, ability to look at computer screen for long periods of time, and manual dexterity for keyboard/mouse.

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

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

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

Courses

TERM 1

YEAR 1

40

CORE COURSES

DRFT 1010

CAD Drafting Fundamentals

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

TERM 2 AND 3**31****SELECT YOUR 1ST SPECIALIZATION**

ARCHITECTURAL

DRFT 1270	Residential Design
DRFT 1271	Site Planning
DRFT 1272	Codes and Regulations 1
DRFT 1273	Construction Assemblies 1
DRFT 1274	Single Family Residences
DRFT 1275	Codes and Regulations 2
DRFT 1276	Construction Assemblies 2
DRFT 1277	Multi Family Residences
DRFT 1278	Drawing Plan Reading
DRFT 1326	Job Search Skills
DRFT 1370	Technical Communications
DRFT 1371	Codes and Regulations 3
DRFT 1372	Construction Assemblies 3
DRFT 1373	Commercial Retail Buildings
<u>DRFT 1110</u>	<u>Architectural Principles</u>
<u>DRFT 1115</u>	<u>Residential Single Family 1</u>
<u>DRFT 1200</u>	<u>Residential Single Family 2</u>
<u>DRFT 1201</u>	<u>Residential Multi-Family</u>
<u>DRFT 1202</u>	<u>Commercial Retail Buildings</u>
<u>DRFT 1225</u>	<u>Professional Communication</u>
<u>DRFT 1374</u>	Introduction to 3D and BIM
<u>DRFT 1375</u>	Commercial Office Layouts

CIVIL/STRUCTURAL

DRFT 1226	Construction Drawing Reading
DRFT 1280	Industrial Site Layout
DRFT 1281	Autodesk Civil 3D
DRFT 1282	Road Alignment Detailing
DRFT 1283	Steel Structures
DRFT 1284	Principles of Reinforced Concrete
DRFT 1285	Foundation Design Concepts
<u>DRFT 1120</u>	<u>Civil Site Layout</u>
<u>DRFT 1125</u>	<u>Introduction to Civil 3D</u>
<u>DRFT 1213</u>	<u>Introduction to Steel Structures</u>
<u>DRFT 1214</u>	<u>Reinforced Concrete and Foundations</u>
<u>DRFT 1215</u>	<u>Advanced Civil 3D</u>
<u>DRFT 1216</u>	<u>Introduction to 3D & Revit Structures</u>
DRFT 1286	Engineering Statics
DRFT 1326	Job Search Skills
DRFT 1327	Revit Structures
DRFT 1330	Advanced Road Design
DRFT 1331	Civil Utility Services
DRFT 1370	Technical Communications
<u>DRFT 1225</u>	<u>Professional Communication</u>
<u>DRFT 1379</u>	<u>Concrete Floor Systems and Secondary Structures</u>
DRFT 1385	Reinforced Concrete Structural Components
STEEL CONSTRUCTION MODELLING	
DRFT 1290	Structural Steel Fabrication Codes and Standards
DRFT 1291	Introduction to Steel Detailing
DRFT 1292	Structural Bolting & Welding
<u>DRFT 1130</u>	<u>Steel Detailing Fundamentals</u>
<u>DRFT 1135</u>	<u>Professional Communications for Steel Detailing</u>
DRFT 1293	Industrial and Commercial Basic Framing

DRFT 1294	Connection & Layout Geometry
<u>DRFT 1295</u>	Detail of Inclined Components
<u>DRFT 1296</u>	Miscellaneous Metals Detailing
<u>DRFT 1380</u>	CAD 3D and Assemblies
DRFT 1381	Miscellaneous Steel
DRFT 1383	Quantity Take-Offs
DRFT 1384	Concrete Slab on Grade Floor Systems
<u>DRFT 1391</u>	Introduction to BIM Software
DRFT 1380	CAD 3D and Assemblies
<u>DRFT 1392</u>	Working with BIM Software
DRFT 1370	Technical Communications
<u>DRFT 1393</u>	Heavy Structural Steel Framing
DRFT 1326	Job Search Skills
<u>DRFT 1352</u>	Steel Trusses
MECHANICAL	
DRFT 1256	Plumbing Systems for Buildings
DRFT 1257	Electrical Systems for Buildings
DRFT 1258	Utility Data and Setting-Up Projects
DRFT 1259	HVAC Systems for Buildings
DRFT 1260	Fire Suppression and Sprinkler Systems for Buildings
DRFT 1261	Process Flow Diagrams and Tank/Pump Box Fabrication
DRFT 1262	Pipe Components: Pipe, Fittings, Valves, Supports and Pumps
DRFT 1263	Piping and Instrumentation Diagrams & Specifications
DRFT 1264	Plant and Equipment Layout
DRFT 1265	Process and Utility Piping Layout
DRFT 1266	Piping Fabrication Isometrics
DRFT 1332	Professional Preparation
DRFT 1370	Technical Communications
DRFT 1362	BIM Basic for Mechanical

DRFT 1363	BIM Project for MEP	
<u>DRFT 1140</u>	<u>Electrical and Plumbing Systems</u>	
<u>DRFT 1145</u>	<u>HVAC and Fire Suppression System</u>	
<u>DRFT 1217</u>	<u>Process Flow, Piping, and Instrumentation Diagrams</u>	
<u>DRFT 1218</u>	<u>Equipment Detail and Plant Layout</u>	
<u>DRFT 1219</u>	<u>Process Piping and Pipe Fabrication</u>	
<u>DRFT 1220</u>	<u>3D Modeling Fundamentals</u>	
<u>DRFT 1221</u>	<u>3D Modeling Applied</u>	
<u>DRFT 1225</u>	<u>Professional Communication</u>	
<u>DRFT 1344</u>	<u>BIM for Mechanical, Electrical, Plumbing Projects</u>	
DRFT 1364	Mechanical, Electrical, Plumbing for Pipe Fabrication	
DRFT 1365	Piping-BIM Project & Specification-Setup	
DRFT 1366	3D-BIM Pipe, Structure, and Equipment Modeling	
DRFT 1367	3D-BIM Creating Orthographics, Isometrics, and Bills of Material	
DRFT 1394	Industrial Building Modeling	
DRFT 1395	Mechanical Equipment Modeling and Layout	
DRFT 1396	Piping Systems Modeling and Layout	
TERM-4		
<u>YEAR 2</u>		<u>30</u>
<u>INTEGRATED BIM PROJECT</u>		
<u>DRFT 2100</u>	Integrated BIM Project	
TERM-5		15
SELECT YOUR 2ND SPECIALIZATION (MUST BE DIFFERENT FROM YOUR FIRST)		
ARCHITECTURAL		
DRFT 2270	Diploma Residential Design	
DRFT 2271	Diploma Site Planning	
DRFT 2272	Diploma Codes and Regulations 1	
DRFT 2273	Diploma Construction Assemblies 1	
DRFT 2274	Diploma Single Family Residences	

~~DRFT 2275~~ ~~Diploma Codes and Regulations 2~~

~~DRFT 2276~~ ~~Diploma Construction Assemblies 2~~

~~DRFT 2277~~ ~~Diploma Multi Family Residences~~

~~DRFT 2278~~ ~~Diploma Drawing Plan Reading~~

DRFT 2110 Advanced Architectural Principles

DRFT 2115 Advanced Residential Single Family 1

DRFT 2200 Advanced Residential Single Family 2

DRFT 2201 Advanced Residential Multi-Family

DRFT 2107 Capstone Project using BIM

CIVIL/STRUCTURAL

~~DRFT 2226~~ ~~Diploma Construction Drawing Reading~~

~~DRFT 2280~~ ~~Diploma Industrial Site Layout~~

~~DRFT 2281~~ ~~Diploma Autodesk Civil 3D~~

~~DRFT 2282~~ ~~Diploma Road Alignment Detailing~~

~~DRFT 2283~~ ~~Diploma Steel Structures~~

~~DRFT 2284~~ ~~Diploma Principles of Reinforced Concrete~~

~~DRFT 2285~~ ~~Diploma Foundation Design Concepts~~

DRFT 2120 Advanced Civil Site Layout

DRFT 2125 Advanced Introduction Civil 3D

DRFT 2213 Advanced Introduction to Steel Structures

DRFT 2214 Advanced Reinforced Concrete and Foundations

DRFT 1286 Engineering Statics

DRFT 2107 Capstone Project using BIM

STEEL CONSTRUCTION MODELLING

~~DRFT 2290~~ ~~Diploma Structural Steel Fabrication Codes and Standards~~

~~DRFT 2291~~ ~~Diploma Introduction to Steel Detailing~~

~~DRFT 2292~~ ~~Diploma Structural Bolting & Welding~~

DRFT 2130 Advanced Steel Detailing Fundamentals

DRFT 2293 Advanced Industrial and Commercial Basic Framing

<u>DRFT 2294</u>	Advanced BIM Software for Steel Detailing
<u>DRFT 2295</u>	Advanced Detail of Inclined Components
<u>DRFT 2296</u>	Advanced Miscellaneous Metals Detailing

TERM-6

<u>DRFT 2107</u>	<u>Capstone Project using BIM</u>
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MECHANICAL

<u>DRFT 2256</u>	<u>Diploma Plumbing Systems for Buildings</u>
<u>DRFT 2257</u>	<u>Diploma Electrical Systems for Buildings</u>
<u>DRFT 2258</u>	<u>Diploma Utility Data and Setting-Up Projects</u>
<u>DRFT 2259</u>	<u>Diploma HVAC Systems for Buildings</u>
<u>DRFT 2260</u>	<u>Diploma Fire Suppression and Sprinkler Systems for Buildings</u>
<u>DRFT 2261</u>	<u>Diploma Process Flow Diagrams and Tank/Pump Box Fabrication</u>
<u>DRFT 2262</u>	<u>Diploma Pipe Components: Pipe, Fittings, Valves, Supports and Pumps</u>
<u>DRFT 2263</u>	<u>Diploma Piping and Instrumentation Diagrams & Specifications</u>
<u>DRFT 2264</u>	<u>Diploma Plant and Equipment Layout</u>
<u>DRFT 2265</u>	<u>Diploma Process and Utility Piping Layout</u>
<u>DRFT 2266</u>	<u>Diploma Piping Fabrication Isometrics</u>
<u>DRFT 2140</u>	<u>Advanced Electrical and Plumbing Systems</u>
<u>DRFT 2145</u>	<u>Advanced HVAC and Fire Suppression System</u>
<u>DRFT 2217</u>	<u>Advanced Process Flow, Piping, and Instrumentation Diagrams</u>
<u>DRFT 2218</u>	<u>Advanced Equipment Detail and Plant Layout</u>
<u>DRFT 2219</u>	<u>Advanced Process Piping and Pipe Fabrication</u>
<u>DRFT 2107</u>	<u>Capstone Project using BIM</u>

Total Credits

70

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

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

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60	Minimum Pass	1.67
D	50-55		1.00
F	0-49	Failing Grade	0.00
S		Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A

Course

Standings

R	Audit. No Credit	N/A
EX	Exempt. Credit Granted	N/A
TC	Transfer Credit	N/A

Grade Point Average (GPA)

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

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

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

Rationale and Consultations

Provide a rationale for this proposal.

This is a multiyear project with multiple components to the project. We have recently undergone a Program Renewal for the Architectural specialty in the diploma program. The objectives for this curriculum redesign project are based on the recommendations coming out of the renewal:

- Combine many half-credit and one-credit courses into approximately three credit courses.
- Align the current hours per credit for with the current VCC policy, C.1.4 'Assignment of Credits to Courses
- Develop articulation agreements with BC Council on Admissions & Transfer (BCCAT)

We have moved all Diploma/Certificate programs to a condensed schedule and some shorter courses, 0.5 and 1.0 credits are unmanageable for the students. Students will have more time to manage their workload and project work. We will not be taking out any of the program content. Combining courses will allow students to better focus, retain, and reflect on the content, taking the pressure off trying to complete a course in one week. Many of our courses are building blocks and combining the courses will be much better suited to student learning. In turn this will also situate us to align with articulation with other colleges and universities.

Are there any expected costs to this proposal.

Consultations

Consultated Area	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	Worked with Emily Simpson and Francesco Barillaro
Registrar's Office	Met with Dawn Cunningham Hall, Les Apouchtine , Marnie Findlater who had questions around credit hours and course scheduling. We've addressed their concerns.
Faculty/Department	All CAD & BIM faculty worked on the project and are in support of the changes.
Advising & Recruitment	No response
International Education	In support of the changes.
Library	No response

Additional Information

Program Change Request

Date Submitted: 06/09/23 1:33 pm

Viewing: **Architectural Technician Certificate**

Last approved: 03/10/23 1:55 pm

Last edit: 06/20/23 11:04 am

Changes proposed by: kwightman

Catalog Pages Using
this Program

[Architectural Technician Certificate](#)

Program Name:

Architectural Technician Certificate

Credential Level:

Certificate

Effective Date:

September ~~2022~~ 2024

Effective Catalog
Edition:

2024-2025 Academic Calendar

School/Centre:

Trades, Technology & Design

Department

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:02 am
Lucy Griffith
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3. 08/16/23 11:19 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

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

- ³⁷
(ndegagne)
6. Oct 16, 2020 by
Nicole Degagne
(ndegagne)
 7. Dec 20, 2021 by
Todd Rowlatt
(trowlatt)
 8. Mar 10, 2022 by
Todd Rowlatt
(trowlatt)
 9. Sep 22, 2022 by
Darija Rabadzija
(drabadzija)
 10. Feb 24, 2023 by
Darija Rabadzija
(drabadzija)
 11. Mar 10, 2023 by
Leszek Apouchtine
(lapouchtine)

Name	E-mail	Phone/Ext.
<u>Kelly Wightman</u> Bruce-McGarvie	<u>kwightman@vcc.ca</u> bmcgarvie@vcc.ca	<u>xx</u> 8536

Program Content Guide

Purpose

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

Grade 12 graduation or equivalent

Knowledge of English demonstrated by one of the following:

English Studies 12 with Language Proficiency at a minimum 'C-' grade or equivalent, or 12-level

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

Knowledge of mathematics demonstrated by *one* of the following:

Workplace Mathematics Math 11 or equivalent, *or*

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

Note:

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

~~Applicants who do not meet the English language requirement may be admitted at the discretion of the Department. Applicants who have met all the above requirements and have completed high school Drafting 11 and 12 may, with Departmental approval, apply for direct entry into Level 2 of the program. For assistance with meeting the entrance requirements, please contact Advising Services to schedule an appointment with an Advisor.~~

~~Applicants who have met the above requirements and completed Drafting 11 and 12 in high school can apply for direct entry into Level 2 of the program. VCC CAD Citation graduates may insert into level 2 of the program.~~

Prior Learning Assessment & Recognition (PLAR)

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

PLAR is available for the following courses: ~~select courses:~~

DRFT 1010 CAD Drafting Fundamentals

DRFT 1011 CAD Drafting Applied

DRFT 1012 Office and Construction Site Safety

DRFT 1013 Construction Mathematics

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

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

Methods of PLAR vary by course, and may include exams, portfolios, interviews, and other evaluations. See individual course outlines for details.

See the D.3.5 Prior Learning Assessment and Recognition Policy and Procedures for more information.

~~See individual Course Outlines for details.~~

Program Duration & Maximum Time for Completion

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

Outcomes

	Upon successful completion of this program, graduates will be able to:
PLO #1	Use drawing techniques to complete projects in orthographic projection, sectioning, and dimensioning, auxiliary view and machine detailing.
PLO #2	Describe concepts in orthographic projection, sectioning, and dimensioning, auxiliary view and machine detailing.
PLO #3	Employ Computer Aided Drafting (CAD) skills to produce drawings from data, designs and/or specifications.
PLO #4	Develop drafting and related trade knowledge.
PLO #5	Develop 3D modeling and related trade skills and knowledge.
PLO #6	Demonstrate an understanding of drafting skills and conventions.
PLO #7	Use concepts of building construction and technology to plan and detail residential and commercial buildings in accordance with local bylaws and the BC Building Code.
PLO #8	Prepare Architectural drawings of residential and commercial structures, which incorporate concrete, steel and wood.
PLO #9	Apply terminology and conventions used in industry.
PLO #10	Prepare a comprehensive professional portfolio.
PLO #11	Prepare a résumé and letters of application and perform other related job search skills.

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

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

Students are evaluated by:

Practical projects

Exams

Drawings

Presentations

Student Program Progression

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

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

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

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

Attendance

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

Presentations

Recommended Characteristics of Students

~~Excellent English communication skills.~~ Working knowledge of Windows OS is strongly recommended.

Good mathematical and mechanical comprehension.

Ability to work in imperial and metric units of measurement.

Good ~~General good health, good~~ hand-eye coordination and manual dexterity.

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

Logical reasoning and an ability to visualize objects.

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

Courses

Plan of Study Grid

First Year	Credits
<u>DRFT 1010CAD Drafting Fundamentals</u>	<u>4</u>
<u>DRFT 1011CAD Drafting Applied</u>	<u>3</u>
<u>DRFT 1012Office & Construct Site Safety1</u>	<u>1</u>
<u>DRFT 1013Construction Mathematics</u>	<u>1</u>
<u>DRFT 1110Architectural Principles</u>	<u>5</u>
<u>DRFT 1115Residential Single Family 1</u>	<u>2</u>
<u>DRFT 1200Residential Single Family 2</u>	<u>2</u>
<u>DRFT 1201Residential Multi-Family</u>	<u>6</u>
<u>DRFT 1202Commercial Retail Buildings</u>	<u>5</u>
<u>DRFT 1225Professional Communication</u>	<u>1.5</u>

<u>DRFT 1374</u> Introduction to 3D and BIM	<u>3.5</u>
<u>DRFT 1375</u> Commercial Office Layouts	<u>6</u>
Credits	40
Term One	
DRFT 1010 CAD-Drafting Fundamentals	4
DRFT 1011 CAD-Drafting Applied	3
DRFT 1012 Office & Construct Site Safety	1
DRFT 1013 Construction Mathematics	1
Credits	0
Term Two	
DRFT 1270 Residential Design	1
DRFT 1271 Site Planning	1
DRFT 1272 Codes and Regulations-1	1
DRFT 1273 Construction Assemblies 1	1
DRFT 1274 Single Family Residences	5
DRFT 1275 Codes and Regulations-2	1
DRFT 1276 Construction Assemblies-2	1
DRFT 1277 Multi Family Residences	3.5
DRFT 1278 Drawing Plan Reading	0.5
Credits	0
Term Three	
DRFT 1326 Job Search Skills	0.5
DRFT 1370 Technical Communications	1
DRFT 1371 Codes and Regulations-3	1
DRFT 1372 Construction Assemblies-3	1
DRFT 1373 Commercial Retail Buildings	3
DRFT 1374 Introduction to 3D and BIM	3.5
DRFT 1375 Commercial Office Layouts	6
Credits	0
Total Credits	40

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

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

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

Grading Standard

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

Program Change Request

Date Submitted: 06/09/23 1:33 pm

Viewing: **Civil/Structural Technician Certificate**

Last approved: 03/22/23 3:14 pm

Last edit: 06/20/23 11:09 am

Changes proposed by: kwightman

Catalog Pages Using
this Program

[Civil/Structural Technician Certificate](#)

Program Name:

Civil/Structural Technician Certificate

Credential Level:

Certificate

Effective Date:

September ~~2022~~ 2024

Effective Catalog
Edition:

2024-2025 Academic Calendar

School/Centre:

Trades, Technology & Design

Department

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:02 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:19 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Dec 18, 2017 by
clmig-jwehrheim
2. May 14, 2018 by
cdeans
3. Jun 21, 2018 by
Nicole Degagne
(ndegagne)
4. Oct 10, 2018 by
Timothy Conklin
(tconklin)
5. Aug 21, 2019 by
Nicole Degagne

(ndegagne)

6. Jul 14, 2020 by
Darija Rabadzija
(drabadzija)

7. Sep 29, 2020 by
Nicole Degagne
(ndegagne)

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

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

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

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

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

Name	E-mail	Phone/Ext.
<u>Kelly Wightman</u> Bruce McGarvie	<u>kwightman@vcc.ca</u> bmcgarvie@vcc.ca	<u>xx 8536</u>

Program Content Guide

Purpose

Graduates of this program will have developed the drafting and 3D Building Information Modeling (BIM) skills that will enable them to work as team members in consulting engineering firms, architectural firms, municipal, provincial or federal offices, as well as in private industry. Graduates will be prepared to work on a wide variety of structures, highway construction and real estate development work.

Admission Requirements

Grade 12 graduation or equivalent

Knowledge of English demonstrated by one of the following:

English ~~Studies 12 with Language Proficiency~~ at a minimum 'C-' grade or equivalent, or 12-level

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

Knowledge of mathematics demonstrated by *one* of the following:

Workplace Mathematics Math 11 or equivalent, *or*

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

Note:

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

~~Applicants who do not meet the English language requirement may be admitted at the discretion of the Department. Applicants who have met all the above requirements and have completed high school Drafting 11 and 12 may, with Departmental approval, apply for direct entry into Level 2 of the program.~~ For assistance with meeting the entrance requirements, please contact Advising Services to schedule an appointment with an Advisor.

~~VCC CAD Citation graduates may insert into level 2 of the program.~~

Prior Learning Assessment & Recognition (PLAR)

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

PLAR is available for the following courses: for select courses:

DRFT 1010 CAD Drafting Fundamentals

DRFT 1011 CAD Drafting Applied

DRFT 1012 Office and Construction Site Safety

DRFT 1013 Construction Mathematics

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

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

Methods of PLAR vary by course, and may include exams, portfolios, interviews, and other evaluations. See individual Course Outlines for details.

See the D.3.5 Prior Learning Assessment and Recognition Policy and Procedures for more information.

Program Duration & Maximum Time for Completion

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

Maximum Time for Completion: Three (3) years.

Program Learning

Outcomes

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

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

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

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

Students are evaluated by:

Practical projects

Exams

Drawings

Presentations

Student Program Progression

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

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

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

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

Attendance

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

Presentations

Recommended Characteristics of Students

~~Excellent English communications skills.~~ Working knowledge of Windows OS is strongly recommended.

Good mathematical and mechanical comprehension.

Ability to work in imperial and metric units of measurement.

Good ~~General good health, good~~ hand-eye coordination and manual dexterity.

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

Logical reasoning and an ability to visualize objects.

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

Courses

Plan of Study Grid

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

<u>DRFT 1225 Professional Communication</u>	<u>1.5</u>
<u>DRFT 1286 Engineering Statics</u>	<u>2</u>
<u>DRFT 1379 Concrete Floor Systems and Secondary Structures</u>	<u>3.5</u>
<u>DRFT 1385 Reinforced Concrete Structural Components</u>	<u>3</u>
Credits	40
Total Credits	40

Plan of Study Grid

Term One	Credits
DRFT 1010 CAD Drafting Fundamentals	4
DRFT 1011 CAD Drafting Applied	3
DRFT 1012 Office & Construct Site Safety	1
DRFT 1013 Construction Mathematics	1
- Credits	0
Term Two	
DRFT 1226 Construction Drawing Reading	1
DRFT 1280 Industrial Site Layout	3
DRFT 1281 Autodesk Civil 3D	2
DRFT 1282 Road Alignment Detailing	2
DRFT 1283 Steel Structures	3
DRFT 1284 Principles of Reinforced Concrete	1
DRFT 1285 Foundation Design Concepts	1
DRFT 1286 Engineering Statics	2
- Credits	0
Term Three	
DRFT 1326 Job Search Skills	0.5
DRFT 1327 Revit Structures	2
DRFT 1330 Advanced Road Design	2
DRFT 1331 Civil Utility Services	2
DRFT 1370 Technical Communications	1
DRFT 1380 CAD 3D and Assemblies	2
DRFT 1381 Miscellaneous Steel	1
DRFT 1383 Quantity Take-Offs	0.5
DRFT 1384 Concrete Slab on Grade Floor Systems	2
DRFT 1385 Reinforced Concrete Structural Components	3
- Credits	0
- Total Credits	0

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

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

Grading Standard

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

Grade Point Average (GPA)

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

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

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

Program Change Request

Date Submitted: 06/09/23 1:34 pm

Viewing: **Mechanical Drafting Engineering**

Technician Certificate

Last approved: 03/22/23 8:57 pm

Last edit: 06/20/23 1:05 pm

Changes proposed by: kwightman

Program Name:

Mechanical Drafting Engineering Technician Certificate

Credential Level: Certificate

Effective Date: September 2024 ~~2022~~

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman (kwightman):
Approved for 4203 Leader
2. 06/12/23 11:02 am
Lucy Griffith (lgriffith): Approved for CTT Dean
3. 08/16/23 11:19 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

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

5. Jan 24, 2022 by
Darija Rabadzija
(drabadzija)
6. Mar 10, 2022 by
Todd Rowlatt
(trowlatt)
7. Mar 22, 2023 by
Darija Rabadzija
(drabadzija)

Name	E-mail	Phone/Ext.
<u>Kelly Wightman</u> Bruce McGarvie	<u>kwightman@vcc.ca</u> bmcgarvie@vcc.ca	<u>xx 8536</u>

Program Content Guide

Purpose

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

Admission Requirements

Grade 12 graduation or equivalent

Knowledge of English demonstrated by one of the following:

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

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

~~English Language Proficiency at a grade 12 level or CLB/CLBPT Listening 8, Speaking 7, Reading 8, and Writing 7~~

Knowledge of mathematics demonstrated by one of the following:

Workplace Mathematics 11 or equivalent, or

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

Notes:

~~Applicants who do not meet the English language requirement may be admitted at the discretion of the department after an in-person interview. Applicants who have met all the above requirements and have completed high school Drafting 11 and 12 may, with Departmental approval, apply for direct entry into Level 2 of the program. VCC CAD Technician Short Certificate graduates (granted within the last 4 years) are eligible for exemption (EX) for: may insert into level 2 of the program. DRFT 1010, DRFT 1011, DRFT 1012, DRFT 1013.~~

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

Prior Learning Assessment & Recognition (PLAR)

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

PLAR is available for the following courses:

DRFT 1010 CAD Drafting Fundamentals

DRFT 1011 CAD Drafting Applied

DRFT 1012 Office and Construction Site Safety

DRFT 1013 Construction Mathematic

~~Applicants who completed Drafting 11 and 12 Students may apply for PLAR for DRFT 1010, DRFT 1011, and DRFT 1013. complete up to 20% of program credits through PLAR.~~

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

Methods of PLAR vary by course, and may include exams, portfolios, interviews, and other evaluations. See individual course outlines for details.

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

Program Duration & Maximum Time for Completion

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

Maximum Time for Completion: Three (3) years.

Program Learning

Outcomes

	Upon successful completion of this program, graduates will be able to:
PLO #1	Use drawing techniques to complete projects in orthographic projection, sectioning, dimensioning, auxiliary view, and machine detailing.
PLO #2	Apply concepts in orthographic projection, sectioning, dimensioning, auxiliary view, and machine detailing.
PLO #3	Employ Computer Aided Drafting (CAD) and three-dimensional (3D) modelling systems skills to produce drawings from data, designs, and/or specifications.
PLO #4	Demonstrate an understanding of drafting and 3D modeling skills and conventions.
PLO #5	Develop drafting, 3D Building Information Modeling (BIM) and related trade skills and knowledge.
PLO #6	Apply critical thinking, team building, and interpersonal communication skills.
PLO #7	Apply concepts of building construction and technology to plan and detail commercial and industrial facilities in accordance with local by-laws and the BC Building Code.
PLO #8	Utilize concepts of mechanical and process technology and planning to produce drawings and 3D models of industrial facilities.
PLO #9	<u>Employ</u> Employ mechanical engineering theories and BIM practices to prepare engineering drawings from 3D model that incorporate mechanical, electrical, and plumbing (MEP) systems in building structures.
PLO #10	Prepare a comprehensive professional portfolio.
PLO #11	Perform job search skills such as preparing a résumé and cover letter.

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

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

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

Student Program Progression

~~Student Program Progression~~

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

~~Receive~~ ~~Maintain~~ an overall minimum program grade point average of 'C' (2.0); 2.00 GPA (C average); and Successfully complete all courses to qualify for the credential. ~~Receive~~ ~~Note: A student will not receive a minimum credential if they fail to maintain a C average, or if they receive an F~~ grade point average of 'C minus' (1.67) in each course.

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

Attendance

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

Recommended Characteristics of Students

Related work experience

~~Excellent communications skills.~~ Working knowledge of Windows OS is strongly recommended.

Good mechanical comprehension.

Ability to work in imperial and metric units of measurement.

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

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

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

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

Courses

Plan of Study Grid

First Year	Credits
<u>DRFT 1010CAD Drafting Fundamentals</u>	<u>4</u>
<u>DRFT 1011CAD Drafting Applied</u>	<u>3</u>
<u>DRFT 1012Office & Construct Site Safety</u>	<u>1</u>
<u>DRFT 1013Construction Mathematics</u>	<u>1</u>
<u>DRFT 1140Electrical and Plumbing Systems</u>	<u>3</u>
<u>DRFT 1145HVAC and Fire Suppression System</u>	<u>4</u>
<u>DRFT 1217Process Flow, Piping, and Instrumentation Diagrams</u>	<u>2</u>
<u>DRFT 1218Equipment Detail and Plant Layout</u>	<u>3</u>

<u>DRFT 1219Process Piping and Pipe Fabrication</u>	<u>3</u>
<u>DRFT 12203D Modeling Fundamentals</u>	<u>3</u>
<u>DRFT 12213D Modeling Applied</u>	<u>4.5</u>
<u>DRFT 1225Professional Communication</u>	<u>1.5</u>
<u>DRFT 1344BIM for Mechanical, Electrical, Plumbing Projects</u>	<u>4</u>
<u>DRFT 1364Mechanical, Electrical, Plumbing for Pipe Fabrication</u>	<u>3</u>
Credits	40
Term One	
DRFT 1010CAD Drafting Fundamentals	4
DRFT 1011CAD Drafting Applied	3
DRFT 1012Office & Construct Site Safety	1
DRFT 1013Construction Mathematics	1
Credits	0
Term Two	
DRFT 1256Plumbing Systems for Buildings	1.0
DRFT 1257Electrical Systems for Buildings	1.0
DRFT 1258Utility Data and Setting-Up Projects	1.0
DRFT 1259HVAC Systems for Buildings	3.0
DRFT 1260Fire Suppression and Sprinkler Systems for Buildings	1.0
DRFT 1261Process Flow Diagrams and Tank/Pump Box Fabrication	2.0
DRFT 1262Pipe Components: Pipe, Fittings, Valves, Supports and Pumps	1.0
DRFT 1263Piping and Instrumentation Diagrams & Specifications	1.0
DRFT 1264Plant and Equipment Layout	2.0
DRFT 1265Process and Utility Piping Layout	1.0
DRFT 1266Piping Fabrication Isometrics	1.0
Credits	0
Term Three	
DRFT 1370Technical Communications	1
DRFT 1332Professional Preparation	1.0
DRFT 1362BIM Basic for Mechanical	2.0
DRFT 1363BIM Project for MEP	2.0
DRFT 1364Mechanical, Electrical, Plumbing for Pipe Fabrication	3.0
DRFT 1365Piping BIM Project & Specification Setup	1.0
DRFT 13663D BIM Pipe, Structure, and Equipment Modeling	1.0
DRFT 13673D BIM Creating Orthographics, Isometrics, and Bills of Material	1.0
DRFT 1394Industrial Building Modeling	2.0
DRFT 1395Mechanical Equipment Modeling and Layout	1.0
DRFT 1396Piping Systems Modeling and Layout	1.0
Credits	0
Total Credits	40

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

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

Grading Standard

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

Grade Point Average (GPA)

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

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

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

Program Change Request

Date Submitted: 06/09/23 1:35 pm

Viewing: **Steel Construction Modelling Technician Certificate**

Last approved: 03/23/23 9:31 am

Last edit: 06/20/23 11:06 am

Changes proposed by: kwightman

Catalog Pages Using

this Program

[Steel Detailing Technician Certificate](#)

Program Name:

Steel Construction Modelling Technician Certificate

Credential Level: Certificate

Effective Date: September ~~2022~~ 2024

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman (kwightman):
Approved for 4203 Leader
2. 06/12/23 11:02 am
Lucy Griffith (lgriffith): Approved for CTT Dean
3. 08/16/23 11:19 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

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

(bmcgarvie)

6. Sep 29, 2020 by
Nicole Degagne
(ndegagne)

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

8. Mar 2, 2021 by Ron
Palma (rpalma)

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

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

11. Mar 23, 2023 by
Darija Rabadzija
(drabadzija)

Name	E-mail	Phone/Ext.
<u>Kelly Wightman</u> Bruce McGarvie	<u>kwightman@vcc.ca</u> bmcgarvie@vcc.ca	<u>xx</u> 8536

Program Content Guide

Purpose

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

Grade 12 graduation or equivalent

Knowledge of English demonstrated by one of the following:

English Studies 12 with Language Proficiency at a minimum 'C-' grade or equivalent, or 12-level

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

Knowledge of mathematics demonstrated by *one* of the following:

Workplace Mathematics Math 11 or equivalent, *or*

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

Notes:

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

~~Applicants who do not meet the English language requirement may be admitted at the discretion of the Department. Applicants who have met all the above requirements and have completed high school Drafting 11 and 12 may, with Departmental approval, apply for direct entry into Level 2 of the program. Applicants who have met the above requirements and completed Drafting 11 and 12 in high school can apply for direct entry into Level 2 of the program. VCC CAD Short Certificate graduates may insert into level 2 of the program.~~ For assistance with meeting the entrance requirements, please contact Advising Services to schedule an appointment with an Advisor.

Prior Learning Assessment & Recognition (PLAR)

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

PLAR is available for the following courses:

DRFT 1010 CAD Drafting Fundamentals

DRFT 1011 CAD Drafting Applied

DRFT 1012 Office Construction and Site Safety

DRFT 1013 Construction Mathematics

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

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

Methods of PLAR vary by course, and may include exams, portfolios, interviews, and other evaluations. See individual course outlines for details. -

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

Program Duration & Maximum Time for Completion

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

Outcomes

	Upon successful completion of this program, graduates will be able to:
PLO #1	Use drawing techniques to complete projects in orthographic projection, sectioning, and dimensioning, auxiliary view and machine detailing.
PLO #2	Describe concepts in orthographic projection, sectioning, and dimensioning, auxiliary view and machine detailing.
PLO #3	Employ Computer Aided Drafting (CAD) skills to produce drawings from data, designs and/or specifications.
PLO #4	Develop drafting and related trade knowledge.
PLO #5	Develop 3D modeling and related trade skills and knowledge.
PLO #6	Utilize critical thinking, team building and interpersonal communication skills.
PLO #7	Utilize data from current building codes and fabrication standards to develop practical connections between components that are code-compliant and practical to fabricate and install on site.
PLO #8	Use structural engineering drawings and specifications to prepare three dimensional models of structures that utilise structural steel.
PLO #9	Employ current Computer Aided Drafting (CAD) and three dimensional modelling systems as a tool to produce structural steel fabrication and arrangement drawings from data, designs and/or specifications.
PLO #10	Prepare a comprehensive professional portfolio.
PLO #11	Prepare a résumé and letters of application, and perform other related job search skills.

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

This course uses project-based learning strategies which include instructional presentations and laboratory work using current CAD and 3D BIM software (e.g. Tekla, AutoCAD and Inventor software). Students are ~~may be~~ required to do assignments at home and lab work outside class time on both theory and individual projects. The program may be offered in face-to-face, fully online, or blended (combination of face-to-face and online) formats.

Students are evaluated by:

practical projects

exams

drawings

presentations

Student Program Progression

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

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

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

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

Attendance

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

presentations

Recommended Characteristics of Students

Working knowledge of Windows OS is strongly recommended.

Good mathematical and mechanical comprehension.

Ability to work in imperial and metric units of measurement.

Good hand-eye coordination and manual dexterity.

An ability to work well with others.

Logical reasoning and an ability to visualize objects.

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

Courses

Plan of Study Grid

First Year	Credits
<u>DRFT 1010CAD Drafting Fundamentals</u>	<u>4</u>
<u>DRFT 1011CAD Drafting Applied</u>	<u>3</u>
<u>DRFT 1012Office & Construct Site Safety</u>	<u>1</u>
<u>DRFT 1013Construction Mathematics</u>	<u>1</u>
<u>DRFT 1130Steel Detailing Fundamentals</u>	<u>4</u>
<u>DRFT 1135Professional Communications for Steel Detailing</u>	<u>2.5</u>
<u>DRFT 1293Industrial and Commercial Basic Framing</u>	<u>4</u>
<u>DRFT 1295Detail of Inclined Components</u>	<u>4</u>
<u>DRFT 1296Miscellaneous Metals Detailing</u>	<u>2</u>
<u>DRFT 1380CAD 3D and Assemblies</u>	<u>2</u>

<u>DRFT 1391Introduction to BIM Software</u>	<u>3</u>
<u>DRFT 1392Working with BIM Software</u>	<u>3</u>
<u>DRFT 1393Heavy Structural Steel Framing</u>	<u>4.5</u>
<u>DRFT 1352Steel Trusses</u>	<u>2</u>
Credits	40
Term One	
DRFT 1010CAD Drafting Fundamentals	4
DRFT 1011CAD Drafting Applied	3
DRFT 1012Office & Construct Site Safety	1
DRFT 1013Construction Mathematics	1
Credits	0
Term Two	
DRFT 1290Structural Steel Fabrication Codes and Standards	1
DRFT 1291Introduction to Steel Detailing	1
DRFT 1292Structural Bolting & Welding	1
DRFT 1293Industrial and Commercial Basic Framing	4
DRFT 1294Connection & Layout Geometry	2
DRFT 1295Detail of Inclined Components	4
DRFT 1296Miscellaneous Metals Detailing	2
Credits	0
Term Three	
DRFT 1380CAD 3D and Assemblies	2
DRFT 1391Introduction to BIM Software	3
DRFT 1392Working with BIM Software	3
DRFT 1370Technical Communications	1
DRFT 1393Heavy Structural Steel Framing	4.5
DRFT 1326Job Search Skills	0.5
DRFT 1352Steel Trusses	2
Credits	0
Total Credits	40

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

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

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

Grading Standard

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

Grade Point Average (GPA)

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

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

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

Course Change Request

Date Submitted: 06/09/23 1:35 pm

Viewing: **DRFT 1010 : CAD Drafting Fundamentals**

Last approved: 03/22/22 5:03 am

Last edit: 06/20/23 10:57 am

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

CAD Drafting Fundamentals

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:02 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

History

1. Mar 22, 2022 by
Nicole Degagne
(ndegagne)

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

Banner Course Name: CAD Drafting Fundamentals

Subject Code: DRFT - Drafting

Course Number 1010

Year of Study 1st Year Post-secondary

Credits: 4

Bridge College Code VO

Bridge Billing Hours 0-4

Bridge Course Level 01

Course Description:

This course introduces students to the world of technical drafting and the tools, terminology and media required to create working drawings of simple and more complex shapes. Students learn and apply the techniques for accurately drawing components, and fully representing them graphically. ~~This course is part of the full-time Architectural Technician, Civil/Structural Technician, Steel Detailing Technician Certificate Programs.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR is assessed through 1) determined by a portfolio of drawings that demonstrate meeting the learning outcomes and 2) an ~~project requirements of this course as well as a successful~~ interview with the ~~Drafting~~ Department Leader ~~Head~~ or designate. ~~one of the full-time Drafting faculty. Credits from external courses may be accepted as a transfer credit. Contact the Department Head for details.~~

Course Learning

Outcomes (CLO):

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

CLO #1	Create orthographic drawings employing accepted drafting techniques and projection concepts.
CLO #2	Determine the views required to fully illustrate the features of a workpiece.
CLO #3	Produce accurate isometric manual sketches.
CLO #4	Prepare 2D drawings using CAD system.
CLO #5	Apply industry terminology and drafting conventions.
CLO #6	Demonstrate comprehension of drafting and related trade skills and knowledge.
CLO #7	Use computer hardware and software necessary to the performance of tasks within the discipline.

Instructional

Strategies:

Lectures, project/drawing-based learning activities ~~Lectures, handouts, worksheets and project/drawing-based problems are used.~~

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	80	4 drawing projects of approximately equal value
Final Exam	20	Final Exam

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 80 ~~120~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

[Lecture](#)

[Online](#)

Hours in Category 1: 32 ~~40~~

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

Check all that apply:

[Lab](#)

Hours in Category 2: 48 ~~50~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3: ~~30~~

Course Topics

Course Topics:

Technical sketching

Drafting techniques

Introduction to CAD, systems components, fundamentals and commands

Geometric terms and constructions

Production and organization of drawings

Orthographic projection

Auxiliary views

Manage computer files and transfer data

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

Date Submitted: 06/09/23 1:36 pm

Viewing: **DRFT 1011 : CAD Drafting Applied**

Last approved: 03/23/22 5:01 am

Last edit: 06/20/23 10:58 am

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:
CAD Drafting Applied

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:02 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

History

1. Mar 23, 2022 by
Nicole Degagne
(ndegagne)

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

Banner Course Name: CAD Drafting Applied

Subject Code: DRFT - Drafting

Course Number: 1011

Year of Study: 1st Year Post-secondary

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 0-3

Bridge Course Level: 01

Course Description:

In this course, the student builds on the graphical emphasis of DRFT 1010 by studying and applying the conventions of drawing annotation and completing a capstone project. ~~This course is part of the full-time Architectural Technician, Civil/Structural Technician, Steel Detailing Technician Certificate Programs.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR is assessed through 1) determined by a portfolio of drawings that demonstrate meeting the learning outcomes and 2) an ~~project requirements of this course as well as a successful~~ interview with the ~~Drafting~~ Department Leader Head or designate. ~~one of the full-time Drafting faculty. Credits from external courses may be accepted as a transfer credit. Contact the Department Head for details.~~

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Produce accurate section view drawings.

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

CLO #2	Identify the features of a drawing object that require dimensional information
CLO #3	Apply appropriate dimension conventions to drawing features
CLO #4	Employ recognized labeling techniques to the drawing elements
CLO #5	Develop fully annotated working drawings for the manufacture of mechanical components.

Instructional

Strategies:

Lectures, handouts, worksheets and project/drawing-based problems are used.

Evaluation and Grading

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

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	30	1 project
Quizzes/Tests	50	2 drawing tests of approximately equal value
Final Exam	20	Final Exam

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 60 ~~90~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Online

Seminar

Hours in Category 1: 24 ~~30~~

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

Check all that apply:

Lab

Hours in Category 2: 36 ~~60~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Dimensioning techniques and conventions

Section Views

Detail drawing capstone project

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Provide a rationale
for this proposal:

Course Change Request

Date Submitted: 06/09/23 1:36 pm

Viewing: **DRFT 1012 : Office & Construct Site**

Safety

Last approved: 03/23/22 5:01 am

Last edit: 06/20/23 10:59 am

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Office & Construct Site Safety

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Is this a non-credit course?

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:02 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Mar 23, 2022 by
Nicole Degagne
(ndegagne)

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

Banner Course Office & Construct Site Safety

Name:

Subject Code: DRFT - Drafting

Course Number 1012

Year of Study 1st Year Post-secondary

Credits: 1

Bridge College Code VO

Bridge Billing Hours 0-1

Bridge Course Level 01

Course Description:

In this course, the students examine the safety aspects of a career in a construction-related field, with particular reference to precautions taken on entering a working construction site, as well as precautions related to workplace harassment and violence prevention. ~~This course is part of the full-time Architectural Technician, Civil/Structural Technician, Steel Detailing Technician Certificate Programs.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes No

Details of PLAR:

PLAR is assessed through 1) challenge exam and 2) an interview with the Department Leader or designate.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Cite the appropriate Codes and Standards relating to workplace safety
CLO #2	Name and describe personal protective equipment and devices
CLO #3	Identify potential workplace hazards

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

CLO #4 Recognize instances of potential workplace violence and harassment

Instructional

Strategies:

Lecture, group research activities, instructional videos, and a job site visit will be used.

Evaluation and Grading

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

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	Codes and Standards
Quizzes/Tests	25	Personal protective equipment
Quizzes/Tests	25	Elevating devices and fall protection
Quizzes/Tests	25	Workplace hazards

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 20 ~~30~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 8 ~~20~~

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

Check all that apply:

Lab

Hours in Category 2: 12

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3: ~~10~~

Course Topics

Course Topics:

Codes

Safety materials

Safety equipment

Protective clothing

Protective devices

Hearing protection

Fall protection systems

Temporary structures and excavations

Elevating devices

Confined spaces

Harassment and violence prevention in the workplace

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

Date Submitted: 06/09/23 1:36 pm

Viewing: **DRFT 1013 : Construction Mathematics**

Last approved: 03/23/22 5:01 am

Last edit: 06/20/23 11:00 am

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:
Construction Mathematics

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:02 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

History

1. Mar 23, 2022 by
Nicole Degagne
(ndegagne)

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

Banner Course Name: Construction Mathematics

Subject Code: DRFT - Drafting

Course Number: 1013

Year of Study: 1st Year Post-secondary

Credits: 1

Bridge College Code: VO

Bridge Billing Hours: 0-1

Bridge Course Level: 01

Course Description:

In this course, students will apply a wide variety of mathematical techniques with the degree of accuracy required to solve technical problems appropriate for a CAD technician. ~~This course is part of the full-time Architectural Technician, Civil/Structural Technician, Steel Detailing Technician Certificate Programs.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR is assessed through 1) challenge exam and 2) ~~determined by an assessment test encapsulating the requirements of this course as well as a successful~~ interview with the ~~Drafting~~ Department Leader Head or designate. ~~one of the full-time Drafting faculty. Credits from external courses may be accepted as a transfer credit. Contact the Department Head for details.~~

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Assess mathematical strategies (including models, geometric representations or formulas, elementary algebraic equations, descriptive statistical methods, and mathematical reasoning) for suitability and

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

	effectiveness.
CLO #2	Execute mathematical operations necessary to implement selected strategies.
CLO #3	Estimate probable answers.
CLO #4	Use calculators or appropriate technical instruments to perform mathematical operations accurately.
CLO #5	Check for errors in numerical answers and the appropriate fit between problems and answers.

Instructional

Strategies:

Work sheets, lectures and videos are used.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	70	10 math modules of equal value
Final Exam	30	Final Exam

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 20 ~~30~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

[Lecture](#)

[Online](#)

Hours in Category 1: 8 ~~10~~

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

Check all that apply:

Hours in Category 2: 12 ~~20~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Whole numbers and decimals

Fractions

Ratios, proportions, and percentages

Roots and powers

Weights and measures

Geometry

Algebra

Trigonometry

Basic physics

Basic statistics

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: 06/09/23 1:36 pm

Viewing: **DRFT 1110 : Architectural Principles**

Last edit: 06/20/23 11:07 am

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Architectural Principles

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:02 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course
Name:

Architectural Principles

Subject Code:

DRFT - Drafting

Course Number

1110

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students will study and apply architectural design theory, sustainable initiatives such as LEED using the development and design process. Students develop knowledge in acceptable standards for preparing a portion of a set of plans and elevations drawings for a residential wood framed residence.

Course Pre-Requisites (if applicable):

DRFT 1010, DRFT 1011, DRFT 1012, DRFT 1013.

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 design principles and properties of sustainable design used in architecture
CLO #2	Complete a space planning proposal
CLO #3	List the stages of construction
CLO #4	Draw residential plans and elevations using accurate drafting standards
CLO #5	Use graphic conventions to represent building practices and elements in drawings
CLO #6	Assemble and construct building views using the correct CAD tools and format

Instructional

Strategies:

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

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	Active participation and engagement in course activities and discussions
Assignments	15	3 of approx. equal value – Stages of Const., Space Planning, Bearings Calcs
Quizzes/Tests	10	Site Plan Requirements
Exam	20	Architectural Principles (include Sustainable Design & Exterior Styles)
Project	45	Minimum of 2 project-based major assignments of approx. equal value (Site, Floor, Elevation)

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

2. Check all instruction types that could be applicable for this course.

3. Breakdown the total hours into each relevant category where instruction types are selected.

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

TOTAL COURSE HOURS: 100

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 40

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

Check all that apply:

Lab

Hours in Category 2: 60

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Architectural design basics and process
Exterior design factors
Sustainable Design and LEED
Building a House
Construction procedures
Stages of Construction
Space planning
Site planning
Survey Systems
Legal descriptions
Bearings and Azimuths
Site plan requirements
Floor planning
Room relationships and sizes
Floor plan requirements
Elevations
Views and conventions
Roof styles
Exterior finishes
Door and window schedules

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:37 pm

Viewing: **DRFT 1115 : Residential Single Family 1**

Last edit: 06/20/23 11:07 am

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Residential Single Family 1

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:02 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course Name: Residential Single Family 1

Subject Code: DRFT - Drafting

Course Number: 1115

Year of Study: 1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course students build on the architectural principles by applying the appropriate building codes and wood theory of wood framing residential structures. Students continue to prepare drawings of assemblies and structural elements for the remaining portion for a set of single-family residence drawing package.

Course Pre-Requisites (if applicable):

DRFT 1110.

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	List the construction categories commonly used in residential family homes
CLO #2	Identify appropriate categories and sections found in Part 9 of the BC Building Code (BCBC)
CLO #3	Identify the major building assemblies
CLO #4	Describe standard terminology, abbreviations and symbols used in Architectural drawings
CLO #5	Identify views used on foundation plans, section views and detail views
CLO #6	Identify graphic conventions to represent building practices and elements in drawings
CLO #7	Identify building views using the correct CAD tools and format

Instructional

Strategies:

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

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	Active participation and engagement in course activities and discussions
Assignments	20	2 of approx. equal value (Const. Categories & Typ. Section
Quizzes/Tests	10	BCBC Part 9
Project	60	major assignment (Foundation Plan)

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 40

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 16

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

Check all that apply:

Lab

Hours in Category 2: 24

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Construction categories

BC Building Code (BCBC), Part 9

Introduction to wood frame construction

Healthy housing building practices

Foundation plans

Span and framing tables

CAD and architectural & annotation drawing conventions

Project drawing requirements

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 Diploma

Additional Information

Provide any additional information if necessary.

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:40 pm

Viewing: **DRFT 1120 : Civil Site Layout**

Last edit: 06/20/23 11:07 am

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Civil Site Layout

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:02 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course Name: Civil Site Layout

Subject Code: DRFT - Drafting

Course Number: 1120

Year of Study: 1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces the student to site layout, mapping and plotting techniques, cut and fill practices, surveying theory and tools, and drainage systems for the civil engineering industry.

Course Pre-Requisites (if applicable):

DRFT 1010, DRFT 1011, DRFT 1012, DRFT 1013.

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	Solve surveying and related math problems
CLO #2	Identify terminology, abbreviations and symbols
CLO #3	Interpolate and plot contours
CLO #4	Draw cross-sections of an industrial site
CLO #5	Calculate accurate cut and fill quantities
CLO #6	Survey elevations using a transit level
CLO #7	Measure lengths and angles for surveying purposes
CLO #8	Lay out a traverse based on survey information
CLO #9	Lay out and design a storm sewer drainage system using industry standards

Instructional

Strategies:

Lectures, video presentations, field work and project/problem based learning activities

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10%	Active participation and engagement in course activities and discussions
Assignments	50%	
Quizzes/Tests	15%	
Final Exam	25%	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

2. Check all instruction types that could be applicable for this course.

3. Breakdown the total hours into each relevant category where instruction types are selected.

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

TOTAL COURSE HOURS: 40

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 16

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

Check all that apply:

Lab

Hours in Category 2: 24

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Terminology, Abbreviations & Symbols

Areas and Conversions

Directions and Coordinates

Maps, Contours, and Profiles

Surveying Theory and Practice

Closed Traverse Drawings

Site Drainage and Storm Sewer Design

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Provide a rationale
for this proposal:

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:40 pm

Viewing: **DRFT 1125 : Introduction to Civil 3D**

Last edit: 06/20/23 11:07 am

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Introduction to Civil 3D

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:02 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course Name: Introduction to Civil 3D

Subject Code: DRFT - Drafting

Course Number: 1125

Year of Study: 1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students use Autodesk Civil 3D software to create and manage land development and roadways drawings. These skills prepare students for work on site development and roadway projects for private developers, municipalities and provincial transportation authorities.

Course Pre-Requisites (if applicable):

DRFT 1120.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Create object and label settings and styles
CLO #2	Create points, point groups, and description keys
CLO #3	Create, edit and analyze surfaces
CLO #4	Create sites and parcels conforming to zoning bylaws
CLO #5	Create horizontal and vertical alignments to provincial standards
CLO #6	Create assemblies and sub-assemblies
CLO #7	Create corridors by combining horizontal and vertical alignments and assemblies

Instructional

Strategies:

Lectures and project / problem-based learning activities

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10%	Active participation and engagement in course activities and discussions
Assignments	25%	
Project	25%	
Quizzes/Tests	10%	
Midterm Exam	10%	
Final Exam	20%	

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 100

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 40

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

Check all that apply:

Lab

Hours in Category 2: 60

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Autodesk Civil 3D user interface

Object and label settings and styles

Points, point groups, and description keys

Surfaces

Sites and parcels

TAC Geometric Design Guide for Canadian Roads and BC Supplement

Horizontal and vertical alignments

Assemblies and sub-assemblies

Corridors

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:43 pm

Viewing: **DRFT 1130 : Steel Detailing**

Fundamentals

Last edit: 06/20/23 11:08 am

Changes proposed by: kwightman

Programs

referencing this
course

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

Course Name:

Steel Detailing Fundamentals

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:02 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

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

Banner Course Name: Steel Detailing Fundamentals

Subject Code: DRFT - Drafting

Course Number: 1130

Year of Study: 1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course will introduce the student to the basic principles and skills of a steel detailer. The student will learn the structural steel sections, fabrication processes, Canadian steel construction code, fabrication standards, structural bolting and welding. They will use the data and skills learned and apply it to a variety of introductory steel detailing shop drawings (steel columns and beams).

Course Pre-Requisites (if applicable):

DRFT 1010, DRFT 1011, DRFT 1012, DRFT 1013.

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 the appropriate sections of the Canadian Institute of Steel Construction (CISC) Handbook of Steel Construction for the creation of steel models and shop drawings .
CLO #2	Employ charts and tables within the CISC handbook to determine steel section properties, weld sizes and bolt lengths.
CLO #3	Identify the topics typically included in a steel fabricator's shop procedures manual to be able to apply those preferences to steel models and shop drawings
CLO #4	Describe the process for manufacturing structural steel sections.
CLO #5	Name and identify the features of contemporary structural steel sections.
CLO #6	Create the features to be included in structural steel erection drawings and structural steel fabrication drawings.
CLO #7	Apply the correct welding symbology to enable the welder to perform the correct weld.

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

CLO #8	Calculate bolt quantities, sizes and lengths, using tables from the CISC Handbook of Steel Construction.
--------	--

Instructional

Strategies:

Lectures, demonstration and group work.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25	Use of tables (CISC Handbook), Code of Standard Practice (CISC Handbook). Fabrication Standards
Quizzes/Tests	15	Steel Sections (CISC Handbook)
Assignments	20	Steel Shop Drawings
Assignments	20	Fillet/ groove weld convention and symbology
Assignments	10	Structural Bolting
Participation	10	Active participation and engagement in course activities and discussions

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 80

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 32

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

Check all that apply:

Lab

Hours in Category 2: 48

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Canadian Institute of Steel Construction Handbook contents

Canadian Welding Bureau Welding Standard

Structural steel shapes production, features and uses

Shop fabrication equipment and processes

Symbols, terminology and abbreviations used on construction drawings

Steel shop and erection drawing features

Weld types, strength calculations and symbology

Bolt types, strength and shop/field considerations

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

Rationale and Consultations

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:43 pm

Viewing: **DRFT 1135 : Prof Comm for Steel Detailing**

Last edit: 06/09/23 1:43 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Professional Communications for Steel Detailing

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
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Leader
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3. 08/16/23 11:20 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course Name: Prof Comm for Steel Detailing

Subject Code: DRFT - Drafting

Course Number: 1135

Year of Study: 1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course prepares students with the professional communication skills they need to be successful in the workplace including technical writing for various purposes, presentation skills, and interpersonal communication skills. Students will have the opportunity to enhance their career readiness for the industry through exploring job search strategies, preparing job application documents that align with the industry and practicing interview skills.

Lastly, students will be introduced to steel detailing management terms and concepts and exploring the associated responsibilities.

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	Plan and organize professional communication according to purpose and audience, including professional emails, request for information (RFI), and change orders (CO).
CLO #2	Deliver a professional presentation
CLO #3	Prepare an effective resume and cover letter using current best practices
CLO #4	Research prospective employers as part of organizing a systematic job search
CLO #5	Prepare for and demonstrate job interview skills
CLO #6	Describe steel detailing project management terms and concepts

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

CLO #7 Explain the role and responsibilities of a manager on a steel detailing project

Instructional

Strategies:

Interactive lectures, presentations, group discussions, role plays and peer feedback

Evaluation and Grading

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

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	30	Resume, cover letter, interview and employer research
Assignments	25	Technical written assignments of approximately equal value
Other	15	Professional Presentation
Assignments	20	Management terms and concepts, management role and responsibilities
Participation	10	Active participation and engagement in course activities and discussions

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 20

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

Check all that apply:

Lab

Hours in Category 2: 30

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Presentations
Professional email techniques
Write and respond to Requests for Information
Review major specification sections
Technical writing concepts
Change Orders
Management terms and concepts
Management role

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: 06/09/23 1:45 pm

Viewing: **DRFT 1140 : Electrical and Plumbing System**

Last edit: 06/20/23 11:08 am

Changes proposed by: kwightman

Programs

referencing this
course

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

Course Name:

Electrical and Plumbing Systems

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:02 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

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

Banner Course
Name:

Electrical and Plumbing System

Subject Code:

DRFT - Drafting

Course Number

1140

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces students to overall layout of electrical and plumbing systems for buildings. Students will be able to create layout of plumbing and electrical equipment for buildings for the electrical and plumbing engineering industry.

Course Pre-Requisites (if applicable):

DRFT 1010, DRFT 1011, DRFT 1012, DRFT 1013.

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	Read and interpret electrical and plumbing drawings and specifications.
CLO #2	Explain the principles and practices of electrical and plumbing systems.
CLO #3	Discuss drafting standards and codes specific to electrical and plumbing systems.
CLO #4	Create and modify 2D and 3D electrical and plumbing drawings, including schematic diagrams, floor plans, and elevations.
CLO #5	Identify the various types of electrical and plumbing systems and equipment commonly used in buildings, such as lighting systems and plumbing fixtures.
CLO #6	Prepare and modify 2D electrical and plumbing drawings, including schematic diagrams, floor plans, and elevations.
CLO #7	Prepare drawing layouts for small projects and executing redlines from designers for large projects.
CLO #8	Apply code system requirements to plumbing and electrical systems

Instructional

Strategies:

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

Evaluation and Grading

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

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	60	Minimum of 2 project-based major assignments of approximate equal value
Quizzes/Tests	10	
Participation	10	Active participation and engagement in course activities and discussions
Final Exam	20	

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 60

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 24

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

Check all that apply:

Lab

Hours in Category 2: 36

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Valves and fittings

Plumbing system for small buildings

Electrical system for small buildings

Electrical outlets

Utility, Plumbing and Electrical onsite information

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:46 pm

Viewing: **DRFT 1145 : HVAC & Fire Suppression System**

Last edit: 06/20/23 11:08 am

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

HVAC and Fire Suppression System

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:02 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course
Name:

HVAC & Fire Suppression System

Subject Code:

DRFT - Drafting

Course Number

1145

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces the mechanical industry side of MEP (mechanical, electrical and plumbing) systems. Students will learn the overall layout of ducting, layout of piping and equipment for the fire suppression systems in buildings. Students are also introduced to the overall layout of ducting and equipment for the heating, ventilation, and air conditioning systems (HVAC) in buildings.

Course Pre-Requisites (if applicable):

DRFT 1010, DRFT 1011, DRFT 1012, DRFT 1013.

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 principles and practices of fire suppression systems and HVAC systems
CLO #2	Identify the types of fire suppression systems commonly used in buildings, including wet and dry sprinkler systems, foam systems, and clean agent systems.
CLO #3	Determine duct sizing and sprinkler pipe layout for buildings.
CLO #4	Explain operations and performance objectives of sprinkler and standpipe systems.
CLO #5	Describe different types of fire sprinkler systems and components.
CLO #6	Describe thermal and air-quality air requirements for buildings.
CLO #7	Describe ventilation requirements for buildings.
CLO #8	Discuss current and relevant policies, building codes, and standards related to HVAC and Fire Suppressions Systems.

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

CLO #9	Create and modify 2D and 3D HVAC drawings, including schematics, equipment layouts, and piping diagrams.
CLO #10	Design evacuation plans.

Instructional

Strategies:

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

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	60	Minimum of 2 project-based major assignments of approximately equal value
Quizzes/Tests	10	
Final Exam	20	
Participation	10	Active participation and engagement in course activities and discussions

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 80

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 32

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

Check all that apply:

Lab

Hours in Category 2: 48

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

HVAC systems and their applications in buildings

HVAC and Fire Suppression standards and codes

Components of an HVAC system, including chillers, air handlers, ductwork, and controls

Types of HVAC systems commonly used in Canada, such as central, decentralized, and hybrid systems

Fire sprinkler systems and their applications in buildings

Canadian fire sprinkler standards and codes

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

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:37 pm

Viewing: **DRFT 1200 : Residential Single Family 2**

Last edit: 06/20/23 11:08 am

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Residential Single Family 2

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:31 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course Name: Residential Single Family 2

Subject Code: DRFT - Drafting

Course Number: 1200

Year of Study: 1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course students build on the architectural principles by applying the appropriate building codes and wood theory of wood framing residential structures. Students continue to prepare drawings of assemblies and structural elements for the remaining portion for a set of single-family residence drawing package.

Course Pre-Requisites (if applicable):

DRFT 1115.

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 construction categories commonly used in residential family homes
CLO #2	Consult appropriate categories and sections found in Part 9 of the BCBC
CLO #3	Draw sketches of elements in assemblies
CLO #4	Apply standard terminology, abbreviations and symbols when creating and communicating Architectural drawings
CLO #5	Draw a foundation plan, sections and detail views using accurate drafting standards
CLO #6	Apply graphic conventions to represent building practices and elements in drawings
CLO #7	Select correct CAD tools and format to create accurate building views

Instructional

Strategies:

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	Active participation and engagement in course activities and discussions
Assignments	10	Sketch Assemblies
Quizzes/Tests	10	Terminology
Exam	20	Residential Single Family (include Stages of Construction)
Project	50	major assignment (Section & Details)

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 40

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 12

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

Check all that apply:

Lab

Hours in Category 2:

24

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Building component and assemblies practices used in the coastal climate of BC
Building envelopes
Building sections & details
Stairs
CAD and architectural & annotation drawing conventions
Project drawing requirements

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Provide a rationale
for this proposal:

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:37 pm

Viewing: **DRFT 1201 : Residential Multi-Family**

Last edit: 06/20/23 11:08 am

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Residential Multi-Family

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:02 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course
Name:

Residential Multi-Family

Subject Code:

DRFT - Drafting

Course Number

1201

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course students apply the appropriate codes and zoning requirements as set out in the Vancouver Building Bylaw (VBBL) for multi-family wood framed structures. Students follow a typical design workflow process to prepare a set of architectural drawings of a town house.

Course Pre-Requisites (if applicable):

DRFT 1200.

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 project requirements within the zoning and building code regulations
CLO #2	Use and follow a typical design workflow process
CLO #3	Calculate building areas and floor space ratios (FSR)
CLO #4	Interpret sentences from Part 9 of the VBBL into graphical representations
CLO #5	Design and draw room layouts and spaces in multi-level floor plans
CLO #6	Research and present a building product for a group presentation
CLO #7	Develop and draw building views and plans using accurate drafting standards

Instructional

Strategies:

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

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	Active participation and engagement in course activities and discussions
Assignments	10	2 of approx. equal value – sketch codes, FSR statement calcs group presentation
Quizzes/Tests	10	Using codes for Stairs
Exam	20	Multi-Family
Project	50	Minimum of 2 project-based major assignments of approx. equal value

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 120

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 48

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

Check all that apply:

Lab

Hours in Category 2: 72

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Project specifications

Typical drawing workflow procedure

Introduction to the VBBL & Part 9

Introduction to the Zoning & Development Bylaw RM-5

Building areas and floor space ratios (FSR)

Building envelope views within the zoning requirements

Roof framing methods

Multi-family building assemblies & construction practices

Multi-level stair requirements

Room design and layout strategies for multi-level residences

Floor plans

Interior elevations

Elevations and exterior finishes

Unprotected openings

Section and details

Plot plan

Roof plan

Architectural annotations & conventions

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:39 pm

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

Last edit: 06/20/23 11:09 am

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Commercial Retail Buildings

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:31 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course
Name:

Commercial Retail Buildings

Subject Code:

DRFT - Drafting

Course Number

1202

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students are introduced to commercial drawing and detailing practices as they apply to concrete block and light steel framed buildings. Students prepare a set of architectural drawings using 3D BIM software for a retail convenience store with residential suites above.

Course Pre-Requisites (if applicable):

DRFT 1201.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply project requirements and specifications within the BCBC Part 3 regulations
CLO #2	Apply the requirements for means of egress & accessibility
CLO #3	Assemble and construct solid model components from specifications
CLO #4	Select and integrate model components with project requirements
CLO #5	Develop drawing views of plans, sections, details & elevations from model
CLO #6	Draw and identify components in detail views from models
CLO #7	Create schedules using BIM tools
CLO #8	Apply architectural standards and conventions for commercial buildings

Instructional

Strategies:

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

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	Active participation and engagement in course activities and discussions
Assignments	10	Proposed sketch of accessible washroom
Quizzes/Tests	10	Building Assemblies
Exam	20	Commercial Buildings
Project	50	Minimum of 2 project-based major assignments of approx. equal value

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 100

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 40

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

Check all that apply:

Lab

Hours in Category 2: 60

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Project specifications

Introduction to BCBC, Part 3

Occupancy classifications

Building requirements for accessible design

Site plan topography

Parking spaces for mixed retail & residential

Accessible washrooms

Model assemblies from project specifications

VCC template & views

Ground floor plan

Concrete block, masonry & light steel framing

Building assembly systems used for commercial building applications

Roofing material & flashing details for flat roofs & parapets

Roof plan

Sections & details

Schedules

Elevations

Architectural annotations & conventions

Project drawing package

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:41 pm

Viewing: **DRFT 1213 : Intro to Steel Structures**

Last edit: 06/20/23 11:09 am

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Introduction to Steel Structures

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:02 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

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

Banner Course Name: Intro to Steel Structures

Subject Code: DRFT - Drafting

Course Number: 1213

Year of Study: 1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students also explore the basics of structural steel framing systems and create steel structure drawings using steel drafting conventions. Students also learn to read, interpret and understand structural drawings.

Course Pre-Requisites (if applicable):

DRFT 1010, DRFT 1011, DRFT 1012, DRFT 1013.

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	Produce detail drawings of steel frame structures using industry standards and conventions
CLO #2	Describe typical structural steel framing systems and their components.
CLO #3	Draw steel-framed structures using standard shapes.
CLO #4	Draft simple framed connections using welded and bolted connections.
CLO #5	Interpret a set of construction drawings
CLO #6	Interpret standard terminology, abbreviations, and symbols used in construction drawings

Instructional

Strategies:

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

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	60	Minimum of 2 project-based major assignments of approximately equal value
Final Exam	20	
Assignments	10	
Participation	10	Active participation and engagement in course activities and discussions

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 80

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online

Hours in Category 1: 32

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

Check all that apply:

- Lab

Hours in Category 2: 48

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

- Terminology, abbreviations, and symbols used in construction drawings
- Drafting techniques & conventions used in construction drawings
- Steel framing systems
- Structural steel shapes
- Steel framing and loading
- Steel roof and floor plans
- Steel bracing elevation drawings
- Steel column base plates
- Basic welded and bolted connections

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:41 pm

Viewing: **DRFT 1214 : Reinf Concrete and Foundations**

Last edit: 06/20/23 11:10 am

Changes proposed by: kwightman

Programs

referencing this
course

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

Course Name:

Reinforced Concrete and Foundations

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:31 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

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

Banner Course
Name:

Reinf Concrete and Foundations

Subject Code:

DRFT - Drafting

Course Number

1214

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces the student to the basic concepts, properties, and design principles of reinforced concrete and building support. Students then learn how to draw and detail concrete foundations.

Course Pre-Requisites (if applicable):

DRFT 1213.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Create structural engineering plans and details of foundation components to industry standards
CLO #2	Identify and describe the properties of reinforced concrete and its components
CLO #3	Explain concepts of foundation design and soil mechanics
CLO #4	Explain how reinforcing steel acts when combined with concrete
CLO #5	Calculate development and lap lengths for steel reinforcing
CLO #6	Describe the components of concrete formwork
CLO #7	Apply structural information from engineering design notes to produce drawings.

Instructional

Strategies:

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

Evaluation and Grading

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

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	60	Minimum of 2 project-based major assignments of approximately equal value
Final Exam	20	
Assignments	10	
Participation	10	Active participation and engagement in course activities and discussions

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

2. Check all instruction types that could be applicable for this course.

3. Breakdown the total hours into each relevant category where instruction types are selected.

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

TOTAL COURSE HOURS: 40

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 16

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

Check all that apply:

Lab

Hours in Category 2: 24

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Properties of concrete

Purpose and location of reinforcing

Bond and development length for reinforcing

Lap and mechanical splices for reinforcing

Concrete formwork

Principles of foundation design

Principles of concrete footing design

Principles of soil mechanics

Building foundation drawings

Reinforced concrete layout drawings

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:42 pm

Viewing: **DRFT 1215 : Advanced Civil 3D**

Last edit: 06/20/23 1:24 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Advanced Civil 3D

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:31 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course
Name:

Advanced Civil 3D

Subject Code:

DRFT - Drafting

Course Number

1215

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students will use Autodesk Civil 3D software to advance land development and roadway drawings from previous courses. Students will learn new features including roadway intersections, storm and sanitary sewer pipe networks, data shortcuts, view frames, section views, and quantity take-offs.

Course Pre-Requisites (if applicable):

DRFT 1125.

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	Create various road intersections
CLO #2	Create pipe networks for storm and sanitary sewers using municipal design criteria
CLO #3	Create view frames and plan and profile sheets
CLO #4	Create sample lines, section views, and section sheets
CLO #5	Create data shortcuts and references to link drawings together
CLO #6	Perform quantity take-offs for road design

Instructional

Strategies:

Lectures and project / problem-based learning activities

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10%	Active participation and engagement in course activities and discussions
Assignments	30%	
Project	25%	
Quizzes/Tests	10%	
Final Exam	25%	

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 80

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 32

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

Check all that apply:

Lab

Hours in Category 2: 48

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Road intersections

Pipe networks for storm and sanitary sewers, municipal design criteria

View frames and plan and profile sheet sets

Sample lines, section views, and section sheets

Data shortcuts and references

Quantity take-offs

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Provide a rationale
for this proposal:

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:42 pm

Viewing: **DRFT 1216 : Intro to 3D & Revit Structures**

Last edit: 06/09/23 1:42 pm

Changes proposed by: kwightman

Programs

referencing this
course

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

Course Name:

Introduction to 3D & Revit Structures

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Is this a non-credit course?

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:31 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:20 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course
Name:

Intro to 3D & Revit Structures

Subject Code:

DRFT - Drafting

Course Number

1216

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, the student's cumulative drafting skills are brought together to produce drawings for a multi-part structural model. Students develop their AutoCAD skills by applying and adapting them to a 3D environment. Students also learn the fundamentals of the Building Information Modelling (BIM) process using Autodesk Revit software.

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	Use AutoCAD's 3D commands and features.
CLO #2	Create 3D wireframe, surface and solid models.
CLO #3	Produce an assembly drawing to industry standards.
CLO #4	Identify uses of Autodesk Revit software in Building Information Modelling (BIM)
CLO #5	Use basic Revit drawing and editing tools
CLO #6	Develop a parametric model of a structure
CLO #7	Generate and annotate construction documents using the parametric model

**Instructional
Strategies:**

Evaluation and Grading

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

Evaluation Plan:

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

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 80

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 32

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

Check all that apply:

Lab

Hours in Category 2:

48

139

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Create and edit 3D wire-frame and surface models.

Sectioning, slicing, shading.

Parts list and annotations.

Introduction to Building Information Modeling (BIM);

Overview of Autodesk Revit user interface;

Basic drawing and editing tools;

Working with views;

Datum elements (levels and grids);

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

Construction document annotation

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

Rationale and Consultations

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

Yes

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:46 pm

Viewing: **DRFT 1217 : Process Flow, Piping, Instr.**

Last edit: 06/20/23 1:25 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Process Flow, Piping, and Instrumentation Diagrams

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/08/23 9:10 am
Kelly Wightman
(kwightman):
Rollback to Initiator
2. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
3. 06/09/23 2:31 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
4. 08/16/23 11:20 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course
Name:

Process Flow, Piping, Instr.

Subject Code: DRFT - Drafting
 Course Number 1217
 Year of Study 1st Year Post-secondary
 Credits: 2

Bridge College Code VO
 Bridge Billing Hours 2
 Bridge Course Level 01

Course Description:

Students will learn about process flow diagrams and how they are used in industry. Students will then use process flow diagrams to create Piping and Instrumentation Diagrams (P&IDs) using standard industry symbols. Students learn how to interpret piping specifications and apply them when creating P&IDs.

Course Pre-Requisites (if applicable):

DRFT 1010, DRFT 1011, DRFT 1012, DRFT 1013.

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 process flow diagrams and how they are used in the plant design process
CLO #2	Interpret process flow diagrams, standard symbols and notations and mass balance
CLO #3	Create accurate process flow diagrams using standard industry design symbology
CLO #4	Explain how piping and instrumentation diagrams are created from process flow diagrams
CLO #5	Identify the different symbols of pipe, equipment and instrument connections used in P&IDs
CLO #6	Identify equipment numbers and describe how they are unique to each piece of equipment
CLO #7	Create a P&ID using a given process flow diagram

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

CLO #8	Create an industry standard line list from the P&ID
CLO #9	Determine pipe sizes based on the flow taken from the process flow diagram
CLO #10	Interpret pipe specifications for industrial applications

Instructional

Strategies:

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

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	60	Minimum of 2 project-based major assignments of approximately equal value.
Quizzes/Tests	10	
Participation	10	Active participation and engagement in course activities and discussions
Final Exam	20	

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 40

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 16

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

Check all that apply:

Lab

Hours in Category 2: 24

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Terminology, abbreviations, & symbols within the process flow diagram and piping instrumentation diagram

Process Flow Diagram Fundamentals

Project Mass Balance

Interpretation of Flow Values

Equipment Numbers

Piping and Instrumentation Diagram Fundamentals

Equipment & Line Numbers

Line List Requirements

Preliminary Pipe Sizing

Pipe Specifications

Coordination with other disciplines

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

Rationale and Consultations

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:46 pm

Viewing: **DRFT 1218 : Equipment Detail Plant**

Layout

Last edit: 06/20/23 1:25 pm

Changes proposed by: kwightman

Programs

referencing this

course

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

Course Name:

Equipment Detail and Plant Layout

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Is this a non-credit course?

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/08/23 9:10 am
Kelly Wightman
(kwightman):
Rollback to Initiator
2. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
3. 06/09/23 2:31 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
4. 08/16/23 11:20 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course

Equipment Detail Plant Layout

Name:

Subject Code: DRFT - Drafting
 Course Number 1218
 Year of Study 1st Year Post-secondary
 Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students learn about pump boxes, tank detail design, pumps and how they are used in industrial design. Students will apply design concepts to create general arrangements to ensure the equipment is laid out to meet process requirements, to promote optimal flow of material and allow for maintenance and replacement of equipment.

Course Pre-Requisites (if applicable):

DRFT 1010, DRFT 1011, DRFT 1012, DRFT 1013.

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	Discuss the design parameters that must be considered when designing a tank or pump box
CLO #2	Identify the different components contained in a tank or pump box
CLO #3	Draw a typical tank detail using standard engineering drawing conventions.
CLO #4	Identify different types of pumps, their applications and how to use them in layouts.
CLO #5	Design the equipment layout to optimize material process flow.
CLO #6	Prepare a set of mechanical general arrangements including plans, sections, and elevations.

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

CLO #7	Select and locate preliminary structural components in the layouts.
CLO #8	Apply industrial clearance standards to allow for maintenance and replacement of equipment.
CLO #9	Analyze the building layout to ensure each discipline has the required room to locate their components.
CLO #10	Discuss safety in plant layouts based on project design criteria.

Instructional

Strategies:

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

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	60	Minimum of 2 project-based major assignments of approximately equal value.
Quizzes/Tests	10	
Participation	10	Active participation and engagement in course activities and discussions
Final Exam	20	

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 60

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 24

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

Check all that apply:

Lab

Hours in Category 2: 36

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Terminology, abbreviations, & symbols used in tank & pump box design & fabrication

Equipment Numbers

Tank Construction and Volume

Tank Drawing Fundamentals

Pumps: Types and Application

Terminology, abbreviations, & symbols within the plant equipment application

Mechanical Orthographic Drawing Fundamentals

Equipment Spacing Requirements

Basic Structural Steel for plant layout

Optimization of process material flow

Maintenance Clearances

Locating Pipe Racks

Workplace Safety

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:47 pm

Viewing: **DRFT 1219 : Process Piping & Pipe Fab**

Last edit: 06/20/23 1:25 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Process Piping and Pipe Fabrication

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/08/23 9:10 am
Kelly Wightman
(kwightman):
Rollback to Initiator
2. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
3. 06/09/23 2:31 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
4. 08/16/23 11:21 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course
Name:

Process Piping & Pipe Fab

Subject Code: DRFT - Drafting
 Course Number 1219
 Year of Study 1st Year Post-secondary
 Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course is designed to teach students piping layout and routing following project process requirements, industry standards and codes. Students will learn how to create fabrication isometrics from piping orthographic drawings and identify the information required on the isometrics for fabrication and field installation.

Course Pre-Requisites (if applicable):

DRFT 1010, DRFT 1011, DRFT 1012, DRFT 1013.

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 a set of piping plans, sections, and elevations.
CLO #2	Design the piping layout to optimize fluid flow and pipe support.
CLO #3	Properly space the piping components in the layouts.
CLO #4	Apply industrial clearance standards to allow for maintenance and replacement of piping system.
CLO #5	Co-ordinate clearances between the piping and other engineering disciplines.
CLO #6	Discuss safety in the workplace and the need to ensure the safety of the workers within the context of

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

	piping layout.
CLO #7	Create isometric drawings from piping layout
CLO #8	Locate field welds to optimize shipping and installation
CLO #9	Prepare a bill of materials including shop and field materials
CLO #10	Apply mark numbers to the individual fabrication sections

Instructional

Strategies:

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

Evaluation and Grading

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

Evaluation Plan:

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

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 60

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 24

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

Check all that apply:

Lab

Hours in Category 2: 36

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Terminology, abbreviations, & symbols within the piping layout specialty

Piping Plans, Sections, and Elevations

Piping Routing Fundamentals

Piping Supports and Pipe Rack

Pump Suction Requirements

Engineering Discipline Co-ordination

Workplace safety

Terminology, abbreviations, & symbols related to the piping fabrication industry

Isometric Drawing Fundamentals

Field Weld Placement

Shipping Restrictions

Mark Numbers

Shop and Field Bills of Material

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:47 pm

Viewing: **DRFT 1220 : 3D Modeling Fundamentals**

Last edit: 06/20/23 1:25 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

3D Modeling Fundamentals

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/08/23 9:10 am
Kelly Wightman
(kwightman):
Rollback to Initiator
2. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
3. 06/09/23 2:31 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
4. 08/16/23 11:21 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course
Name:

3D Modeling Fundamentals

Subject Code: DRFT - Drafting
 Course Number 1220
 Year of Study 1st Year Post-secondary
 Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course is designed to teach students how to use the 3D modeling software to create and manage a 3D model for an industrial Project. Students will learn to create a project, piping specifications and use the tools contained in the software to create support structures, equipment models and process piping systems in 3D.

Course Pre-Requisites (if applicable):

DRFT 1140, DRFT 1145, DRFT 1217, DRFT 1218, DRFT 1219.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Create Projects in the Piping 3D modeling Software
CLO #2	Set up drawing files for creation of P&ID's & 3D Models
CLO #3	Use the 3D software Spec Editor to create Piping Specifications.
CLO #4	Create 3D Blocks applicable to the Project
CLO #5	Create and manage structural components using the 3D software tool
CLO #6	Construct 3D models of tanks and pumps to be used in the project

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

CLO #7	Create and manage process piping systems using the 3D software tool
--------	---

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

CLO #8	Insert pipe supports and pipe racks using the 3D software
CLO #9	Create and annotate orthographic drawings from completed 3D models
CLO #10	Extract and annotate fabrication isometrics and Bills of Material (BOM) from completed 3D models

Instructional

Strategies:

Lectures, video presentations, project-/problem-based learning, lab activities. The course may be offered face to face and in a blended format (Synchronous and Asynchronous format)

Evaluation and Grading

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

Evaluation Plan:

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

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 60

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 24

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

Check all that apply:

Lab

Hours in Category 2: 36

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Terminology and Tools

Project Management Fundamentals

Project Creation Processes

Creation of 3D Models

Importing Existing Drawings and Blocks

Pipe Specification Creation and Modification

3D Block Creation and Modification

Terminology and tools specific to 3D modeling of mechanical systems for buildings

Structural Steel and Concrete Creation and Modification Tools

Tank, Pump and Equipment Modeling Tools

Pipe Modeling Tools and Methods

Pipe Supports and Pipe Rack preliminary Design

Terminology and Tools used in the software and methodology

Orthographic drawing Creation Tools

Isometric Extraction and Bill of Material Creation Tools

Course Topics:

Annotation and Documentation Methods

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

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

Badge Information

NOT REQUIRED FOR GOVERNANCE APPROVAL.

For use when a Badge is offered for this course. If you have any questions, contact the Registrar's Office.

Is a Badge being offered for this course?

Badge Effective

Date

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:47 pm

Viewing: **DRFT 1221 : 3D Modeling Applied**

Last edit: 06/20/23 1:25 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

3D Modeling Applied

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/08/23 9:10 am
Kelly Wightman
(kwightman):
Rollback to Initiator
2. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
3. 06/09/23 2:31 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
4. 08/16/23 11:21 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course
Name:

3D Modeling Applied

Subject Code: DRFT - Drafting
 Course Number 1221
 Year of Study 1st Year Post-secondary
 Credits: 4.5

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students use 3D modeling software to create a 3D Model of an industrial building, equipment and process piping. Students learn to lay out the industrial project and create orthographic plans, sections, elevations, fabrication isometrics and bills of material using tools available from 3D Models software.

Course Pre-Requisites (if applicable):

DRFT 1220.

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	Create a basic building structure in 3D from engineering design notes and sketches using structural components available in the 3D modeling software
CLO #2	Model concrete foundations for building, equipment and pipe supports using the tools contained in the modeling software
CLO #3	Create 3D mechanical equipment and layout from engineering design notes, sketches and vendor drawings
CLO #4	Evaluate spacing of equipment based on required installation, maintenance clearances and safety to workers

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

CLO #5	Evaluate access and clearances required for electrical and HVAC components
CLO #6	Design process piping layouts based on Piping & instrumentation diagrams, design standards and engineering design notes and sketches
CLO #7	Evaluate routing and spacing of pipes for efficiency, installation and maintenance & pipe rack accepted practices
CLO #8	Select applicable pipe support for pipelines
CLO #9	Complete extraction and annotation of mechanical & piping orthographic drawings, fabrication isometrics from 3D piping models

Instructional

Strategies:

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

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

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

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 90

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Tutorial

Hours in Category 1: 36

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

Check all that apply:

Lab

Hours in Category 2: 54

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Terminology and tools specifically used in this specialty modeling

Preliminary Structural Steel selection for layout

Concrete Foundations and Footings

Clearances Required for Installation

Terminology and tools using in modeling mechanical equipment

Certified Vendor's Drawings

Required Access Clearances

Equipment Support Requirements

Safe Storage of Chemicals and Spill Containment

Advanced Mechanical Modeling Techniques

Industrial Cranes

Course Topics:

Orthographic Creation Methods

Dimensioning and Annotation

Terminology and tools used in the piping modeling specialty

Advanced Pipe Routing Methods

Required Access Clearances

Installation and Maintenance

Pipe Racks and Supports

Valve and Utility Stations

Isometric Creation & Bills of Material

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Provide a rationale
for this proposal:

Are there any
expected costs as a
Consultation

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:38 pm

Viewing: **DRFT 1225 : Professional**

Communication

Last edit: 06/09/23 1:38 pm

Changes proposed by: kwightman

Programs

referencing this

course

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

Course Name:

Professional Communication

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:31 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course

Professional Communication

Name:

Subject Code:

DRFT - Drafting

Course Number

1225

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course prepares students with the professional communication skills they need to be successful in the workplace including technical writing for various purposes, presentation skills, and interpersonal communication skills. Students will have the opportunity to enhance their career readiness for the industry through exploring job search strategies, preparing job application documents that align with the industry and practicing interview skills.

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	Plan and organize professional communication according to purpose and audience, including professional emails, request for information (RFI), and change orders (CO).
CLO #2	Deliver a professional presentation
CLO #3	Prepare an effective resume and cover letter using current best practices
CLO #4	Research prospective employers as part of organizing a systematic job search
CLO #5	Prepare for and demonstrate job interview skills

Instructional

Strategies:

Interactive lectures, presentations, group discussions, role plays and peer feedback

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	30-40	Resume, cover letter, interviews & employer research
Assignments	40-50	Technical written assignments of approximately equal value
Participation	10	Active participation and engagement in course activities and discussions

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 30

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 12

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

Check all that apply:

Lab

Hours in Category 2: 18

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Presentations skills

Professional email techniques

Site Supplemental information

Requests for Information and Change Order reports

Technical writing concepts

Locating job vacancies and company research

Assessing marketable skills

Resume and cover letter writing

Interview preparation and skills

Regulations around job titles and scope of practice

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

Course Change Request

Date Submitted: 06/09/23 1:41 pm

Viewing: **DRFT 1286 : Engineering Statics**

Last approved: 03/23/22 5:01 am

Last edit: 06/09/23 1:41 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:
Engineering Statics

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Is this a non-credit course?

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:31 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

History

1. Mar 23, 2022 by
Nicole Degagne
(ndegagne)

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

Banner Course Name: Engineering Statics

Subject Code: DRFT - Drafting

Course Number: 1286

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: VO

Bridge Billing Hours: 0-2

Bridge Course Level: 01

Course Description:

In this course, students are introduced to the relationship between applied loads and the resultant support reactions, and the internal forces developed in statically determinate members and structures. **This course is part of the full-time Architectural Technician, Civil/Structural Technician, Steel Detailing Technician Certificate Programs.**

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	Analyze vector forces and what establishes equilibrium.
CLO #2	Produce force system resultants.
CLO #3	Analyze two force members and trusses.
CLO #4	Calculate internal forces.

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

CLO #5	Analyze centre of gravity.
CLO #6	Calculate moments of inertia.

Instructional

Strategies:

Lectures, ~~handout materials~~, video presentations, project/problem based learning activities ~~are used~~.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	70	Minimum of 10 problems set to real world applications of approximately equal value.
Midterm Exam	10	Midterm Exam
Final Exam	20	Final Exam

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 40 ~~60~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 16 ~~30~~

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

Check all that apply:

Lab

Hours in Category 2: 24 ~~30~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Define types of forces and force systems.

Graphically and Mathematically solve force systems.

Calculate moment of a force system.

Produce Shear and Moment Diagrams.

List the conditions of static equilibrium.

Construct the Free Body Diagram.

Solve unknown forces in to produce static equilibrium.

Analyze truss, pulley systems, machines and frames, built-up members.

Determine Moment of Inertia and Centroid of a Shape.

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?

Course Change Request

Date Submitted: 06/09/23 1:43 pm

Viewing: **DRFT 1293 : Indust & Comm Basic**

Framing

Last approved: 03/23/22 5:02 am

Last edit: 06/09/23 1:43 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Industrial and Commercial Basic Framing

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:03 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

History

1. Mar 23, 2022 by
Nicole Degagne
(ndegagne)

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

Banner Course Name: Indust & Comm Basic Framing

Subject Code: DRFT - Drafting

Course Number 1293

Year of Study 1st Year Post-secondary

Credits: 4

Bridge College Code VO

Bridge Billing Hours 0-4

Bridge Course Level 01

Course Description:

This course introduces students to the basic concepts behind structural steel square framing, and prepares them for the development of their first steel detailing project drawings. ~~This course is part of the full-time Architectural Technician, Civil/Structural Technician, Steel Detailing Technician Certificate Programs.~~

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	Read and interpret structural engineering drawings of simple square-framed structures
CLO #2	Demonstrate the basic requirements for connecting members in a steel frame
CLO #3	Apply tabular data from the steel standards documents in the production of shop drawings
CLO #4	Produce detail drawings of beams and columns within a square framed steel structure
CLO #5	Develop erection drawings for use on the construction site

Instructional

Strategies:

Lectures, ~~handout materials~~, video presentations, ~~presentations~~ and project/problem based learning activities are used as the students plan and produce ~~their first~~ detailed steel fabrication drawings.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	<u>50</u> 70	Problem/project-based major assignment comprising <u>multiple shop</u> 10 drawings
<u>Project Quizzes/Tests</u>	<u>20</u> 10	<u>Anchor bolt and erection drawings</u> Written test
<u>Quizzes/Tests</u> Exam	20	Drawing test
<u>Participation</u>	<u>10</u>	<u>Active participation and engagement in course activities and discussions</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 80 ~~120~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

LectureOnline

Hours in Category 1: 32 ~~30~~

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

Check all that apply:

Lab

Hours in Category 2: 48 ~~90~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Standard steel connections

Beam loading conditions

Calculations for bolted connections

Basic beam and column detailing

Light commercial framing

Open web joist connections

Creating erection drawings

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Course Change Request

Date Submitted: 06/09/23 1:44 pm

Viewing: **DRFT 1295 : Detail of Inclined**

Components

Last approved: 03/23/22 5:02 am

Last edit: 06/20/23 1:26 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Detail of Inclined Components

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Is this a non-credit course?

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:31 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

History

1. Mar 23, 2022 by
Nicole Degagne
(ndegagne)

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

Banner Course Detail of Inclined Components

Name:

Subject Code: DRFT - Drafting

Course Number 1295

Year of Study 1st Year Post-secondary

Credits: 4

Bridge College Code VO

Bridge Billing Hours 0-4

Bridge Course Level 01

Course Description:

This course builds on the concepts and techniques learned in DRFT 1293 ~~and DRFT 1294~~ to enable the students to detail representative components of a complex steel structure that includes sloping structural members. ~~This course is part of the full-time Architectural Technician, Civil/Structural Technician, Steel Detailing Technician Certificate Programs.~~

Course Pre-Requisites (if applicable):

[DRFT 1293.](#)

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	Create geometry layout drawings of bracing systems that show bevels, clearances and key dimensions
CLO #2	Demonstrate the essential requirements of braced connections
CLO #3	Develop column and beam connections at bracing node points
CLO #4	Develop connections of stairs to primary steel members

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

CLO #5	Create shop fabrication drawings of brace members
CLO #6	Create shop fabrication drawings of steel stair assemblies

Instructional

Strategies:

This course utilizes lectures, **handouts**, on-screen presentations, group discussion and problem solving, and design teams. The majority of the course duration is reserved for student drawing output.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	<u>20</u> 75	<u>Development of steel bracing geometry and steel bracing connections</u> Project-based major assignment comprising 8 drawings
<u>Project</u> Exam	<u>30</u> 25	<u>Drawing creation of primary steel components</u> Exam
<u>Project</u>	<u>25</u>	<u>Drawing creation of secondary steel components</u>
<u>Quizzes/Tests</u>	<u>15</u>	<u>Drawing creation of complex braced beam</u>
<u>Participation</u>	<u>10</u>	<u>Active participation and engagement in course activities and discussions</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 80 ~~120~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 32 ~~30~~

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

Check all that apply:

Lab

Hours in Category 2: 48 ~~90~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Reading project drawings and specifications
Creating geometry layouts
Designing steel connections
Detailing of bracing components
Detailing of steel stairs

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

Date Submitted: 06/09/23 1:44 pm

Viewing: **DRFT 1296 : Miscellaneous Metals**

Detailing

Last approved: 03/23/22 5:02 am

Last edit: 06/20/23 1:26 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Miscellaneous Metals Detailing

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Is this a non-credit course?

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Mar 23, 2022 by
Nicole Degagne
(ndegagne)

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

Banner Course Name: Miscellaneous Metals Detailing

Subject Code: DRFT - Drafting

Course Number: 1296

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: VO

Bridge Billing Hours: 0-2

Bridge Course Level: 01

Course Description:

This course builds on the concepts learned in DRFT 1295, and introduces the students to the different detailing rules and conventions required to produce drawings of the lighter components, specifically guardrails, stair handrails, welded frame platforms and steel flooring materials. **This course is part of the full-time Architectural Technician, Civil/Structural Technician, Steel Detailing Technician Certificate Programs.**

Course Pre-Requisites (if applicable):DRFT 1295.**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	Describe the features of industrial steel handrailing
CLO #2	Describe the differences <u>in configuration</u> between handrail and <u>layout between handrail and guardrail.</u> guardrail

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

CLO #3	Develop connections for permanent and removable steel handrail components
CLO #4	Create shop fabrication drawings for steel handrail, guardrail and stair handrail
CLO #5	Create shop fabrication drawings of welded light framing assemblies
CLO #6	Create layout drawing for the fabrication and installation of steel flooring systems

Instructional

Strategies:

Lecture, demonstration, project-based drawing assignments

Evaluation and Grading

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

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	25 70	<u>The planning and drawing creation of industrial guardrails</u> Project-based major assignment comprising 7 drawings
<u>Project</u> Quizzes/Tests	25	<u>The planning and drawing creation of industrial handrails.</u> Quizzes/Tests
<u>Project</u>	<u>30</u>	<u>The planning and drawing creation of industrial grating.</u>
<u>Assignments</u>	<u>10</u>	<u>Project Reflection</u>
<u>Participation</u>	<u>10</u>	<u>Active participation and engagement in course activities and discussions</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 40 ~~60~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 16 ~~45~~

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

Check all that apply:

Lab

Hours in Category 2: 24 ~~45~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Handrail and guardrail detailing
Welded frame detailing
Steel checkerplate and grating detailing

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: 06/09/23 1:48 pm

Viewing: **DRFT 1344 : BIM for MEP Projects**

Last edit: 07/17/23 2:58 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

BIM for Mechanical, Electrical, Plumbing Projects

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:03 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

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

Banner Course Name: BIM for MEP Projects

Subject Code: DRFT - Drafting

Course Number: 1344

Year of Study: 1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces students to BIM technology for MEP project drafting. Students will learn to build 3D models of MEP systems and create MEP drawings and documentation from BIM models.

Course Pre-Requisites (if applicable):

DRFT 1140, DRFT 1145.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Create 3D models of MEP systems using BIM software tools following industry standards and protocols
CLO #2	Generate MEP drawings and documentation following industry standards and protocols
CLO #3	Collaborate with other disciplines in a BIM project
CLO #4	Detect MEP coordination and clash in a BIM project and apply systems requirements.
CLO #5	Prepare drawing layouts for small projects and execute redlines from designers for large projects.

Instructional

Strategies:

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

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	60	Minimum of 2 project-based major assignment of approximately equal value
Quizzes/Tests	10	
Participation	10	Active participation and engagement in course activities and discussions
Final Exam	20	

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 80

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online

Hours in Category 1: 32

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

Check all that apply:

- Lab

Hours in Category 2: 48

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to BIM and Autodesk Revit

Basic Systems Tools

HVAC Systems

Plumbing Systems

Advanced Systems for HVAC and Plumbing

Electrical Systems

Creating Construction Documents

Annotating Construction Documents

Adding Tags and Schedules

Creating Details

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Additional Information

Course Change Request

Date Submitted: 06/09/23 1:45 pm

Viewing: **DRFT 1352 : Steel Trusses**

Last approved: 03/23/22 5:02 am

Last edit: 06/09/23 1:45 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:
Steel Trusses

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Mar 23, 2022 by
Nicole Degagne
(ndegagne)

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

Banner Course Name: Steel Trusses

Subject Code: DRFT - Drafting

Course Number: 1352

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: VO

Bridge Billing Hours: 2

Bridge Course Level: 01

Course Description:

This course prepares the students to read and interpret engineering drawing and tabular data relating to structural steel trusses, and to generate from this information shop fabrication drawings of welded and bolted steel trusses. ~~This course is part of the full-time Architectural Technician, Civil/Structural Technician, Steel Detailing Technician Certificate Programs.~~

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	Read and interpret engineering drawings of structures containing steel trusses
CLO #2	Describe and illustrate the relationship of engineering data to the fabrication drawing
CLO #3	Prepare a fully-detailed steel truss, complete with appropriate notes and bill of material.

Instructional

Strategies:

Lectures, handouts, and worksheets are used to teach the principles, with group work being employed to gain appreciation of some of the more complex connection issues. Analysis of the project requirements leads to the creation of the shop drawings, which occupies the majority of the course duration.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	70	<u>3D modelling and shop drawing creation of a steel truss</u> Creation of 3 drawings
<u>Reflection</u> Quizzes/Tests	<u>20</u> 15	<u>Project reflection</u> Quizzes/Tests
Participation	<u>10</u> 15	<u>Active participation and engagement in course activities and discussions</u> Participation

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 40 ~~60~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

LectureOnlineHours in Category 1: 16 ~~60~~

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

Check all that apply:

Lab

Hours in Category 2: 24 θ

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

History and development of truss types, with examples

Reading steel truss engineering drawings and data

Conventions used in truss fabrication drawings

Truss geometry (including camber adjustments)

Dimensioning, labelling and notations

Truss welding

Use of multiple drawing sheets for one component

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Course Change Request

Date Submitted: 06/09/23 1:48 pm

Viewing: **DRFT 1364 : MEP for Pipe Fabrication**

Last approved: 02/15/23 8:24 am

Last edit: 06/21/23 4:40 pm

Changes proposed by: kwrightman

Programs
referencing this
course

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

Course Name:

[Mechanical, Electrical, Plumbing](#) MEP for Pipe Fabrication

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Jan 26, 2021 by
Bruce McGarvie
(bmcgarvie)
2. Feb 3, 2021 by
Darija Rabadzija
(drabadzija)
3. Nov 10, 2021 by
Darija Rabadzija
(drabadzija)

192
4. Feb 15, 2023 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
<u>Kelly Wightman</u> Bruce McGarvie	<u>kwrightman@vcc.ca</u> bmcgarvie@vcc.ca	<u>xx 8536</u>

Banner Course Name: MEP for Pipe Fabrication

Subject Code: DRFT - Drafting

Course Number: 1364

Year of Study: 1st Year Post-secondary

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 3

Bridge Course Level: 01

Course Description:

This course introduces students to working from a mechanical piping layout of a building to produce spool drawings, piping isometrics, and fabrication drawings.

Course Pre-Requisites (if applicable):

DRFT 1344, ~~1256, DRFT 1257, DRFT 1258, DRFT 1259, DRFT 1260, DRFT 1261, DRFT 1262, DRFT 1263, DRFT 1264, DRFT 1265, DRFT 1266.~~

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	Perform clash detections for the project team
CLO #2	Apply fabrication shop practices and procedures
CLO #3	Generate scaled cross section drawing and detail views to check for sub assembly placement / interferences
CLO #4	Prepare detailed drawings using models and drawing templates
CLO #5	Make additions to models and drawings as needed to complete detail drawings
CLO #6	Create all necessary documents and drawings required for drawing revisions and fabrication requirements

Instructional

Strategies:

Lectures, video presentations, project-/problem-based learning, lab activities. ~~The course may be offered face-to-face or in a blended format (mix of face-to-face and online)~~

Evaluation and Grading

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

C- ~~D~~

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	70	Minimum of <u>2</u> 3 project-based major assignments of approximately equal value.
Quizzes/Tests	20	
Participation	10	<u>Active participation and engagement in course activities and discussions</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 60 ~~90~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 24 ~~30~~

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

Check all that apply:

Lab

Hours in Category 2: 36 ~~60~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Piping design software for 3D modeling.

Review job assignment and reference documents, including vendor shop drawings, with the mechanical engineer.

Reviewing 'Issued for Construction' (IFC) drawings and identify the construction compatibility.

Building construction and commercial building systems.

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

Date Submitted: 06/09/23 1:39 pm

Viewing: **DRFT 1374 : Introduction to 3D and BIM**

Last approved: 11/18/21 5:19 am

Last edit: 06/20/23 1:30 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Introduction to 3D and BIM

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee

History

1. Nov 18, 2021 by
Maurice Della-Savia
(mdellasavia)

Name	E-mail	Phone/Ext.
Kelly Wightman Maurice Della-Savia	kwightman@vcc.ca mdellasavia@vcc.ca	xx 778-861-3626

Banner Course Introduction to 3D and BIM

Name:

Subject Code: DRFT - Drafting

Course Number 1374

Year of Study 1st Year Post-secondary

Credits: 3.5

Bridge College Code VO

Bridge Billing Hours 0-3.5

Bridge Course Level 01

Course Description:

In this course, students are introduced to 3D modeling and rendering, building visualization skills learned to date. An introduction to 3D CAD and Building Information Modeling (BIM) software enables students to construct realistic models by including all interior and ~~and~~ exterior components, entourage and ~~and~~ lighting features to produce visually accurate renderings and ~~and an~~ animation. ~~This course is part of the full-time Architectural Technician, Civil/Structural Technician, Steel Detailing Technician Certificate Programs.~~

Course Pre-Requisites (if applicable):

DRFT 1202, ~~1373~~.

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	<u>Assemble and construct</u> Construct models using 3D CAD <u>and</u> BIM software
CLO #2	Assemble and construct solid model components from specifications
CLO #3	Produce realistic renders of models using 3D CAD <u>and</u> BIM software

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

CLO #4 Produce an animation using rendering software from a 3D-CAD BIM model software

Instructional

Strategies:

Lecture, ~~Self-paced workbook, lecture~~, demonstrations, group activities, problem-based learning activities, and student research ~~will be used~~.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<u>Project Assignments</u>	<u>70</u> 75	<u>Minimum of 2 project based major assignments of approx. 3 renders of</u> Approx :equal value
Assignments	<u>20</u> 25	Animation
<u>Participation</u>	<u>10</u>	<u>Active participation and engagement in course activities and discussions</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 70 ~~105~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 28 ~~20~~

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

Check all that apply:

Lab

Hours in Category 2: 42 ~~50~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3: ~~35~~

Course Topics

Course Topics:

Introduction to 3D software

Assembling ~~Assemble~~ 3D models ~~using specifications~~

Producing ~~Produce a~~ render scenes ~~scene~~ of a 3D model

Introduction to 3D BIM software

Assembling ~~Assemble~~ BIM model components ~~using specifications~~

Producing ~~Produce~~ render scenes of a BIM model

Introduction to animation software

Producing ~~Produce~~ an animation from a BIM model

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

Commercial Design Using Autodesk Revit Architectural (Stine)

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

Course Change Request

Date Submitted: 06/09/23 1:40 pm

Viewing: **DRFT 1375 : Commercial Office Layouts ~~Using BIM~~**

Last approved: 11/18/21 5:19 am

Last edit: 06/20/23 1:30 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Commercial Office Layouts ~~Using BIM~~

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Nov 18, 2021 by
Maurice Della-Savia
(mdellasavia)

Name	E-mail	Phone/Ext.
Kelly Wightman Maurice Della-Savia	kwightman@vcc.ca mdellasavia@vcc.ca	xx 778-861-3626

Banner Course Name: Commercial Office Layouts ~~Using BIM~~

Subject Code: DRFT - Drafting

Course Number 1375

Year of Study 1st Year Post-secondary

Credits: 6

Bridge College Code VO

Bridge Billing Hours 0-6

Bridge Course Level 01

Course Description:

In this course, ~~This course introduces~~ students are introduced to design principles relating to the arrangement of multi-disciplinary office layouts, building skills in accessible design ~~offices and access for persons with disabilities using Part 3 of the~~ British Columbia Building Code (BCBC) Part 3. (BCBC): Students prepare a set of architectural drawings ~~Arrangements are developed~~ using 3D BIM Building Information Modeling (BIM) software for a field operation building. ~~the final development of construction working drawings. This course is part of the full-time Architectural Technician, Civil/Structural Technician, Steel Detailing Technician Certificate Programs.~~

Course Pre-Requisites (if applicable):

DRFT 1374.

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:
<u>CLO #1</u>	<u>Select and apply project requirements and specifications within building code regulations</u>

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

CLO <u>#2</u> #1	Employ the use of commercial building codes for means of egress <u>& accessibility</u>
CLO <u>#3</u> #2	<u>Interpret and employ light weight steel framing & concrete methods in drawing views</u> Construct models using 3D BIM software
CLO <u>#4</u> #3	<u>Assemble and construct solid model components from specifications</u> Construct drawings from 3D BIM software using accurate drafting standards
CLO <u>#5</u> #4	<u>Design the layout of interior spaces for office buildings</u> Construct and organize building views using the correct BIM tools and formats
CLO <u>#6</u> #8	Use and modify vendor models
CLO <u>#7</u> #5	<u>Develop interior elevations from plans</u> Apply graphic conventions to represent building components in drawings
CLO <u>#8</u> #6	<u>Develop and model low sloped roof layout & drainage</u> Create schedules using BIM software tools
CLO <u>#9</u> #7	<u>Apply graphic conventions to represents building components in drawings</u> Research vendor suppliers to find correct products for their model
CLO <u>#10</u> #9	<u>Construct and organize building views using the correct BIM tools and formats</u> Create a project drawing list of deliverables

Instructional

Strategies:

Lectures, ~~handouts~~, group/team participation, field trips, videos, ~~trip, videos and~~ project/problem based learning activities ~~are used~~.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<u>Participation</u>	<u>10</u>	<u>Active participation and engagement in course activities and discussions</u>

Type	Percentage	Brief description of assessment activity
Project	70	A <u>minimum set of 2 project-based major assignments</u> commercial drawings of <u>approximately equal value</u> approx: equal value
Exam	30	<u>Commercial Building Layouts</u> Exam

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 120 ~~180~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 48 ~~55~~

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

Check all that apply:

Lab

Hours in Category 2: 72 ~~125~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Project specifications ~~Architectural standards for office buildings~~

BCBC ~~Building codes Part 3~~ – building requirements for occupancy and accessibility ~~persons with disabilities~~

Light steel framing conventions ~~Using 3D-BIM software to develop model of project~~

Model assemblies from project specifications ~~Family components~~

Washroom Facilities ~~Importing 2D-CAD files to 3D-BIM software~~

Utilities areas ~~Vendor drawings~~

Reception areas ~~Locker room layouts~~

~~Washroom layouts~~

Office areas ~~layouts~~

Roof layout & drainage ~~Interior elevations~~

Detail plans ~~Room finish schedules~~

Interior elevations ~~Suspended ceilings~~

Architectural annotations & conventions ~~Develop drawing deliverables from 3D-model~~

Schedules

Project drawing package

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

Commercial Drafting and Detailing (Jefferis/Smith)

Commercial Design Using Autodesk Revit Architectural (Stine)

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:42 pm

Viewing: **DRFT 1379 : Conc Floor Systems & 2nd Struc**

Last edit: 06/20/23 1:30 pm

Changes proposed by: kwightman

Programs

referencing this
course

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

Course Name:

Concrete Floor Systems and Secondary Structures

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course
Name:

Conc Floor Systems & 2nd Struc

Subject Code:

DRFT - Drafting

Course Number

1379

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students will learn how to draw concrete slab on grade and ground floor systems, as well as miscellaneous steel elements. Students will also learn how to calculate steel and concrete quantities for structures.

Course Pre-Requisites (if applicable):

DRFT 1120, DRFT 1214.

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	Create plans and details for slabs-on-grade and ground floor systems complying with industry standards.
CLO #2	Produce drawings of miscellaneous steel structures using industry-standard conventions and techniques.
CLO #3	Calculate structural steel and concrete quantities (take-off) from drawings using industry standards to produce accurate cost estimates.
CLO #4	Apply information from structural, mechanical, piping and equipment vendor's drawings in creating project drawings
CLO #5	Identify concepts of reinforced concrete for slabs-on-grade.
CLO #6	Demonstrate typical structural steel framing systems and their components for secondary steel supports.

Instructional

Strategies:

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

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	60	Minimum of 2 project-based major assignments of approx. equal value
Final Exam	20	
Assignments	10	
Participation	10	Active participation and engagement in course activities and discussions

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 70

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 28

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

Check all that apply:

Lab

Hours in Category 2:

42

207

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Principles of slab-on-grade and sub-grade design

Techniques of slab-on-grade layout

Detail drawings of trench and floor slope

Detail drawings of anchor bolts, inserts and embedded metals

Vendors drawings and equipment bases

Concrete crack control and construction joints

Secondary support systems

Steel and concrete quantity counting techniques

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

Course Change Request

Date Submitted: 06/09/23 1:44 pm

Viewing: **DRFT 1380 : CAD 3D and Assemblies**

Last approved: 02/15/23 8:24 am

Last edit: 06/09/23 1:44 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

CAD 3D and Assemblies

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Feb 25, 2020 by
Bruce McGarvie
(bmcgarvie)
2. Feb 15, 2023 by
Nicole Degagne
(ndegagne)

Name	E-mail	209 Phone/Ext.
<u>Kelly Wightman</u> Bruce McGarvie	<u>kwightman@vcc.ca</u> bmcgarvie@vcc.ca	<u>xx</u> 8536

Banner Course Name: CAD 3D and Assemblies

Subject Code: DRFT - Drafting

Course Number: 1380

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: VO

Bridge Billing Hours: 0-2

Bridge Course Level: 01

Course Description:

In this course, the student's cumulative drafting skills are then brought together in a project centred on the production of a set of drawings required for the assembly of a multi-part mechanical component. The students further develop their CAD skills by applying and adapting them to the 3D environment. ~~This course is part of the full-time Architectural Technician, Civil/Structural Technician, Steel Detailing Technician Certificate Programs.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

PLAR

Course Learning

Outcomes (CLO):

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

CLO #1	Use CAD's 3D commands and features.
CLO #2	Create three dimensional wireframe, surfaced and solid models.
CLO #3	Produce an industry standard assembly drawing.

Instructional

Strategies:

Lecture, ~~Self-paced workbook, lecture~~, demonstrations, group activities, and student research ~~will be used~~.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	<u>60</u> 70	Minimum of <u>2</u> 5 modeling assignments of approximately equal value.
Project	30	<u>Final 3D</u> Project
<u>Participation</u>	<u>10</u>	<u>Active participation and engagement in course activities and discussions</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 40 ~~60~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 16 ~~20~~

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

Check all that apply:

Lab

Hours in Category 2: 24 ~~40~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

World and User Coordinate Systems.

Create and edit 3D wire-frame models.

Create and edit 3D surface models.

Create and edit 3D solid models, 3D faces and meshes.

Filleting, chamfering, regions, mass properties.

Sectioning, slicing, shading.

Parts list and annotations.

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Course Change Request

Date Submitted: 06/09/23 1:42 pm

Viewing: **DRFT 1385 : Reinforced Concret Struc
Comp**

Last approved: 03/23/22 5:02 am

Last edit: 06/20/23 1:30 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Reinforced Concrete Structural Components

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee

History

1. Mar 23, 2022 by
Nicole Degagne
(ndegagne)

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

Banner Course Name: Reinforced Concret Struc Comp

Subject Code: DRFT - Drafting

Course Number 1385

Year of Study 1st Year Post-secondary

Credits: 3

Bridge College Code VO

Bridge Billing Hours 0-3

Bridge Course Level 01

Course Description:

This course introduces students to suspended concrete floor systems and types, concrete columns and beams and the conventions used to produce detail drawings. ~~This course is part of the full-time Architectural Technician, Civil/Structural Technician, Steel Detailing Technician Certificate Programs.~~

Course Pre-Requisites (if applicable):

[DRFT 1379.](#)

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 describe several types of suspended floor systems
CLO #2	Create a detailed drawing of a suspended floor system using several construction methods
CLO #3	Produce a elevation drawing of a concrete column or beam in elevation with required details.
CLO #4	Identify, call-up and detail any miscellaneous embedded material necessary

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

CLO #5	Layout and detail any stair configuration to Building Code Standard
CLO #6	Evaluate detailing information from engineering design notes
CLO #7	Produce detailed working drawing set of any reinforced concrete structural component

Instructional

Strategies:

Lectures, ~~handout materials~~, video presentations, case studies, project/problem-based studies and project/problem-based learning activities ~~are used~~.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	70	Minimum of 2 4 problem/project-based major assignments of approximately equal value.
Final Exam	<u>20</u> 30	Final Exam
<u>Participation</u>	<u>10</u>	<u>Active participation and engagement in course activities and discussions</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 60 ~~90~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

[Lecture](#)[Online](#)Hours in Category 1: 24 ~~30~~**Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio**

Check all that apply:

[Lab](#)Hours in Category 2: 36 ~~60~~**Category 3: Practicum, Self Paced, Individual Learning**

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Structure types

Structure components

Concrete suspended slab systems

Layout and detailing concrete suspended slabs and reinforcing

Miscellaneous embedded steel

Stair systems

Reinforcing steel schedule

Concrete column and beam systems

Concrete column detailing

Concrete beam detailing

Provision for adjacent structural components

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

Rationale and Consultations

Course Change Request

Date Submitted: 06/09/23 1:44 pm

Viewing: **DRFT 1391 : Introduction to BIM**

Software

Last approved: 03/23/22 5:02 am

Last edit: 06/09/23 1:44 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Introduction to BIM Software

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

History

1. Mar 23, 2022 by
Nicole Degagne
(ndegagne)

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

Banner Course Name: Introduction to BIM Software

Subject Code: DRFT - Drafting

Course Number: 1391

Year of Study: 1st Year Post-secondary

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 0-3

Bridge Course Level: 01

Course Description:

In this course, the students learn the fundamentals of the most widely used, a contemporary specialist Building Information Modelling software application. Through the use of a specialty training manual, students will create a working model of a steel building and create fabrication and general arrangement drawings from the model. ~~This course is part of the full-time Architectural Technician, Civil/Structural Technician, Steel Detailing Technician Certificate Programs.~~

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 process of creating a large structural building model and creating drawings from the model
CLO #2	Use BIM software to:

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

CLO <u>#2</u> #3	Create a building grid and principal elevation levels
CLO <u>#3</u> #4	Insert structural steel members both on and off grid
CLO <u>#4</u> #5	Connect the steel sections with workable steel to steel connections
CLO <u>#5</u> #6	Initiate clash check procedures to ensure proper fit of parts
CLO <u>#6</u> #7	Conduct the numbering procedure for all parts of the model
CLO <u>#7</u> #8	Generate 2D drawings from the building model

Instructional

Strategies:

Lectures, demonstrations, ~~Self-paced software workbook, augmented with lecture, demonstration~~, student research and group activities.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<u>Project Quizzes/Tests</u>	<u>15</u> 25	<u>Prerequisite modelling</u> Grid creation
<u>Project Quizzes/Tests</u>	25	<u>Basic Buliding</u> modelling
<u>Project Quizzes/Tests</u>	25	<u>BIM commands presentation</u> Connection creation and modification
Quizzes/Tests	25	<u>Introduction to BIM</u> Drawing production
<u>Participation</u>	<u>10</u>	<u>Active participation and engagement in course activities and discussions</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 60 ~~90~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 24 ~~25~~

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

Check all that apply:

Lab

Hours in Category 2: 36 ~~65~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
BIM software interface
BIM software workbook
Grid creation
Inserting steel section
Connecting the model
Clash check

Course Topics:

Part numbering

Shop drawing creation

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer

Comments

Badge Information

*NOT REQUIRED FOR GOVERNANCE APPROVAL.**For use when a Badge is offered for this course. If you have any questions, contact the Registrar's Office.*

Is a Badge being offered for this course?

Badge Effective

Date

Course Change Request

Date Submitted: 06/09/23 1:44 pm

Viewing: **DRFT 1392 : Working with BIM Software**

Last approved: 03/23/22 5:02 am

Last edit: 06/20/23 1:31 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Working with BIM Software

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Is this a non-credit course?

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Mar 23, 2022 by
Nicole Degagne
(ndegagne)

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

Banner Course Name: Working with BIM Software

Subject Code: DRFT - Drafting

Course Number: 1392

Year of Study: 1st Year Post-secondary

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 0-3

Bridge Course Level: 01

Course Description:

Having acquired the basic skills associated with BIM software in DRFT 1391, the students will apply and develop those skills through the creation of structural steel building models of a more complex nature. ~~This course is part of the full-time Architectural Technician, Civil/Structural Technician, Steel Detailing Technician Certificate Programs.~~

Course Pre-Requisites (if applicable):

[DRFT 1391.](#)

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	Manipulate the interface to promote efficient modelling practise
CLO #2	Create default settings for parts to be modelled
CLO #3	Edit grids, steel sections, positions and connections
CLO #4	Insert stairs, handrails and flooring

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

CLO #5	Adapt numbering systems to client requirements
CLO #6	Edit shop drawings to meet individual customer drafting standards
CLO #7	Create reports from the model
CLO #8	Create complex shop drawings, erection drawings and anchor bolt plans

Instructional

Strategies:

Lecture, demonstration, group work and case study

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	<u>20</u> 70	<u>Commercial project</u> Project-based assignment comprising of <u>7-drawings</u> , a <u>3D model</u> , <u>shop drawings</u> material list , and <u>reports</u> a drawing list
<u>Project</u> Quizzes/Tests	<u>40</u> 10	<u>Industrial project comprising of a 3D model, shop drawings and reports</u> Quizzes/Tests
<u>Reflection</u> Final-Exam	<u>10</u> 20	<u>Project reflection</u> Final-Exam
<u>Assignments</u>	<u>20</u>	<u>Model presentation</u>
<u>Participation</u>	<u>10</u>	<u>Active participation and engagement in course activities and discussions</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 60 ~~90~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 24 ~~20~~

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

Check all that apply:

Lab

Hours in Category 2: 36 ~~70~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

BIM software customization

Setting project information and defaults

Editing an existing model

Inserting special components - stairs, handrails, ladders, flooring

Producing reports

Drawing production and editing

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

Rationale and Consultations

Course Change Request

Date Submitted: 06/09/23 1:45 pm

Viewing: **DRFT 1393 : Heavy Structural Steel**

Framing

Last approved: 03/23/22 5:02 am

Last edit: 06/09/23 1:45 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Heavy Structural Steel Framing

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Mar 23, 2022 by
Nicole Degagne
(ndegagne)

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

Banner Course Name: Heavy Structural Steel Framing

Subject Code: DRFT - Drafting

Course Number: 1393

Year of Study: 1st Year Post-secondary

Credits: 4.5

Bridge College Code: VO

Bridge Billing Hours: 0-4.5

Bridge Course Level: 01

Course Description:

This course introduces the students to structural steel subject to high axial loading and bending moments, to connections that are specifically designed to resist bending, and to the special fabrication, bolting and welding considerations for highly stressed structural elements and those subject to load reversal. ~~This course is part of the full-time Architectural Technician, Civil/Structural Technician, Steel Detailing Technician Certificate Programs.~~

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	Analyze engineering drawings and data relating to heavily loaded structures
CLO #2	Determine geometric relationships of steel components
CLO #3	Develop connection details for moment-resisting connections, and others subject to load reversal

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

CLO #4	Describe full-strength welding joint types, and the procedures to create and test them
CLO #5	Demonstrate the symbology used to define full-strength welding joint types
CLO #6	Distinguish between partial and complete joint penetration welds
CLO #7	Prepare shop fabrication drawings for components in a heavily loaded steel structure

Instructional

Strategies:

Lecture, focus groups, ~~Power-Point~~ demonstration, ~~handouts~~, group presentations ~~presentations, quizzes~~

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	<u>60</u> 70	<u>Interactive 3D modelling and shop drawing creation on a heavy structural steel project.</u> Project-based major assignment comprising 8 drawings
<u>Assignments</u> Exam	<u>15</u> 20	<u>Groove Welding</u> Exam
<u>Reflection</u> Quizzes/Tests	<u>15</u> 10	<u>Project reflection</u> Weld-symbols
<u>Participation</u>	<u>10</u>	<u>Active participation and engagement in course activities and discussions</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 90 ~~135~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 36 ~~35~~

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

Check all that apply:

Lab

Hours in Category 2: 54 ~~100~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Engineering drawing comprehension

Moment connections, movement joints and girt connections

Complex bracing connections

Composite columns

Overhead crane supports

Rigid Frame components

Wind Posts

Full-strength welding

Girts and Purlins

Welded frames

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

Course Change Request

Date Submitted: 06/09/23 1:49 pm

Viewing: **DRFT 2100 : Integrated BIM Project**

Last approved: 07/04/18 5:00 am

Last edit: 06/20/23 1:31 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:
Integrated BIM Project

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

History

1. Jul 4, 2018 by Nicole
Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Kelly Wightman Bruce McGarvie	kwightman@vcc.ca bmcgarvie@vcc.ca	xx 8536

Banner Course Name: Integrated BIM Project

Subject Code: DRFT - Drafting

Course Number: 2100

Year of Study: 2nd Year Post-secondary

Credits: 9

Bridge College Code: VO

Bridge Billing Hours: 0-9

Bridge Course Level: 01

Course Description:

Building Information Modeling (BIM) is a process focused on the development, use and transfer of a digital information model of a building project to improve the design, construction and operations of a project or portfolio of facilities.

This course introduces the student to working within a design team setting to create an integrated building model by applying overall process of developing a BIM project work flow, BIM project standards, and creating Project Execution Plans.

Course Pre-Requisites (if applicable):

Architectural Technician Certificate, Civil/Structural Technician Certificate, [Mechanical Drafting Technician Certificate](#), or Steel [Construction Modelling Technician](#) ~~Detailing Technician~~ Certificate [Technician Certificate](#).

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	Contribute as part of a multidisciplinary design team

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

CLO #2	Evaluate and apply a MEA (Model Element Author) table
CLO #3	Evaluate and apply a LOD (Level of Development) table
CLO #4	Create a Building Information Model of one of several disciplines within a building
CLO #5	Combine individual models of each discipline to create a complete Building Information Model to represent a complete building
CLO #6	Apply design BIM software (Autodesk Revit, Civil 3D and Navisworks), along with steel fabrication BIM software (Tekla Structures), to model and integrate the designed spaces
CLO #7	Apply Integrated Design Process (IDP) to integrate people, systems, and practices into a process to reduce waste and optimize efficiency through all phases of design, fabrication and construction
CLO #8	Apply Integrated Project Delivery (IPD) processes to improve the cooperation, collaboration and communication throughout the design process

Instructional

Strategies:

Lectures, handout materials, video presentations, case studies, seminars and project/problem based learning activities are used

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	50	Minimum of 4 Problem/project-based major assignment and class presentation.
Final Exam	30	
Participation	20	<u>Active participation and engagement in course activities and discussions</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 180 ~~270~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 72 ~~96~~

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

Check all that apply:

Lab

Hours in Category 2: 108 ~~174~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

- Project Execution Plan
- BIM project work flow
- BIM project standards
- Multidisciplinary design team practices
- MEA (Model Element Author) table
- LOD (Level of Development) table
- BIM modeling of assigned specialty discipline
- Export and importing of BIM model for collaboration
- Integration of separate BIM models to create single complete model
- Final project presentation

Course Change Request

Date Submitted: 06/09/23 1:51 pm

Viewing: **DRFT 2107 : Capstone Project using BIM**

Last approved: 07/20/22 6:17 am

Last edit: 06/20/23 1:31 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Capstone Project using BIM

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. May 1, 2018 by
Nicole Degagne
(ndegagne)
2. Nov 19, 2021 by
Darija Rabadzija
(drabadzija)
3. Jul 20, 2022 by
Nicole Degagne
(ndegagne)

Name	E-mail	234 Phone/Ext.
<u>Kelly Wightman</u> Bruce-McGarvie	<u>kwightman@vcc.ca</u> bmcgarvie@vcc.ca	<u>xx</u> 8357

Banner Course Name: Capstone Project using BIM

Subject Code: DRFT - Drafting

Course Number: 2107

Year of Study: 2nd Year Post-secondary

Credits: 6

Bridge College Code: VO

Bridge Billing Hours: 0-6

Bridge Course Level: 01

Course Description:

During the Capstone Project, students will reflect upon the themes and concepts, key insights and points of learning from each DRFT course and how they understand the integration of these insights in terms of their own work. The students will develop and deepen the reflection of their personal experiences in the program and the implications for their profession and the overall process of developing a BIM project. Last, students will produce a 3D Building Information Model of an assigned portion of a modular building that will required applying all the skills from both disciplines learned in the Diploma program. Finally, the modules will be assembled together with the other Diploma students to form a complete building project.

Course Pre-Requisites (if applicable):

DRFT 2100 and either: 1) Architectural Course DRFT 2201; 2) Civil/Structural Courses DRFT 1286, DRFT 2125, DRFT 2214; 3) Mechanical Courses DRFT 2140, DRFT 2145, DRFT 2217, DRFT 2218, DRFT 2219; 4) Steel Courses DRFT 2296, DRFT 2296. ~~1) Architectural courses (DRFT 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, and 2278) or 2) Civil/Structural courses (DRFT 2226, 2280, 2281, 2282, 2283, 2284, 2285, and 1286):~~

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Course Learning
Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Apply overall process of developing a Building Information Model (BIM) project.
CLO #2	Employ current Computer Aided Drafting (CAD) and three dimensional modeling systems as a tool to produce drawings from data, designs and/or specifications.
CLO #3	Evaluate and apply a Level of Development (LOD) table
CLO #4	Construct individual BIM models of each discipline applying the tools from all the DRFT courses taken.
CLO #5	Integrate individual BIM models of each discipline of a modular building using BIM software to join with other modules to achieve a complete building.
CLO #6	Apply Integrated Design Process (IDP) within a design team environment to reduce waste and optimize efficiency through all phases of design, fabrication and construction.
CLO #7	Assesses and evaluate information gained from course materials and practice and connect with personal experience to reflect and critically evaluate problems/issues.
CLO #8	Communicate effectively and work collaboratively in a design team setting.

Instructional

Strategies:

This is a self-paced course in which participants work on their own, in consultation with their CAD & BIM Technologies Advisor, to complete the course requirements.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	70	Capstone project-based major assignment and class presentation.
Assignments	20	Meta-reflective written essay based on DRFT course projects, content and activities

Type	Percentage	Brief description of assessment activity
Participation	10	<u>Active participation and engagement in course activities and discussions</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 180

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3: 180

Course Topics

Course Topics:

Project Execution Plan
 BIM project work flow
 BIM project standards
 Multidisciplinary design team practices
 MEA (Model Element Author) table

Course Topics:

LOD (Level of Development) table
BIM modeling of assigned specialty discipline
Export and importing of BIM model for collaboration
Integration of separate BIM models to create single complete model
Final project presentation

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:49 pm

Viewing: **DRFT 2110 : Adv Architectural Principles**

Last edit: 07/17/23 2:26 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Advanced Architectural Principles

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:30 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

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

Banner Course Name: Adv Architectural Principles

Subject Code: DRFT - Drafting

Course Number: 2110

Year of Study: 2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students will study and apply architectural design theory, sustainable initiatives such as LEED using the development and design process. Students develop knowledge in acceptable standards for preparing a portion of a set of plans and elevations drawings for a residential wood framed residence.

Course Pre-Requisites (if applicable):

DRFT 2100.

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 design principles and properties of sustainable design used in architecture
CLO #2	Complete a space planning proposal
CLO #3	List the stages of construction
CLO #4	Draw residential plans and elevations using accurate drafting standards
CLO #5	Use graphic conventions to represent building practices and elements in drawings
CLO #6	Assemble and construct building views using the correct CAD tools and format
CLO #7	Apply these concepts and processes at a higher level in a 3D Building Information Modelling (BIM) software

Instructional

Strategies:

Lectures, group/team participation, field trips, videos and problem-based learning activities are used.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	Active participation and engagement in course discussions and activities
Assignments	15	3 of approx. equal value – Stages of Const., Space Planning, Bearings Calcs
Quizzes/Tests	10	Site Plan Requirements
Exam	20	Architectural Principles (include Sustainable Design & Exterior Styles)
Project	45	Minimum of 2 project-based major assignments of approx. equal value (Site, Floor, Elevation)

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 100

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 40

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

Check all that apply:

Lab

Hours in Category 2: 60

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Architectural design basics and process

Exterior design factors

Sustainable Design and LEED

Building a House

Construction procedures

Stages of Construction

Space planning

Site planning

Survey Systems

Legal descriptions

Bearings and Azimuths

Site plan requirements

Floor planning

Room relationships and sizes

Floor plan requirements

Elevations

Views and conventions

Roof styles

Exterior finishes

Course Topics:

Door and window schedules

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:Reviewer
Comments

Badge Information

*NOT REQUIRED FOR GOVERNANCE APPROVAL.**For use when a Badge is offered for this course. If you have any questions, contact the Registrar's Office.*

Is a Badge being offered for this course?

Badge Effective

Date

Badge Name

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:50 pm

Viewing: **DRFT 2115 : Adv Residential Single Family1**

Last edit: 07/17/23 2:26 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Advanced Residential Single Family 1

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course Name: Adv Residential Single Family1

Subject Code: DRFT - Drafting

Course Number: 2115

Year of Study: 2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course students build on the architectural principles by applying the appropriate building codes and wood theory of wood framing residential structures. Students continue to prepare drawings of assemblies and structural elements for the remaining portion for a set of single-family residence drawing package.

Course Pre-Requisites (if applicable):

DRFT 2110.

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	List the construction categories commonly used in residential family homes
CLO #2	Identify appropriate categories and sections found in Part 9 of the BC Building Code (BCBC)
CLO #3	Identify the major building assemblies
CLO #4	Describe standard terminology, abbreviations and symbols used in Architectural drawings
CLO #5	Identify views used on foundation plans, section views and detail views
CLO #6	Identify graphic conventions to represent building practices and elements in drawings
CLO #7	Identify building views using the correct CAD tools and format
CLO #8	Apply these concepts and processes at a higher level in a 3D Building Information Modelling (BIM) software

Instructional

Strategies:

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

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	Active participation and engagement in course activities and discussions
Assignments	20	2 of approx. equal value (Const. Categories & Typ. Section
Quizzes/Tests	10	BCBC Part 9
Project	60	major assignment (Foundation Plan)

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 40

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 16

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

Check all that apply:

Lab

Hours in Category 2:

24

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Construction categories
BC Building Code (BCBC), Part 9
Introduction to wood frame construction
Healthy housing building practices
Foundation plans
Span and framing tables
CAD and architectural & annotation drawing conventions
Project drawing requirements

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:52 pm

Viewing: **DRFT 2120 : Adv Civil Site Layout**

Last edit: 07/17/23 2:26 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Advanced Civil Site Layout

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:31 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/12/23 11:03 am
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course Name: Adv Civil Site Layout

Subject Code: DRFT - Drafting

Course Number: 2120

Year of Study: 2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces the student to site layout, mapping and plotting techniques, cut and fill practices, surveying theory and tools, and drainage systems for the civil engineering industry.

Course Pre-Requisites (if applicable):

DRFT 2100.

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	Solve surveying and related math problems
CLO #2	Identify terminology, abbreviations and symbols
CLO #3	Interpolate and plot contours
CLO #4	Draw cross-sections of an industrial site
CLO #5	Calculate accurate cut and fill quantities
CLO #6	Survey elevations using a transit level
CLO #7	Measure lengths and angles for surveying purposes
CLO #8	Lay out a traverse based on survey information
CLO #9	Lay out and design a storm sewer drainage system using industry standards
CLO #10	Apply these concepts and processes at a higher level in a 3D Building Information Modelling (BIM) software

Instructional

Strategies:

Lectures, video presentations, field work and project/problem based learning activities

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10%	Active participation and engagement in course activities and discussions
Assignments	50%	
Quizzes/Tests	15%	
Final Exam	25%	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

2. Check all instruction types that could be applicable for this course.

3. Breakdown the total hours into each relevant category where instruction types are selected.

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

TOTAL COURSE HOURS: 40

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 16

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

Check all that apply:

Lab

Hours in Category 2:

24

250

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Terminology, Abbreviations & Symbols
Areas and Conversions
Directions and Coordinates
Maps, Contours, and Profiles
Surveying Theory and Practice
Closed Traverse Drawings
Site Drainage and Storm Sewer Design

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Provide a rationale
for this proposal:

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:52 pm

Viewing: **DRFT 2125 : Adv Introduction to Civil 3D**

Last edit: 07/17/23 2:27 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Advanced Introduction Civil 3D

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Is this a non-credit course?

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course Name: Adv Introduction to Civil 3D

Subject Code: DRFT - Drafting

Course Number: 2125

Year of Study: 2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students use Autodesk Civil 3D software to create and manage land development and roadways drawings. These skills prepare students for work on site development and roadway projects for private developers, municipalities and provincial transportation authorities.

Course Pre-Requisites (if applicable):

DRFT 2120.

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	Create object and label settings and styles
CLO #2	Create points, point groups, and description keys
CLO #3	Create, edit and analyze surfaces
CLO #4	Create sites and parcels conforming to zoning bylaws
CLO #5	Create horizontal and vertical alignments to provincial standards
CLO #6	Create assemblies and sub-assemblies
CLO #7	Create corridors by combining horizontal and vertical alignments and assemblies
CLO #8	Apply these concepts and processes at a higher level in a 3D Building Information Modelling (BIM) software

Instructional

Strategies:

Lectures and project / problem-based learning activities

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10%	Active participation and engagement in course activities and discussions
Lab Work	25%	
Project	25%	
Quizzes/Tests	10%	
Midterm Exam	10%	
Final Exam	20%	

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 100

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 40

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

Check all that apply:

Lab

Hours in Category 2: 60

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Autodesk Civil 3D user interface

Object and label settings and styles

Points, point groups, and description keys

Surfaces

Sites and parcels

TAC Geometric Design Guide for Canadian Roads and BC Supplement

Horizontal and vertical alignments

Assemblies and sub-assemblies

Corridors

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

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:54 pm

Viewing: **DRFT 2130 : Adv Steel Detail**

Fundamentals

Last edit: 06/21/23 4:34 pm

Changes proposed by: kwightman

Programs

referencing this

course

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

Course Name:

Advanced Steel Detailing Fundamentals

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman (kwightman):
Approved for 4203 Leader
2. 06/09/23 2:32 pm
Lucy Griffith (lgriffith): Approved for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlett (trowlatt): Approved for Curriculum Committee

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

Banner Course

Adv Steel Detail Fundamentals

Name:

Subject Code:

DRFT - Drafting

Course Number

2130

Year of Study

2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course will introduce the student to the basic principles and skills of a steel detailer. The student will learn the structural steel sections, fabrication processes, Canadian steel construction code, fabrication standards, structural bolting and welding. They will use the data and skills learned and apply it to a variety of introductory steel detailing shop drawings (steel columns and beams).

Course Pre-Requisites (if applicable):

DRFT 2100.

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 the appropriate sections of the Canadian Institute of Steel Construction (CISC) Handbook of Steel Construction for the creation of steel models and shop drawings
CLO #2	Identify the topics typically included in a steel fabricator's shop procedures manual to be able to apply those preferences to steel models and shop drawings.
CLO #3	Name and identify the features of contemporary structural steel sections.
CLO #4	Create the features to be included in structural steel erection drawings and structural steel fabrication drawings
CLO #5	Apply the correct welding symbology to enable the welder to perform the correct weld.
CLO #6	Calculate bolt quantities, sizes and lengths, using tables from the CISC Handbook of Steel Construction.

Instructional

Strategies:

Lectures, demonstration and group work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	Use of tables (CISC Handbook), Code of Standard Practice)CISC Handbook). Fabrication Standards
Quizzes/Tests	15	Steel Sections (CISC Handbook)
Assignments	25	Steel Shop Drawings
Assignments	20	Fillet/ groove weld convention and symbology
Assignments	10	Structural Bolting

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

2. Check all instruction types that could be applicable for this course.

3. Breakdown the total hours into each relevant category where instruction types are selected.

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

TOTAL COURSE HOURS: 60

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 24

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

Check all that apply:

Lab

Hours in Category 2: 36

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Canadian Institute of Steel Construction Handbook contents

Canadian Welding Bureau Welding Standard

Structural steel shapes production, features and uses

Shop fabrication equipment and processes

Symbols, terminology and abbreviations used on construction drawings

Steel shop and erection drawing features

Weld types, strength calculations and symbology

Bolt types, strength and shop/field considerations

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:55 pm

Viewing: **DRFT 2140 : Adv Electrical & Plumbing Syst**

Last edit: 07/17/23 2:27 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Advanced Electrical and Plumbing Systems

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course Name: Adv Electrical & Plumbing Syst

Subject Code: DRFT - Drafting

Course Number: 2140

Year of Study: 2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces students to overall layout of electrical and plumbing systems for buildings. Students will be able to create layout of plumbing and electrical equipment for buildings for the electrical and plumbing engineering industry.

Course Pre-Requisites (if applicable):

DRFT 2100.

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	Read and interpret electrical and plumbing drawings and specifications.
CLO #2	Explain the principles and practices of electrical and plumbing systems.
CLO #3	Discuss drafting standards and codes specific to electrical and plumbing systems.
CLO #4	Create and modify 2D and 3D electrical and plumbing drawings, including schematic diagrams, floor plans, and elevations.
CLO #5	Identify the various types of electrical and plumbing systems and equipment commonly used in buildings, such as lighting systems and plumbing fixtures.
CLO #6	Prepare and modify 2D electrical and plumbing drawings, including schematic diagrams, floor plans, and elevations.
CLO #7	Prepare drawing layouts for small projects and executing redlines from designers for large projects.
CLO #8	Apply code system requirements to plumbing and electrical systems

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

CLO #9	Apply these concepts and processes at a higher level in a 3D Building Information Modelling (BIM) software
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Instructional

Strategies:

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

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	60	Minimum of 2 project-based major assignments of approximate equal value
Quizzes/Tests	10	
Participation	10	Active participation and engagement in course activities and discussions
Final Exam	20	

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 60

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online

Hours in Category 1: 24

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

Check all that apply:

Lab

Hours in Category 2: 36

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Valves and fittings

Plumbing system for small buildings

Electrical system for small buildings

Electrical outlets

Utility, Plumbing and Electrical onsite information

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:56 pm

Viewing: **DRFT 2145 : Adv HVAC&Fire Suppression Syst**

Last edit: 07/17/23 2:28 pm

Changes proposed by: kwightman

Programs

referencing this

course

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

Course Name:

Advanced HVAC and Fire Suppression System

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Is this a non-credit course?

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course

Adv HVAC&Fire Suppression Syst

Name:

Subject Code:

DRFT - Drafting

Course Number

2145

Year of Study

2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces the mechanical industry side of MEP (mechanical, electrical and plumbing) systems. Students will learn the overall layout of ducting, layout of piping and equipment for the fire suppression systems in buildings. Students are also introduced to the overall layout of ducting and equipment for the heating, ventilation, and air conditioning systems (HVAC) in buildings.

Course Pre-Requisites (if applicable):

DRFT 2100.

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 principles and practices of fire suppression systems and HVAC systems
CLO #2	Identify the types of fire suppression systems commonly used in buildings, including wet and dry sprinkler systems, foam systems, and clean agent systems.
CLO #3	Determine duct sizing and sprinkler pipe layout for buildings.
CLO #4	Explain operations and performance objectives of sprinkler and standpipe systems.
CLO #5	Describe different types of fire sprinkler systems and components.
CLO #6	Describe thermal and air-quality air requirements for buildings.
CLO #7	Describe ventilation requirements for buildings.
CLO #8	Discuss current and relevant policies, building codes, and standards related to HVAC and Fire Suppressions Systems.

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

CLO #9	Create and modify 2D and 3D HVAC drawings, including schematics, equipment layouts, and piping diagrams.
CLO #10	Design evacuation plans.
CLO #11	Apply these concepts and processes at a higher level in a 3D Building Information Modelling (BIM) software

Instructional

Strategies:

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

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	60	Minimum of 2 project-based major assignments of approximately equal value
Quizzes/Tests	10	
Final Exam	20	
Participation	10	Active participation and engagement in course activities and discussions

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 80

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 32

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

Check all that apply:

Lab

Hours in Category 2: 48

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

HVAC systems and their applications in buildings

HVAC and Fire Suppression standards and codes

Components of an HVAC system, including chillers, air handlers, ductwork, and controls

Types of HVAC systems commonly used in Canada, such as central, decentralized, and hybrid systems

Fire sprinkler systems and their applications in buildings

Canadian fire sprinkler standards and codes

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: 06/09/23 1:51 pm

Viewing: **DRFT 2200 : Adv Residential Single Family2**

Last edit: 07/17/23 2:28 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Advanced Residential Single Family 2

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:22 am
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course Name: Adv Residential Single Family2

Subject Code: DRFT - Drafting

Course Number: 2200

Year of Study: 2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course students build on the architectural principles by applying the appropriate building codes and wood theory of wood framing residential structures. Students continue to prepare drawings of assemblies and structural elements for the remaining portion for a set of single-family residence drawing package.

Course Pre-Requisites (if applicable):

DRFT 2115.

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 construction categories commonly used in residential family homes
CLO #2	Consult appropriate categories and sections found in Part 9 of the BCBC
CLO #3	Draw sketches of elements in assemblies
CLO #4	Apply standard terminology, abbreviations and symbols when creating and communicating Architectural drawings
CLO #5	Draw a foundation plan, sections and detail views using accurate drafting standards
CLO #6	Apply graphic conventions to represent building practices and elements in drawings
CLO #7	Select correct CAD tools and format to create accurate building views
CLO #8	Apply these concepts and processes at a higher level in a 3D Building Information Modelling (BIM) software

Instructional

Strategies:

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

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	Active participation and engagement in course activities and discussions
Assignments	10	Sketch Assemblies
Quizzes/Tests	10	Terminology
Exam	20	Residential Single Family (include Stages of Const)
Project	50	major assignment (Section & Details)

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 40

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 12

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

Check all that apply:

Lab

Hours in Category 2: 24

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Building component and assemblies practices used in the coastal climate of BC

Building envelopes

Building sections & details

Stairs

CAD and architectural & annotation drawing conventions

Project drawing requirements

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:51 pm

Viewing: **DRFT 2201 : Adv Residential Multi-Family**

Last edit: 07/17/23 2:28 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Advanced Residential Multi-Family

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Is this a non-credit course?

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:32 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:22 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

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

Banner Course
Name:

Adv Residential Multi-Family

Subject Code:

DRFT - Drafting

Course Number

2201

Year of Study

2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course students apply the appropriate codes and zoning requirements as set out in the Vancouver Building Bylaw (VBBL) for multi-family wood framed structures. Students follow a typical design workflow process to prepare a set of architectural drawings of a town house.

Course Pre-Requisites (if applicable):

DRFT 2200.

Course Co-requisites (if applicable):

None

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	Apply project requirements within the zoning and building code regulations
CLO #2	Use and follow a typical design workflow process
CLO #3	Calculate building areas and floor space ratios (FSR)
CLO #4	Interpret sentences from Part 9 of the VBBL into graphical representations
CLO #5	Design and draw room layouts and spaces in multi-level floor plans
CLO #6	Research and present a building product for a group presentation
CLO #7	Develop and draw building views and plans using accurate drafting standards
CLO #8	Apply these concepts and processes at a higher level in a 3D Building Information Modelling (BIM) software

Instructional

Strategies:

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

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	Active participation and engagement in course activities and discussions
Assignments	10	2 of approx. equal value – sketch codes, FSR statement calcs group presentation
Quizzes/Tests	10	Using codes for Stairs
Exam	20	Multi-Family
Project	50	Minimum of 2 project-based major assignments of approx. equal value

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 120

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 48

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

Check all that apply:

Lab

Hours in Category 2: 72

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Project specifications

Typical drawing workflow procedure

Introduction to the VBBL & Part 9

Introduction to the Zoning & Development Bylaw RM-5

Building areas and floor space ratios (FSR)

Building envelope views within the zoning requirements

Roof framing methods

Multi-family building assemblies & construction practices

Multi-level stair requirements

Room design and layout strategies for multi-level residences

Floor plans

Interior elevations

Elevations and exterior finishes

Unprotected openings

Section and details

Plot plan

Roof plan

Architectural annotations & conventions

As per posted in course content

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG

Provide a rationale
for this proposal:

Are there any
expected costs as a
Consultation

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Badge Information

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:52 pm

Viewing: **DRFT 2213 : Adv Intro to Steel Structures**

Last edit: 07/17/23 2:28 pm

Changes proposed by: kwightman

Programs

referencing this
course

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

Course Name:

Advanced Introduction to Steel Structures

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:33 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:21 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

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

Banner Course
Name:

Adv Intro to Steel Structures

Subject Code:

DRFT - Drafting

Course Number

2213

Year of Study

2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students also explore the basics of structural steel framing systems and create steel structure drawings using steel drafting conventions. Students also learn to read, interpret and understand structural drawings.

Course Pre-Requisites (if applicable):

DRFT 2100.

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	Produce detail drawings of steel frame structures using industry standards and conventions
CLO #2	Describe typical structural steel framing systems and their components.
CLO #3	Draw steel-framed structures using standard shapes.
CLO #4	Draft simple framed connections using welded and bolted connections.
CLO #5	Interpret a set of construction drawings
CLO #6	Interpret standard terminology, abbreviations, and symbols used in construction drawings
CLO #7	Apply these concepts and processes at a higher level in a 3D Building Information Modelling (BIM) software

Instructional

Strategies:

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	60	Minimum of 2 project-based major assignments of approximately equal value
Final Exam	20	
Assignments	10	
Participation	10	Active participation and engagement in course activities and discussions

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 80

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 32

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

Check all that apply:

Lab

Hours in Category 2:

48

279

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

- Terminology, abbreviations, and symbols used in construction drawings
- Drafting techniques & conventions used in construction drawings
- Steel framing systems
- Structural steel shapes
- Steel framing and loading
- Steel roof and floor plans
- Steel bracing elevation drawings
- Steel column base plates
- Basic welded and bolted connections

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?

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:53 pm

Viewing: **DRFT 2214 : Adv Reinf**

Concrete&Foundations

Last edit: 07/17/23 2:49 pm

Changes proposed by: kwightman

Programs

referencing this

course

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

Course Name:

Advanced Reinforced Concrete and Foundations

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Is this a non-credit course?

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman (kwightman):
Approved for 4203 Leader
2. 06/09/23 2:33 pm
Lucy Griffith (lgriffith): Approved for CTT Dean
3. 08/16/23 11:22 am
Todd Rowlett (trowlatt): Approved for Curriculum Committee

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

Banner Course

Adv Reinf Concrete&Foundations

Name:

Subject Code:

DRFT - Drafting

Course Number

2214

Year of Study

2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces the student to the basic concepts, properties, and design principles of reinforced concrete and building support. Students then learn how to draw and detail concrete foundations.

Course Pre-Requisites (if applicable):

DRFT 2213.

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	Create structural engineering plans and details of foundation components to industry standards
CLO #2	Identify and describe the properties of reinforced concrete and its components
CLO #3	Explain concepts of foundation design and soil mechanics
CLO #4	Explain how reinforcing steel acts when combined with concrete
CLO #5	Calculate development and lap lengths for steel reinforcing
CLO #6	Describe the components of concrete formwork
CLO #7	Apply structural information from engineering design notes to produce drawings
CLO #8	Apply these concepts and processes at a higher level in a 3D Building Information Modelling (BIM) software

Instructional

Strategies:

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

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	60	Minimum of 2 project-based major assignments of approximately equal value
Final Exam	20	
Assignments	10	
Participation	10	Active participation and engagement in course activities and discussions

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

2. Check all instruction types that could be applicable for this course.

3. Breakdown the total hours into each relevant category where instruction types are selected.

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

TOTAL COURSE HOURS: 40

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 16

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

Check all that apply:

Lab

Hours in Category 2: 24

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Properties of concrete

Purpose and location of reinforcing

Bond and development length for reinforcing

Lap and mechanical splices for reinforcing

Concrete formwork

Principles of foundation design

Principles of concrete footing design

Principles of soil mechanics

Building foundation drawings

Reinforced concrete layout drawings

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

Rationale and Consultations

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

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:57 pm

Viewing: **DRFT 2217 : Adv Process Flow, Piping, Inst**

Last edit: 06/21/23 4:36 pm

Changes proposed by: kwightman

Programs

referencing this

course

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

Course Name:

Advanced Process Flow, Piping, and Instrumentation Diagrams

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman (kwightman):
Approved for 4203 Leader
2. 06/09/23 2:33 pm
Lucy Griffith (lgriffith): Approved for CTT Dean
3. 08/16/23 11:22 am
Todd Rowlett (trowlatt): Approved for Curriculum Committee

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

Banner Course Name:

Adv Process Flow, Piping, Inst

Subject Code:

DRFT - Drafting

Course Number

2217

Year of Study

2nd Year Post-secondary

Bridge College Code	VO
Bridge Billing Hours	2
Bridge Course Level	01

Course Description:

Students will learn about process flow diagrams and how they are used in industry. Students will then use process flow diagrams to create Piping and Instrumentation Diagrams (P&IDs) using standard industry symbols. Students learn how to interpret piping specifications and apply them when creating P&IDs.

Course Pre-Requisites (if applicable):

DRFT 2100.

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 process flow diagrams and how they are used in the plant design process
CLO #2	Interpret process flow diagrams, standard symbols and notations and mass balance
CLO #3	Create accurate process flow diagrams using standard industry design symbology
CLO #4	Explain how piping and instrumentation diagrams are created from process flow diagrams
CLO #5	Identify the different symbols of pipe, equipment and instrument connections used in P&IDs
CLO #6	Identify equipment numbers and describe how they are unique to each piece of equipment
CLO #7	Create a P&ID using a given process flow diagram
CLO #8	Create an industry standard line list from the P&ID
CLO #9	Determine pipe sizes based on the flow taken from the process flow diagram
CLO #10	Interpret pipe specifications for industrial applications

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

CLO #11 Apply these concepts and processes at a higher level in a 3D integrated modelling environment

Instructional

Strategies:

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

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	60	Minimum of 2 project-based major assignments of approximately equal value.
Quizzes/Tests	10	
Participation	10	Active participation and engagement in course activities and discussions
Final Exam	20	

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 40

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 16

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

Check all that apply:

Lab

Hours in Category 2: 24

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Terminology, abbreviations, & symbols within the process flow diagram and piping instrumentation diagram

Process Flow Diagram Fundamentals

Project Mass Balance

Interpretation of Flow Values

Equipment Numbers

Piping and Instrumentation Diagram Fundamentals

Equipment & Line Numbers

Line List Requirements

Preliminary Pipe Sizing

Pipe Specifications

Coordination with other disciplines

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

Rationale and Consultations

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:57 pm

Viewing: **DRFT 2218 : Adv Equip Detail Plant Layout**

Last edit: 06/21/23 4:36 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Advanced Equipment Detail and Plant Layout

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:29 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:33 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:22 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course
Name:

Adv Equip Detail Plant Layout

Subject Code:

DRFT - Drafting

Course Number

2218

Year of Study

2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students learn about pump boxes, tank detail design, pumps and how they are used in industrial design. Students will apply design concepts to create general arrangements to ensure the equipment is laid out to meet process requirements, to promote optimal flow of material and allow for maintenance and replacement of equipment.

Course Pre-Requisites (if applicable):

DRFT 2100.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Discuss the design parameters that must be considered when designing a tank or pump box
CLO #2	Identify the different components contained in a tank or pump box
CLO #3	Draw a typical tank detail using standard engineering drawing conventions.
CLO #4	Identify different types of pumps, their applications and how to use them in layouts.
CLO #5	Design the equipment layout to optimize material process flow.
CLO #6	Prepare a set of mechanical general arrangements including plans, sections, and elevations.
CLO #7	Select and locate preliminary structural components in the layouts.
CLO #8	Apply industrial clearance standards to allow for maintenance and replacement of equipment.
CLO #9	Analyze the building layout to ensure each discipline has the required room to locate their

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

	components.
CLO #10	Discuss safety in plant layouts based on project design criteria.
CLO #11	Apply these concepts and processes at a higher level in a 3D integrated modelling environment

Instructional

Strategies:

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

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	60	Minimum of 2 project-based major assignments of approximately equal value.
Quizzes/Tests	10	
Participation	10	Active participation and engagement in course activities and discussions
Final Exam	20	

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 60

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 24

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

Check all that apply:

Lab

Hours in Category 2: 36

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Terminology, abbreviations, & symbols used in tank & pump box design & fabrication

Equipment Numbers

Tank Construction and Volume

Tank Drawing Fundamentals

Pumps: Types and Application

Terminology, abbreviations, & symbols within the plant equipment application

Mechanical Orthographic Drawing Fundamentals

Equipment Spacing Requirements

Basic Structural Steel for plant layout

Optimization of process material flow

Maintenance Clearances

Locating Pipe Racks

Workplace Safety

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

Course Change Request

New Course Proposal

Date Submitted: 06/09/23 1:57 pm

Viewing: **DRFT 2219 : Adv Process Piping & Pipe Fab**

Last edit: 06/21/23 4:37 pm

Changes proposed by: kwightman

Programs

referencing this
course

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

Course Name:

Advanced Process Piping and Pipe Fabrication

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:28 pm
Kelly Wightman
(kwightman):
Approved for 4203
Leader
2. 06/09/23 2:33 pm
Lucy Griffith
(lgriffith): Approved
for CTT Dean
3. 08/16/23 11:22 am
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee

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

Banner Course Name: Adv Process Piping & Pipe Fab

Subject Code: DRFT - Drafting

Course Number: 2219

Year of Study: 2nd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course is designed to teach students piping layout and routing following project process requirements, industry standards and codes. Students will learn how to create fabrication isometrics from piping orthographic drawings and identify the information required on the isometrics for fabrication and field installation.

Course Pre-Requisites (if applicable):

DRFT 2100.

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 a set of piping plans, sections, and elevations.
CLO #2	Design the piping layout to optimize fluid flow and pipe support.
CLO #3	Properly space the piping components in the layouts.
CLO #4	Apply industrial clearance standards to allow for maintenance and replacement of piping system.
CLO #5	Co-ordinate clearances between the piping and other engineering disciplines.
CLO #6	Discuss safety in the workplace and the need to ensure the safety of the workers within the context of piping layout.
CLO #7	Create isometric drawings from piping layout
CLO #8	Locate field welds to optimize shipping and installation
CLO #9	Prepare a bill of materials including shop and field materials

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

CLO #10	Apply mark numbers to the individual fabrication sections
CLO #11	Apply these concepts and processes at a higher level in a 3D integrated modelling environment

Instructional

Strategies:

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

Evaluation and Grading

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

Evaluation Plan:

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

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 60

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 24

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

Check all that apply:

Lab

Hours in Category 2: 36

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Terminology, abbreviations, & symbols within the piping layout specialty

Piping Plans, Sections, and Elevations

Piping Routing Fundamentals

Piping Supports and Pipe Rack

Pump Suction Requirements

Engineering Discipline Co-ordination

Workplace safety

Terminology, abbreviations, & symbols related to the piping fabrication industry

Isometric Drawing Fundamentals

Field Weld Placement

Shipping Restrictions

Mark Numbers

Shop and Field Bills of Material

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

Course Change Request

Date Submitted: 06/09/23 1:55 pm

Viewing: **DRFT 2293 : ~~Dipl.~~Adv Indust & Com**

Basic Frame

Last approved: 01/27/23 7:36 am

Last edit: 07/17/23 2:50 pm

Changes proposed by: kwrightman

Programs
referencing this
course

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

Course Name:

Advanced Diploma Industrial and Commercial Basic Framing

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:28 pm
Kelly Wightman (kwightman):
Approved for 4203 Leader
2. 06/09/23 2:33 pm
Lucy Griffith (lgriffith): Approved for CTT Dean
3. 08/16/23 11:22 am
Todd Rowlett (trowlatt): Approved for Curriculum Committee

History

1. Jan 27, 2023 by Ron Palma (rpalma)

Name	E-mail	Phone/Ext.
<u>Kelly Wightman</u> Ron Palma	<u>kwightman@vcc.ca</u> rpalma@vcc.ca	<u>xx 604-443-8534</u>

Banner Course Name: ~~Dipl.~~Adv Indust & Com Basic Frame

Subject Code: DRFT - Drafting
 Course Number 2293
 Year of Study 2nd Year Post-secondary
 Credits: 4

Bridge College Code VO
 Bridge Billing Hours 0-4
 Bridge Course Level 01

Course Description:

This course introduces students to the basic concepts behind structural steel square framing, and prepares them to create more developed steel detailing project drawings. ~~This course is part of the full-time CAD and BIM Technician Diploma.~~

Course Pre-Requisites (if applicable):

~~DRFT 2294. DRFT 2294 Diploma BIM Software for Steel Detailing.~~

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	Read and interpret structural engineering drawings of simple square-framed structures.
CLO #2	Demonstrate the basic requirements for connecting members in a steel frame.
CLO #3	Apply tabular data from the steel standards documents in the production of shop drawings.
CLO #4	Produce detail drawings of beams and columns within a square framed steel structure.
CLO #5	Develop erection drawings for use on the construction site.
CLO #6	Apply theses the concepts and processes at a higher level level , in a 3D Building Information Modeling (BIM) software. setting.

Instructional

Strategies:

Lectures, ~~handout materials~~, video presentations, ~~presentations~~ and project/problem based learning activities are used as the students plan and produce detailed steel fabrication drawings.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	<u>50</u> 30	Problem/project-based industrial assignment comprising of multiple <u>shop</u> drawings
Project	30	Problem/project-based commercial assignment comprising of multiple drawings
Project	20	Anchor bolt and erection drawings
Quizzes/Tests	20	Drawing test
<u>Participation</u>	<u>10</u>	<u>Active participation and engagement in course activities and discussions</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 80 ~~120~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online

Hours in Category 1: 32 ~~30~~

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

Check all that apply:

~~Studio~~

Lab

Hours in Category 2: 48 ~~90~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Standard steel connections

Beam loading conditions

Calculations for bolted connections

Basic beam and column detailing

Light commercial framing

Open web joist connections

Creating anchor bolt and erection drawings

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Course Change Request

Date Submitted: 06/09/23 1:54 pm

Viewing: **DRFT 2294 : ~~Dipl.~~Adv BIM Softw for Steel Det**

Last approved: 01/25/23 8:03 am

Last edit: 06/21/23 4:37 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

[Advanced Diploma](#) BIM Software for Steel Detailing

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:28 pm
Kelly Wightman (kwightman):
Approved for 4203 Leader
2. 06/09/23 2:33 pm
Lucy Griffith (lgriffith): Approved for CTT Dean
3. 08/16/23 11:22 am
Todd Rowlett (trowlatt): Approved for Curriculum Committee

History

1. Jan 25, 2023 by Ron Palma (rpalma)

Name	E-mail	Phone/Ext.
Kelly Wightman Ron Palma	kwightman@vcc.ca rpalma@vcc.ca	xx 604-443-8534

Banner Course Name: ~~Dipl.~~Adv BIM Softw for Steel Det

Subject Code:	DRFT - Drafting
Course Number	2294
Year of Study	2nd Year Post-secondary
Credits:	2

Bridge College Code	VO
Bridge Billing Hours	0-3
Bridge Course Level	01

Course Description:

In this course, the students learn the fundamentals of the most widely used, contemporary specialist Building Information Modelling software application. Through the use of a specialty training manual, students will create a working model of a steel building and create fabrication and general arrangement drawings from the model. ~~This course is part of the full-time CAD and BIM Technician Diploma.~~

Course Pre-Requisites (if applicable):

DRFT 2130, ~~2290, DRFT 2291, DRFT 2292.~~

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 process of creating a large structural building model and creating drawings from the model.
CLO #2	Create a building grid and principal elevation levels.
CLO #3	Insert structural steel members both on and off grid.
CLO #4	Connect the steel sections with workable steel to steel connections.
CLO #5	Initiate clash check procedures to ensure proper fit of parts.

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

CLO #6	Conduct the numbering procedure for all parts of the model.
--------	---

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

CLO #7 Generate 2D drawings from the building model.

Instructional

Strategies:

Software workbook, lecture, demonstration, student research and group activities.

Evaluation and Grading

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

C-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	15	Prerequisite modelling
Project	<u>25</u> 30	Basic modelling
Project	<u>25</u> 30	BIM commands presentation
Quizzes/Tests	25	Introduction to BIM
<u>Participation</u>	<u>10</u>	<u>Active participation and engagement in course activities and discussions</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 40 ~~60~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

~~Tutorial~~

Hours in Category 1: 16 ~~20~~

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

Check all that apply:

Clinical

Lab

Simulation

Hours in Category 2: 24 ~~40~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

BIM software interface

BIM software workbook

Grid creation

Inserting steel section

Connecting the model

Clash check

Part numbering

Shop drawing creation

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

Date Submitted: 06/09/23 1:55 pm

Viewing: **DRFT 2295 : ~~Dipl.~~Adv Detail of Inclined Comp**

Last approved: 01/25/23 8:03 am

Last edit: 07/17/23 2:51 pm

Changes proposed by: kwrightman

Programs
referencing this
course

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

Course Name:

[Advanced Diploma](#) Detail of Inclined Components

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Is this a non-credit course?

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:28 pm
Kelly Wightman (kwightman):
Approved for 4203 Leader
2. 06/09/23 2:33 pm
Lucy Griffith (lgriffith): Approved for CTT Dean
3. 08/16/23 11:22 am
Todd Rowlett (trowlatt): Approved for Curriculum Committee

History

1. Jan 25, 2023 by Ron Palma (rpalma)

Name	E-mail	Phone/Ext.
Kelly Wightman Ron Palma	kwightman@vcc.ca rpalma@vcc.ca	xx 604-443-8534

Banner Course Name: **DRFT 2295 : ~~Dipl.~~Adv Detail of Inclined Comp**

Subject Code: DRFT - Drafting
 Course Number 2295
 Year of Study 2nd Year Post-secondary
 Credits: 4

Bridge College Code VO
 Bridge Billing Hours 0-4
 Bridge Course Level 01

Course Description:

This course builds on the concepts and techniques learned in DRFT 2293 to enable the students to detail representative components of a complex steel structure that includes sloping structural members. ~~This course is part of the full-time CAD and BIM Technician Diploma.~~

Course Pre-Requisites (if applicable):

DRFT 2293.

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	Create geometry layout drawings of bracing systems that show bevels, clearances and key dimensions.
CLO #2	Demonstrate the essential requirements of braced connections by creating connection detail drawings.
CLO #3	Develop column and beam connections at bracing node points.
CLO #4	Develop connections of stairs to primary steel members.
CLO #5	Create shop fabrication drawings of brace members.

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

CLO #6	Create shop fabrication drawings of steel stair assemblies.
CLO #7	Apply <u>theses</u> the concepts and processes at a higher <u>level</u> level ; in a 3D Building Information Modeling <u>(BIM) software</u> setting .

Instructional

Strategies:

This course utilizes lectures, group discussion and problem solving. The majority of the course duration is reserved for student model and drawing output.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	20	Development of steel bracing geometry and steel bracing connections <u>in a 3D model</u>
Project	35	<u>3D</u> Modelling and drawing creation of primary steel components
Project	30	<u>3D</u> Modelling and drawing creation of secondary steel components
Quizzes/Tests	15	<u>3D</u> Modelling and drawing creation of complex braced beam
<u>Participation</u>	<u>10</u>	<u>Active participation and engagement in course activities and discussions</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 80 ~~120~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 32 ~~30~~

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

Check all that apply:

~~Studio~~

Lab

Hours in Category 2: 48 ~~90~~

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Reading project drawings and specifications
Creating geometry layouts
Designing steel connections
Detailing of bracing components
Detailing of steel stairs

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

Rationale and Consultations

Course Change Request

Date Submitted: 06/09/23 1:54 pm

Viewing: **DRFT 2296 : ~~Dipl.~~Adv Misc Metals**

Detailing

Last approved: 01/25/23 8:03 am

Last edit: 07/17/23 2:51 pm

Changes proposed by: kwightman

Programs
referencing this
course

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

Course Name:

Advanced Diploma Miscellaneous Metals Detailing

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Drafting (4203)

Contact(s)

In Workflow

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

Approval Path

1. 06/09/23 2:28 pm
Kelly Wightman (kwightman):
Approved for 4203 Leader
2. 06/09/23 2:31 pm
Lucy Griffith (lgriffith): Approved for CTT Dean
3. 08/16/23 11:22 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Jan 25, 2023 by Ron Palma (rpalma)

Name	E-mail	Phone/Ext.
<u>Kelly Wightman</u> Ron Palma	<u>kwightman@vcc.ca</u> rpalma@vcc.ca	<u>xx 604-443-8534</u>

Banner Course Name: ~~Dipl.~~Adv Misc Metals Detailing

Subject Code:	DRFT - Drafting
Course Number	2296
Year of Study	2nd Year Post-secondary
Credits:	2

Bridge College Code	VO
Bridge Billing Hours	0-2
Bridge Course Level	01

Course Description:

This course ~~builds on the concepts learned in DRFT 2295, and~~ introduces ~~the~~ students to the different detailing rules and conventions required to produce drawings of the lighter components, specifically guardrails, stair handrails, welded frame platforms and steel flooring materials. ~~This course is part of the full-time CAD and BIM Technician Diploma.~~

Course Pre-Requisites (if applicable):

DRFT 2294. ~~2295~~.

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 features of industrial steel handrail.
CLO #2	Describe the differences in configuration and layout between handrail and guardrail.
CLO #3	Develop connections for permanent and removable steel handrail components.
CLO #4	Create shop fabrication drawings for steel handrail, guardrail and stair handrail.
CLO #5	Create shop fabrication drawings of welded light framing assemblies.
CLO #6	Create layout drawing for the fabrication and installation of steel flooring systems.

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

CLO #7 Apply theses the concepts and processes at a higher level level, in a 3D Building Information Modeling (BIM) software. setting.

Instructional

Strategies:

Lecture, demonstration, project-based drawing assignments

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	<u>25</u> 30	The planning, modelling and drawing creation of industrial guardrails.
Project	<u>25</u> 30	The planning, modelling and drawing creation of industrial handrails.
Project	30	The planning, modelling and drawing creation of industrial grating.
Assignments	10	Project reflection.
<u>Participation</u>	<u>10</u>	<u>Active participation and engagement in course activities and discussions</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 40 ~~60~~

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 16 15

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

Check all that apply:

Studio

Lab

Hours in Category 2: 24 45

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Handrail and guardrail detailing
Welded frame detailing
Steel checkerplate and grating detailing

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Diploma PCG



DECISION NOTE

PREPARED FOR: Education Council

DATE: September 12, 2023

ISSUE: Revisions to admission requirements for the Hospitality Management Diploma program

BACKGROUND:

The Hospitality Management department is proposing changes to the admission requirements to the diploma program. There are two changes:

- Remove the mathematics admission requirement
- Clarify the English language proficiency requirement is a minimum 'C-' grade (updated from a 'passing' grade)

DISCUSSION:

Willy Aroca Aguirre, Assistant Department Head of Hospitality Management, presented the proposal. The Committee asked about the impact of the removal of the math requirement on student success in the financial management and accounting courses. Mr. Aroca Aguirre acknowledged that students do struggle at times with the financial-focused courses but that they have found that the previous Math 11 requirement does not focus on the math skills needed (Math 11 is heavily algebra-focused). The department instead is adding more foundational review of needed mathematic concepts in Year 1 courses. The department acknowledges concerns around the potential impact of these changes on student success. They will closely monitor the results and make adjustments if needed.

The Committee appreciated the thoughtful consideration and agreed to the change.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Hospitality Management Diploma program.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: August 16, 2023

Program Change Request

Date Submitted: 06/05/23 12:59 pm

Viewing: **Hospitality Management Diploma**

Last approved: 05/01/23 2:48 pm

Last edit: 08/16/23 9:18 am

Changes proposed by: mpaassen

Catalog Pages Using
this Program

[Hospitality Management Diploma](#)

Program Name:

Hospitality Management Diploma

Credential Level: Diploma

Effective Date: September ~~2023~~ 2024

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Hospitality, Food Studies & Applied Business

Department: Hospitality Management (5701)

Contact(s)

In Workflow

1. **5701 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija (drabadzija):
Approved for 5701 Leader
2. 08/08/23 6:16 am
Dennis Innes (dinnes): Approved for SHP Dean
3. 08/16/23 9:30 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Dec 20, 2017 by clmig-jwehrheim
2. Aug 9, 2018 by Nicole Degagne (ndegagne)
3. Dec 14, 2018 by Monique Paassen (mpaassen)
4. Aug 21, 2019 by Nicole Degagne (ndegagne)

315
5. Apr 3, 2023 by Todd
Rowlatt (trowlatt)
6. May 1, 2023 by
Darija Rabadzija
(drabadzija)

Name	E-mail	Phone/Ext.
Monique Paassen	mpaassen@vcc.ca	8388

Program Content Guide

Purpose

The Hospitality Management Diploma is designed to equip students with the necessary skills and abilities to be future leaders in the hospitality industry through authentic learning and industry partnership. Students will be prepared to meet the challenges and opportunities of the global hospitality industry. Students will participate in an 8-week workplace co-op to develop their skills using a real-world hands-on approach while building their professional portfolio and industry network.

Upon completion of the program, students will have developed the competencies required for the development towards supervisory roles in the hospitality and tourism industries.

Admission Requirements

Grade 12 graduation or equivalent

Knowledge of English demonstrated by *one* of the following:

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

or

~~English Language Proficiency at a minimum English 12 Pass level~~
~~Knowledge of mathematics demonstrated by one of the following: Math 11 Foundations with a minimum grade of 'C+' or VCC Math 11 Part 1 MATH 0861 and Math 11 Part 2 MATH 0871 with minimum grades of 'C+' or Pre-calculus 11 with a minimum grade of 'C' or VCC Math Assessment with the following scores: English Language Proficiency at Basic Math with a minimum English 12 'C' level 80% and Basic Algebra with a minimum 60%~~

Upon acceptance to the program, the following two certificates must be completed in the first term:

Valid Foodsafe Level 1 Certificate

Valid Serving It Right Certificate

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

PLAR is available for all courses in the program, *except*:

HOSP 1360 Food and Beverage Operations

HOSP 2310 Food Production Principles

HOSP 2360 Restaurant Operations

HOSP 2240 Hospitality Work Experience Co-Op

Methods of PLAR vary by course, and may include exams, professional portfolios, interviews, performance assessments, and other evaluations. Please contact the Department for details.

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

*International Students requesting PLAR, please contact [VCC International Education Advising](#) to learn how PLAR can impact immigration status, prior to proceeding with the PLAR request.

Program Duration & Maximum Time for Completion

The program is delivered over four academic terms. Maximum time to complete the program is five (5) years. Upon successful completion of the first year of study (30 credits), students may choose to exit the program and receive a Certificate in Hospitality Management. Maximum time to complete the certificate is two (2) years.

Program Learning

Outcomes

	Upon successful completion of this program, graduates will be able to:
PLO #1	Demonstrate a level of interpersonal and inter-cultural awareness through effective communication as a hospitality management professional in an inclusive and diverse workplace.
PLO #2	Use leadership, conflict and relationship management skills and tools to make sound management decisions and recommendations.
PLO #3	Evaluate financial information and revenue management strategies to support the goals of a hospitality enterprise.
PLO #4	Act in a professional, ethical and lawful manner within the hospitality industry by applying employment, labour relations, health and safety and privacy legislation standards.
PLO #5	Provide responsible and professional food and beverage services.
PLO #6	Explain various industry roles and responsibilities at the front line, supervisory, management, and executive levels.
PLO #7	Develop marketing, promotional and sales strategies.

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

	Upon successful completion of this program, graduates will be able to:
PLO #8	Analyze emerging hospitality industry trends, technological innovations and environmentally sustainable practices.
PLO #9	Examine the sectors of the tourism and hospitality industry and their economic, social, geopolitical, and environmental impacts.
PLO #10	Demonstrate critical thinking and problem-solving skills in their work as hospitality professionals.

Additional PLO Information

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 co-op prepares future hospitality leaders to manage effectively. 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. 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 program grade point average of 'C' (2.0) to successfully graduate, and a minimum cumulative grade point average of 'C' (2.0) in each term to advance into subsequent courses/terms in the program. Successful completion of an 8-week related industry co-op is also required for graduation.

Recommended Characteristics of Students

The hospitality industry is primarily a people business. The Hospitality Management 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 in a team, and the ability to work well with others in an environment that embraces diversity and inclusion.

Courses

This program can be completed over four (4) terms by successfully completing the following: 15 credits (term 1), 15 credits (term 2), 13.5 credits (term 3), 16.5 credits (term 4).

Plan of Study Grid

First Year	Credits
<u>HOSP 1310</u> Introduction to Tourism	3
<u>HOSP 1410</u> Hospitality Guest Service Management	3
<u>HOSP 1620</u> Hospitality Computer Applications	3
<u>HOSP 1311</u> Introduction to Business Communications	3
<u>HOSP 2410</u> Human Resources Management	3
<u>HOSP 1360</u> Food and Beverage Operations	3
<u>HOSP 1370</u> Accommodation and Lodging Management	3
<u>HOSP 1860</u> Introduction to Hospitality Accounting	3
<u>HOSP 1312</u> Essentials of Business Communication	3
<u>HOSP 2310</u> Food Production Principles	3
Credits	30
Second Year	
<u>HOSP 2360</u> Restaurant Operations	3
<u>HOSP 2102</u> Catering, Meetings and Event Management	3
<u>HOSP 2620</u> Introduction to Marketing	3
<u>HOSP 2311</u> Communicating Effectively as a Hospitality Professional	1.5
<u>HOSP 2660</u> Hospitality Sales Management	3
<u>HOSP 2113</u> Global Business Decisions	3
<u>HOSP 2114</u> Management Accounting and Cost Control	3
<u>HOSP 2470</u> Organizational Behaviour	3
<u>HOSP 2230</u> Trends in Global Hotel Management	1.5
<u>HOSP 2240</u> Hospitality Work Experience Co-Op	6
Credits	30
Total Credits	60

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

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

Grading Standard

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

Grade Point Average (GPA)

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

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

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

Rationale and Consultations

Provide a rationale for this proposal.

Change to the admissions requirements:

- add clarification of the English grade requirement at C-
- remove the math requirement

Students do struggle at times with the financial and accounting courses, but the department has found that Math 11 focuses more on algebra, which isn't the applicable skills. The department is adding more foundational review of needed mathematical principles in term 1 so ensure core competencies of students. The department will pay close attention to student success with this change.

Are there any expected costs to this proposal.

Consultations

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

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

This program is for: Domestic
 International

Marketing Description

Learn professional business management practices for careers in hotels, cruise ships, convention centres, and dining establishments.



DECISION NOTE

PREPARED FOR: Education Council

DATE: September 12, 2023

ISSUE: Renewed Bachelor of Hospitality Management program

BACKGROUND:

The Hospitality Management department is proposing a renewed curriculum for the Bachelor of Hospitality Management program. The program went through renewal in 2020–2021, and over the past year, has undergone a “curriculum-design sprint” to update both the program and the courses. The department consulted with external experts and worked with instructional designers to evolve the program with new industry trends (including global tourism, human resources, event management, and capital/asset management).

While the program remains blended, additional in-person delivery was recommended for the capstone and research courses, as well as increasing activities related to networking and industry connections.

DISCUSSION:

Willy Aroca Aguirre, Assistant Department Head of Hospitality Management, presented the proposal. Minor adjustments to the admission requirements, Prior Learning Assessment and Recognition (PLAR) and Evaluation of Student Learning sections were completed before the Curriculum Committee meeting in consultation with the Registrar’s Office.

There were three main discussion points:

- Should there be a more explicit inclusion of concepts of Indigenization in the Program Learning Outcomes? Mr. Aroca Aguirre is meeting with Clay Little, Associate Director of Indigenous Education and Community Engagement, and David Kirk, Dean of Curriculum and Pedagogy, to review.
- HOSP 3960 Research Methods in Business and HOSP 4330 Hospitality Capstone 1 are very content-heavy courses that build on each other. The Committee expressed some concern about the amount of content and suggested reviewing how these two courses ladder the material. Mr. Aroca Aguirre is working with the course instructors and CTLR to review.
- In contrast, HOSP 3104 Hospitality Revenue Management and HOSP 3820 Hospitality Financial Management (the Year 1 financial courses) were discussed for not being at a high enough level. Mr. Aroca Aguirre responded that in the department’s experience, students need a refresher on financial and accounting principles in order to succeed in projects built into other courses.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Bachelor of Hospitality Management program, including 12 revised courses and 8 new courses, and recommend the Board of Governors implement the renewed program.

PREPARED BY: Todd Rowlett, Chair, Curriculum Committee

DATE: August 17, 2023

Program Change Request

Date Submitted: 06/05/23 12:57 pm

Viewing: **Bachelor of Hospitality Management**

Last approved: 03/15/23 8:11 am

Last edit: 08/17/23 9:52 am

Changes proposed by: mpaassen

Catalog Pages Using
this Program

[Bachelor of Hospitality Management](#)

Program Name:

Bachelor of Hospitality Management

Credential Level: Degree

Effective Date: September 2024 ~~January 2019~~

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Hospitality, Food Studies & Applied Business

Department: Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. 5702 Leader
2. SHP Dean
3. Curriculum Committee
4. Education Council

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija (drabadzija):
Approved for 5702 Leader
2. 08/07/23 6:21 pm
Dennis Innes (dinnes): Approved for SHP Dean
3. 08/17/23 10:15 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Dec 20, 2017 by clmig-jwehrheim
2. Jun 14, 2018 by cdeans
3. Dec 14, 2018 by Monique Paassen (mpaassen)
4. Feb 8, 2019 by Nicole Degagne (ndegagne)
5. Aug 22, 2019 by sbroekhuizen

6. Sep 4, 2019 by Darija Rabadzija (drabadzija)
7. Oct 12, 2022 by Darija Rabadzija (drabadzija)
8. Feb 28, 2023 by Darija Rabadzija (drabadzija)
9. Mar 15, 2023 by Leszek Apouchtine (lapouchtine)

Name	E-mail	Phone/Ext.
Monique Paassen	mpaassen@vcc.ca	8388

Program Content Guide

Purpose

The purpose of the Bachelor of Hospitality Management (BHM) program is to prepare students for employment and/or a career as managers in the hospitality industry.

Upon completing the BHM program, graduates will have a comprehensive understanding of management and business practices related to the hospitality industry. Employment areas may include positions within the hotel and restaurant industries or in related fields, such as the cruise ship and assisted living industries, sport management, event management, convention services, meeting planning and services, and human resources management. In addition, a number of graduates may embrace the spirit of entrepreneurship by conceiving, developing and implementing businesses of their own.

Students will be strongly positioned for advancement into graduate programs as well as advanced corporate training programs in business, hospitality, sport management, finance, law and public administration, among others.

Admission Requirements

A **An earned** two-year diploma of at least 60 credits in hospitality management, **business, business** or a related field of **study, study**; with a **minimum** cumulative grade point average of **'C' (61%) (CGPA 2.0), as determined by C or higher (2.0), according to the institution. current VCC grade scale***.

Note: English language and/or math assessments may be required.

Applicants must submit all post-secondary transcripts. The College reserves the right to request a language and math assessment from an applicant. Applicants are responsible for the payment of assessment services and fees.

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

~~VCC recognizes Prior Learning Assessment and Recognition (PLAR) as one of multiple pathways for students to complete their individual course of study. PLAR is distinguished from transfer credit and flexible admission. PLAR is available for in all courses in of the program, except: program except for HOSP 3960 Research Methods in Business; HOSP 4330 and HOSP 4360 the Capstone courses.~~

HOSP 3960 Research Methods in Business

HOSP 4330 Hospitality Capstone 1

~~The BHM Department, in collaboration with the VCC Office of the Registrar, may grant credit for learning acquired through experience and /or non-formal education and training. BHM students who request PLAR must Pass a standardized test of more than 80% in the PLAR requested subject material; and /or, Complete a project which will be evaluated based on a pre-determined rubric and/or, Produce a professional portfolio that validates a working knowledge of the learning outcomes of the PLAR requested course.~~ HOSP 4360 Hospitality Capstone Methods 2 Methods & 3 require a presentation before a BHM faculty assessment panel, inclusive at all times of PLAR vary by course, the Department Head and may include standardized testing, or submission of a project or portfolio along with a presentation to faculty, the Department Head, and the PLAR requested course instructor. Please contact the Department for details.

See the D.3.5 Prior Learning Assessment Policy and Procedures for more information.

*International Students requesting PLAR, please contact VCC International Education Advising to learn how PLAR can impact immigration status, prior to proceeding with the PLAR request.

~~The Department Head, in collaboration with the PLAR requested course instructor, will determine the manner of assessment.~~

Program Duration & Maximum Time for Completion

~~This program is intended for students with minimal or no experience in the hospitality industry. These students would not qualify for advanced standing as outlined in the Executive Cohort admissions criteria. In this program, students will normally complete the 60-credit course requirement over two years, consisting of four terms. The maximum time for completion is five years.~~

~~In extenuating circumstances individual student needs will be dealt with on a case-by-case basis.~~

Program Learning Outcomes

Upon successful completion of this program, graduates will be able to:	
PLO #1	Apply the principles and key skill sets of successful management and business practices to current events and cases in the hospitality industry.
PLO #2	Plan, design, and implement sustainable hospitality management and business practices and evaluate

Upon successful completion of this program, graduates will be able to:	
	their impact on business and community.
PLO #3	Apply Conceptualize and apply models of <u>financial, operations, and financial management, operations management, statistical analysis, research methods, e-Business, social media, marketing and strategic management</u> to current events and simulations in <u>their roles as the</u> hospitality <u>professionals.</u> industry.
<u>PLO #4</u>	<u>Apply research methods and statistical analysis to help make informed business decisions.</u>
PLO #5 #4	Apply Conceptualize and apply models of change <u>management to support innovation in hospitality organizations.</u> management.
PLO #6 #5	Communicate effectively and professionally <u>in person, in writing, and online,</u> with <u>all stakeholders, including employees, suppliers, guests, owners,</u> local, regional, national, and <u>industry network.</u> global hospitality management and business professionals both in person, in writing, and on-line via social media and videoconference settings.
PLO #7 #6	Lead effective informal and <u>collaborate in</u> formal <u>and informal</u> meetings.
PLO #8 #7	Analyze critical issues related to labour relations, ethics, and law in the hospitality industry.
PLO #9 #8	Attend to the <u>diversity, inclusion,</u> diverse cultural, interactional, and <u>equity structural</u> dimensions <u>within the global</u> of hospitality <u>industry.</u> management in British Columbia and Canada.
PLO #10 #9	Provide workplace and community leadership to resolve issues in hospitality management operations.
PLO #11 #10	Apply entrepreneurial skills in all aspects of their work.

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

Instructional activities include presentations, discussions, research, reflective writing, role plays, case studies, individual and group work, and authentic learning activities within the hospitality and tourism environment.

~~individual and group work:~~ Instruction has been designed employing learner centred activities to promote collaboration, engagement, ~~collaboration~~ and active learning. ~~engagement.~~

Learning materials are reviewed on a regular basis to ensure they are current and relevant to the hospitality industry. Computer simulation learning further distinguishes the BHM program, readying tomorrow's hospitality leaders to manage efficiently.

Student learning is evaluated in a variety of ways including authentic assessments, midterm and final examinations, research projects, papers, oral presentations, reflections, individual and group projects, projects, quizzes, homework assignments, case studies, and simulations.

Students must receive a minimum program cumulative grade point average of 'C' (2.0) ~~upon completion of the required courses~~ to successfully graduate, and a minimum cumulative grade point average of 'C' (2.00) ~~C-(1.67)~~ in each term to advance into subsequent terms courses/terms in the program.

Recommended Characteristics of Students

The following are recommended characteristics of BHM students:

Genuine interest and enthusiasm for the hospitality industry

Possess a hospitality mindset of going above and beyond

~~Regular access to a personal computer and high-speed internet connection for course materials, including online texts, social media and video conferencing, among others, and online course instruction~~ A confident oral and written command of the English language Ability to work well in face-to-face and online learning environments

Ability to work well with others in an environment that embraces diversity

Ability to maintain a positive 'hospitality' attitude ~~Proficient computer literacy (knowledge and experience with iPad and tablet computing is a plus)~~ Excellent study skills

Courses

Plan of Study Grid

Term One	Credits
HOSP 3310 Contemporary Canadian Business	3
<u>HOSP 3910</u> Statistical Decision Making	3
<u>GNED 3210</u> Multiculturalism in Business	3
<u>HOSP 3104</u> <u>Hospitality Revenue Management</u>	<u>3</u>
<u>HOSP 3320</u> Operations Management	3
<u>HOSP 3820</u> Hospitality Financial Management	3
Credits	15
Term Two	
<u>HOSP 3960</u> Research Methods in Business	3
<u>HOSP 3201</u> <u>Talent & Culture</u>	<u>3</u>
<u>HOSP 3670</u> Services Marketing	3
<u>HOSP 3203</u> <u>Hospitality Business Law</u>	<u>3</u>
<u>HOSP 3360</u> Decision Making Analysis	3
HOSP 3460 Canadian Labour Relations	3
HOSP 3860 Capital and Asset Management	3
Credits	15
Term Three	

HOSP 4320 Strategic Hospitality Management	3
HOSP 4330 Hospitality Capstone 1	3
HOSP 4610 Entrepreneurship	3
HOSP 4620 New Media in Hospitality	3
HOSP 4810 Hospitality Revenue Management	3
<u>HOSP 4101 Sustainability and Innovation in Business</u>	<u>3</u>
<u>HOSP 4102 Digital Marketing in Hospitality</u>	<u>3</u>
<u>HOSP 4103 Global Tourism</u>	<u>3</u>
<u>HOSP 4370 Revenue Management Analysis</u>	<u>3</u>
Credits	15
Term Four	
HOSP 4360 Hospitality Capstone 2	3
HOSP 4370 Revenue Management Analysis	3
HOSP 4460 Leadership in Organizations	3
HOSP 4660 Business Innovation	3
GNED 4260 Sustainability in Business	3
<u>HOSP 4610 Entrepreneurship</u>	<u>3</u>
<u>HOSP 4203 Event Management and Sales</u>	<u>3</u>
<u>HOSP 4204 Capital and Asset Management</u>	<u>3</u>
Credits	15
Total Credits	60

Important Notes

Students ~~in the Regular Cohort program~~ may not register for more than five courses in one term without department permission. ~~term.~~

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

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

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60		1.67
D	50-55	Minimum Pass. May not proceed to next level.	1.00
F	0-49	Failing Grade	0.00
S	70 or greater	Satisfactory. In accordance with departmental evaluation procedures.	N/A
U		Unsatisfactory. In accordance with departmental evaluation procedures.	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

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

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

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

Rationale and Consultations

Provide a rationale for this proposal.

The Hospitality Management department is in the process of completing the program renewal for the Hospitality Management Degree Program. In Spring (May) 2023, all degree faculty in the department participated in a month-long “curriculum sprint” to evaluate and adjust the program. This sprint included one internal instructional designer, Francesco Barillaro, as facilitator, extensive consultation with external industry experts and internal areas of the College (including International Education, CTLR, the Registrar’s Office, and Academic Advising) to revise the curriculum. A recommendation from Clay Little regarding Indigenization started in the spring of 2022. However, a conversation is pending but a request has been sent for review. 20 courses were reviewed, 5 courses are being revised, 4 courses are being created and one course is being combined.

The department consulted with industry experts and graduates of the degree program. Industry leaders had requested the inclusion of an event management course to the curriculum. One student graduated from the diploma and degree programs and is currently teaching at another institution. One graduate of the degree program is currently working as a human resources director for a start-up company. Two graduates of the degree program graduated with honours from the diploma and degree programs and both are working in the industry in supervisory positions. All recommendations have been recorded and presented.

Are there any expected costs to this proposal.

Consultations

Consultated Area	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	Consulted with Francesco Barillaro
Faculty/Department	All HM Degree faculty involved in the redesign.
Registrar's Office	<ol style="list-style-type: none"> Any adjustments to the current program will need to be changed if more than 30% of the course content has been changed. Eliminating pre-requisites could have an effect based on the rigor of the course. The additional courses seem to be in line with what the industry is requesting.
Indigenous Education & Community Engagement (IECE)	No additional recommendations. Further discussion was

Consultated Area	Consultation Comments
	recommended.
Advising & Recruitment	<p>Presentation at Academic Advising meeting. Questions included:</p> <ol style="list-style-type: none"> 1. How long after graduation from the diploma program can students enroll in the degree? 2. Can students take the program part-time? 3. How many years can a student take to complete the program? 4. Will the Executive Cohort have similar changes? If so, when will they take effect?
International Education	Pleased with the course adjustments. No additional recommendations.
Other	<p>Feedback from graduates & industry:</p> <ul style="list-style-type: none"> - Updates are in line with current industry trends - Support for the addition of Event Management, Global Tourism, Business Law and Human Resources courses - More in-person delivery was recommended in this blended program, particularly for Capstone and Research courses and New Media - Suggestion to increase activities related to job opportunities (internship option; interview week; bring in industry guest speakers; add a course about operating a business) - Recommendation to remove less relevant courses or make adjustments to focus on the hospitality/hotel industry (Labour Relations, Statistics, Operations Management and Capital & Assets Management, Contemporary Canadian Business)

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

[Hospitality Management Program Map.pdf](#)

Marketing Information

Course Change Request

Date Submitted: 06/05/23 1:03 pm

Viewing: **GNE D 3210 : Multiculturalism in Business**

Last approved: 06/07/22 5:40 am

Last edit: 06/05/23 1:03 pm

Changes proposed by: mpaassen

Programs
referencing this
course

[121: Bachelor of Hospitality Management \(Executive Cohort\)](#)

[54: Bachelor of Hospitality Management](#)

Course Name:

Multiculturalism in Business

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/07/23 6:24 pm
Dennis Innes
(dinnnes): Approved
for SHP Dean
3. 08/17/23 10:15 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

History

1. Jun 7, 2022 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Monique Paassen	mpaassen@vcc.ca	8388
Willy Aroca Aguirre	warocaaguirre@vcc.ca	8746

Banner Course Name: Multiculturalism in Business

Subject Code: GNED - General Education

Course Number 3210

Year of Study 3rd Year Post-secondary

Credits: 3

Bridge College Code UT

Bridge Billing Hours 3

Bridge Course Level 01

Course Description:

This course examines general cross-cultural topics and concepts as they relate to a business environment. Through exposing students to cross-cultural differences and commonalities, this course is aimed at developing awareness of their own culture and sensitivity toward other cultural mindsets. The course also gives students the opportunity to expand their cultural vocabulary and develop skills that enhance their ability to provide meaningful services in multicultural environments. ~~This course prepares students in the development of foundational concepts of financial management in the hospitality industry. This enables them to understand how corporations make important investment and financing decisions and how they establish working capital policies. This course is taught using the standards of the Hospitality Financial and Technology Professionals (HFTP). This course is part of the full-time Bachelor of Hospitality Management program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

To learn more about the PLAR pathways for this course review the Bachelor of Hospitality Management Program Content Guide.

Course Learning
Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	<u>Explain key concepts related to culture and multiculturalism</u> Identify and explain the major components of culture.
CLO #2	Explain the Worldview concept and how <u>a cultural identity is constructed and how</u> it affects <u>individual beliefs, values and behaviour.</u> the way in which people provide services.
CLO #3	<u>Interact and collaborate with individuals from diverse backgrounds, demonstrating cultural awareness and sensitivity.</u> Identify and describe the different layers of culture and how they relate to cultural and moral relativism.
CLO #4	<u>Describe the different layers of culture</u> Explain how a cultural identity is constructed and how <u>they relate to cultural</u> it affects individual beliefs, values and <u>moral relativism.</u> behaviour.
CLO #5	Explain the characteristics of high and low context cultures and identify particular examples of them.
CLO #6	Explain the characteristics of Monochronic and Polychronic time.
CLO #5 #7	<u>Compare</u> Identify, explain and <u>contrast cultural differences and commonalities using</u> use the Hofstede's <u>Cultural Dimensions Theory and discuss how these differences and commonalities impact communication in a diverse workplace.</u> to identify cultural differences and commonalities.
CLO #6 #8	<u>Explain how ethnocentrism, prejudice, bias and unconscious bias relate to cross-cultural interactions.</u> Describe how language relates to culture.
CLO #9	Explain the meaning of Ethnocentrism, Prejudice, and Racism as they relate to cross-cultural interactions.
CLO #7 #10	<u>Identify</u> Explain the most common causes of cross-cultural conflict and <u>apply critical reasoning skills on</u> how they can be avoided or <u>managed in the workplace.</u> managed.
CLO #11	Describe and use cross-cultural negotiation and persuasion techniques.
CLO #8 #12	Identify the symptoms of <u>culture shock</u> Culture Shock and describe ways to potentially overcome it.
CLO #13	Explain the main aspects related to cultural adaptation.
CLO #9 #14	<u>Demonstrate</u> Describe ways in which hospitality services can be improved by individually and collectively <u>developing</u> develop cross-cultural awareness and sensitivity.
CLO #15	Lead and participate in formal and informal effective meetings.

Instructional
Strategies:

Case studies, peer instruction, in-class discussions, group work, ~~role playing~~, individual reflection, field trips, group reflection, ~~mini-lectures~~, ~~video production~~.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

D (50%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	<u>Participation, preparedness and presence</u> In-class participation
<u>Quizzes/Tests</u> Midterm Exam	<u>10</u> 20	
Assignments	<u>10</u> 20	<u>Cultural sharing</u> Awareness of own culture (Individual essay)
<u>Reflection</u> Assignments	<u>15</u> 25	<u>Class reflection assignment</u> Sensitivity to-cultural mind-set (Case Study)
Project	<u>30</u> 25	<u>Lead a discussion on a multicultural topic</u> Multicultural environment (Video Production)
<u>Project</u>	<u>25</u>	<u>Cultural Sensitivity Presentation</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Cultural identity and how culture is shared. ~~Culture and Worldview~~

Cultural relativism and moral relativism ~~Moral Relativity~~

Layers of Culture

What shapes culture (religion, class structure, traditions, gender roles) ~~Cultural Identity~~

~~High and Low Context Cultures~~

~~Monochronic and Polychronic Time~~

Hofstede's Cultural Dimensions

Language, Verbal and Non Verbal Cross-Cultural Communication

Ethnocentrism, prejudice, bias and unconscious bias ~~Ethnocentrism, Prejudice, Racism~~

Cross-Cultural Conflict

~~Cross-Cultural Negotiation and Persuasion~~

Real and Ideal culture ~~Culture Shock and Culture Adaptation~~

Cultural sensitivity in the workplace.

Culture shock and culture adaptation

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

Course Change Request

New Course Proposal

Date Submitted: 06/05/23 1:04 pm

Viewing: **HOSP 3104 : Hospitality Revenue Management**

Last edit: 08/15/23 10:56 am

Changes proposed by: mpaassen

Programs
referencing this
course

[54: Bachelor of Hospitality Management](#)

Course Name:

Hospitality Revenue Management

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/07/23 6:32 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 08/17/23 10:15 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Willy Aroca Aguirre	warocaaguirre@vcc.ca	8746
Monique Paassen	mpaassen@vcc.ca	8388

Banner Course

Hospitality Revenue Management

Name:

Subject Code:

HOSP - Hospitality

Course Number

3104

Year of Study 3rd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course models a hospitality-focused, revenue management process. Students will explore basic building blocks to revenue management success, while outlining key processes and stages of revenue management planning.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

To learn more about the PLAR pathways for this course review the Bachelor of Hospitality Management Program Content Guide.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain the revenue management practices and techniques used in the hospitality industry.
CLO #2	Describe the price/value relationship on the hospitality industry and its impact upon consumer purchasing behaviour.
CLO #3	Explain the concept of market segmentation and environmental scanning, and provide examples.
CLO #4	Explain the components present in demand forecasting, and examine alternate methods for managing demand in the hospitality industry.
CLO #5	Compare channel production and distribution cost.

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

CLO #6	Define price transparency, price parity, rate integrity and price fencing.
CLO #7	Compare channel and inventory management.
CLO #8	Explore the key principles of legal and ethical revenue management.

Instructional

Strategies:

Presentations, case studies, individual and group work.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25-40	Range of assignments based on course concepts
Midterm Exam	10-20	
Final Exam	15-25	
Project	20-30	Presentation

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to Revenue Management

Customer Knowledge and Consumer Behaviour

Market Segmentation and Selection

Economic Principles and Demand Forecasting

Reservations and Channels of Distribution

Dynamic Value-Based Pricing

Channel and Inventory Management

Legal Issues & Ethics

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?

Course Change Request

New Course Proposal

Date Submitted: 06/05/23 1:08 pm

Viewing: **HOSP 3201 : Talent & Culture**

Last edit: 08/15/23 10:57 am

Changes proposed by: mpaassen

Programs
referencing this
course

[54: Bachelor of Hospitality Management](#)

Course Name:
Talent & Culture

Effective Date: September 2024

School/Centre: Hospitality, Food Studies & Applied Business

Department: Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/07/23 6:30 pm
Dennis Innes
(dinnnes): Approved
for SHP Dean
3. 08/17/23 10:15 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Monique Paassen	mpaassen@vcc.ca	604-443-8388

Banner Course Name: Talent & Culture

Subject Code: HOSP - Hospitality

Course Number: 3201

Year of Study: 3rd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students are introduced to the management of a hospitality organization's workforce through the design and implementation of effective human resources policies and procedures. Current Canadian issues and key practices are examined including hiring, employee engagement, labour relations, strategic management, performance management, and training and development.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

To learn more about the PLAR pathways for this course review the Bachelor of Hospitality Management Program Content Guide.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Discuss contemporary human resource management issues of how people are organized and managed in the workplace.
CLO #2	Identify human resources needs of an organization or department.
CLO #3	Explain the responsibilities of management, human resource management (HRM) specialists, and employees in managing the employment relationship and complying with labour relations.
CLO #4	Evaluate the procedures and practices used for recruiting and selecting employees.
CLO #5	Discuss workplace health and safety programs and the roles of the employer and the employee in enforcing health and safety policies and procedures.

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

CLO #6	Identify rules and processes that govern the employment relationship between management and employees.
CLO #7	Analyze the social, cultural, technological, economic, political, and legal environments and their impact on human resources.
CLO #8	Evaluate current issues in strategic human resource management such as creating a strategy-supportive culture and linking performance and pay to strategy.

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 (50%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10%	Preparation for class, active discussion, participation during class.
Assignments	30%	Range of assignments on course topics.
Project	25%	Team project on strategic planning and human resources.
Other	15%	Group presentation on leadership and human resources.
Final Exam	20%	

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Employment Law

Designing Employee Orientation programs

Introduction to Labour Relations

Measuring HR's Impact

Workplace Health and Safety

Handling HR Issues

Course Topics:

HR Policies and Procedures: The Basics

Increasing Employee Engagement

Strategic Human Resources Management

Understanding Leadership

The Changing Legal Emphasis (Human Rights, diversity management)

Occupational Health and Safety

Employee Relations

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
expected costs as a

Course Change Request

New Course Proposal

Date Submitted: 06/05/23 1:09 pm

Viewing: **HOSP 3203 : Hospitality Business Law**

Last edit: 08/15/23 10:57 am

Changes proposed by: mpaassen

Programs
referencing this
course

[54: Bachelor of Hospitality Management](#)

Course Name:

Hospitality Business Law

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/07/23 6:41 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 08/17/23 10:15 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Monique Paassen	mpaassen@vcc.ca	604-443-8388

Banner Course
Name:

Hospitality Business Law

Subject Code:

HOSP - Hospitality

Course Number

3203

Year of Study

3rd Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces the legal principles of contracts, torts, agency, employment and labour laws, negotiable instruments, debt collection, business ownership, and consumer protection in Canada. It will provide students with an overview of the meaning, sources, and administration of business and hospitality law. The complexities of hospitality law and its concepts and regulations will be examined and evaluated.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

To learn more about the PLAR pathways for this course, review the Bachelor of Hospitality Management Program Content Guide.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply Canadian law to hospitality business practices.
CLO #2	Recognize legal issues as they arise in hospitality business situations.
CLO #3	Create and carry out business practices to prevent legal problems.
CLO #4	Discuss the impact of Employment Standards on the hospitality industry.
CLO #5	Examine in detail the law of contracts, its principles and application to hospitality business situations.
CLO #6	Identify the legal responsibilities of managers in the hospitality industry.
CLO #7	Distinguish between common law and statutory law.

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

CLO #8	Describe human rights legislation and discuss its implications for the hospitality industry.
--------	--

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

CLO #9 Describe applications of the Canadian Criminal Code to various hospitality situations.

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 (50%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10%	Preparation for class, active discussion, participation during class.
Other	30%	Various case studies from real life situations
Assignments	30%	Range of assignments on course concepts
Other	10%	Group presentation on legal issues within a hospitality organization
Final Exam	20%	

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Law of torts and contract.

Human rights legislation.

Rights and responsibilities of guests and innkeepers.

Industry regulatory requirements and employment law.

Constitutional law, common law and legislation, administrative law, criminal law

Areas of liability in hospitality industry.

Establishing a hospitality business; types of business organization, franchises, insurance, property leasing, forms of intellectual property.

Labour Code issues

Regulatory requirements of hotel/innkeeper statutes across Canada.

Hospitality business regulations

Course Change Request

Date Submitted: 06/05/23 1:05 pm

Viewing: **HOSP 3320 : Operations Management**

Last approved: 06/07/22 5:41 am

Last edit: 06/05/23 1:05 pm

Changes proposed by: mpaassen

Programs
referencing this
course

[121: Bachelor of Hospitality Management \(Executive Cohort\)](#)

[54: Bachelor of Hospitality Management](#)

Course Name:

Operations Management

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/07/23 6:22 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 08/17/23 10:15 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Jun 7, 2022 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Willy Aroca Aguirre	warocaaguirre@vcc.ca	8746
Monique Paassen	mpaassen@vcc.a	8388

Banner Course Name: Operations Management

Name:

Subject Code: HOSP - Hospitality

Course Number: 3320

Year of Study: 3rd Year Post-secondary

Credits: 3

Bridge College Code: UT

Bridge Billing Hours: 0-3

Bridge Course Level: 01

Course Description:

This course explores fundamental strategic decisions ~~is part of managing the operations~~ ~~full-time Bachelor of a business. Hospitality Management program.~~ By offering ~~This course offers~~ students large and diverse ~~service~~ industry scenarios, students will assess ~~problem sets, as well as providing solved problems and step-by-step worked examples, to help them understand~~ the application of operations management. Students will evaluate how the alignment of these decisions impact the success of the operation. ~~Internet-based hospitality management business simulation modules further explore the principles of operations and service management in the hospitality industry.~~ ~~This course is part of the full-time Bachelor of Hospitality Management program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

To learn more about the PLAR pathways for this course review the Bachelor of Hospitality Management Program Content Guide.

Course Learning

Outcomes (CLO):

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

CLO #1	<u>Explain strategic approaches to gain competitive advantage within business operations.</u> Define operations management in the service industry.
CLO #2	<u>Apply forecasting methods.</u> Identify the decisions made by an operations manager in the hospitality sector.
CLO #3	<u>Design a blueprint of service to improve the guest experience within hospitality operations.</u> Use project management tools for scheduling (Gantt Charts) and determine critical paths.
CLO #4	<u>Apply total quality management strategies to analyze quality issues within hospitality operations.</u> Apply the naive, moving-average, exponential smoothing, and trend methods used in forecasting.
CLO #5	<u>Examine the major factors that affect the ideal location for a business.</u> Describe customer participation in the design of production of goods and services.
CLO #6	<u>Explain supply chain management strategies within business operations.</u> Define quality and Total Quality Management (TQM).
CLO #7	<u>Identify ways to improve system reliability within organizational processes.</u> Identify and explain the major factors that affect location decisions.
CLO #8	<u>Use ethical decision-making processes in operations management.</u> Explain the strategic importance of the supply chain in the hospitality industry.
CLO #9	<u>Assess operational decisions for alignment within a business organization.</u> Conduct an ABC analysis of the inventory.
CLO #10	Define aggregate planning and identify optional strategies for developing an aggregate plan.
CLO #11	Explain the relationship between short-term scheduling, capacity planning, aggregate planning, and a master schedule.
CLO #12	Define Just in Time, Transaction Processing System and lean operations.
CLO #13	Determine three ways to improve system reliability.
CLO #14	Use ethical decision making processes in operations management.

Instructional

Strategies:

Presentations, discussions, online research, case studies, ~~use of simulation software~~, and individual and group work.

Evaluation and Grading

Grading System:

Letter Grade (A-F)

Passing grade:

D (50%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	<u>25-35</u> 45	<u>Range of assignments based on course concepts</u> Three assignments - Total Quality Management, Gantt Chart, Ethical Decision Making
<u>Quizzes/Tests</u> Midterm Exam	<u>25-35</u> 25	<u>Range of evaluations</u>
Final Exam	30	
<u>Project</u>	<u>20-30</u>	<u>Presentation based on course concepts</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45 30

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

Check all that apply:

Hours in Category 2: 15

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Course Topics

Course Topics:~~Introduction to Operations Management~~Mission and Strategy Operations Strategy in a Global Environment~~Project Management~~

Forecasting

Design of Goods and Services

Managing Quality

Process Strategy and Sustainability

Location Strategies

~~Aggregate Planning~~~~Material Requirements Planning (MRP) and Enterprise Resource Planning (ERP)~~~~Short-term Scheduling~~~~Just In Time and Lean Operations~~

Maintenance and Reliability

~~Decision Making Tools~~

Ethics in Operations

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

Course Change Request

Date Submitted: 06/05/23 1:10 pm

Viewing: **HOSP 3360 : Decision Making Analysis**

Last approved: 06/07/22 5:41 am

Last edit: 06/05/23 1:10 pm

Changes proposed by: mpaassen

Programs
referencing this
course

[121: Bachelor of Hospitality Management \(Executive Cohort\)](#)

[54: Bachelor of Hospitality Management](#)

Course Name:

Decision Making Analysis

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/07/23 6:26 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 08/17/23 10:15 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

History

1. Jun 7, 2022 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Willy Aroca Aguirre	warocaaguirre@vcc.ca	8746
Monique Paassen	mpaassen@vcc.ca	8388

Banner Course Decision Making Analysis

Name:

Subject Code: HOSP - Hospitality

Course Number 3360

Year of Study 3rd Year Post-secondary

Credits: 3

Bridge College Code UT

Bridge Billing Hours 0-3

Bridge Course Level 01

Course Description:

This course takes students through an internet-based hotel operation simulation where they learn how to plan, execute and assess the operations of a hotel property. Teams operate a hotel in a realistic, dynamic and competitive environment, making decisions in real-time and discussing analyzing the results. ~~results of those decisions in management reports, financial statements and graphs. This course is part of the full-time Bachelor of Hospitality Management program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

To learn more about the PLAR pathways for this course review the Bachelor of Hospitality Management Program Content Guide.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	<u>Apply basic and advanced revenue management strategies.</u> Analyze and apply business information

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

	and data related to the hotel industry:
CLO #2	<u>Employ marketing strategies to increase return on investment (ROI).</u> Describe the elements of strategic revenue planning:
CLO #3	<u>Appraise group business to maximize group sales revenue.</u> Model investment decisions in a fast moving and seasonal hotel industry:
CLO #4	<u>Manage guest satisfaction through social media.</u> Connect and combine high-level strategy with the discipline of targeted and determined operational execution:
CLO #5	<u>Analyze managerial operating results expressed in profit and loss and operating metrics.</u> Provide detailed experience in the operational aspects of enterprise asset management:
CLO #6	<u>Analyze a balanced scorecard to measure the hotel's success.</u> Model problem-solving scenarios in a competitive, team environment that simulates real-world business practices:
CLO #7	<u>Analyze business information and data related to the hotel industry.</u> Analyze managerial operating results expressed in profit and loss, balance sheet, cash flow, operating metrics, and operating ratios:
CLO #8	Assess financial results including Return on Investment (ROI), Return on Equity (ROE), liquidity, solvency, debt-equity ratio, and debt coverage:
CLO #9	Create a balanced scorecard combining operating and financial results:

Instructional

Strategies:

Project-based learning, computer-based simulation, individual and group work.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<u>Quizzes/Tests</u>	<u>15-25</u>	<u>Module Quizzes</u>
Lab Work	<u>35-45</u> 50	Individual and group work computer business simulation assignments (inside and outside class)
<u>Quizzes/Tests</u> Final Exam	25	Case study

Type	Percentage	Brief description of assessment activity
Project	<u>10-15</u> 25	<u>Final group simulation assignment</u> Project and presentation

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1:

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

Check all that apply:

Hours in Category 2: 45

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Revenue Management Managerial operating performance expressed in profit and loss, balance sheet, cash flow, operating metrics, and operating ratios.

Digital Marketing Financial operating performance, including Return on Investment (ROI), Return on Equity (ROE);

Course Topics:

~~liquidity, solvency, debt-equity ratio, and debt coverage.~~

Group Sales ~~Balanced scorecard analysis combining operating and financial results.~~

Social Media

Front Office

Housekeeping

Food and Beverage

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 r

for this pro

at this

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer

Comments

Course Change Request

Date Submitted: 06/05/23 1:08 pm

Viewing: **HOSP 3670 : Services Service Marketing**

Last approved: 06/07/22 5:41 am

Last edit: 08/08/23 1:12 pm

Changes proposed by: mpaassen

Programs
referencing this
course

[121: Bachelor of Hospitality Management \(Executive Cohort\)](#)

[54: Bachelor of Hospitality Management](#)

Course Name:

[Services](#) Service Marketing

Effective Date: September 2024

School/Centre: Hospitality, Food Studies & Applied Business

Department: Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/07/23 6:37 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 08/17/23 10:16 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Jun 7, 2022 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Monique Paassen	mpaassen@vcc.ca	8388
Willy Aroca Aguirre	warocaaguirre@vcc.ca	8746

Banner Course Name: Services ~~Service~~ Marketing

Subject Code: HOSP - Hospitality

Course Number 3670

Year of Study 3rd Year Post-secondary

Credits: 3

Bridge College Code UT

Bridge Billing Hours 0-3

Bridge Course Level 01

Course Description:

In this course, ~~course~~ students will develop ~~critical analytic skills and~~ knowledge on how ~~for implementing service strategies~~ to market service-based businesses, ~~create and manage the customer experience~~. Students will be introduced to services marketing concepts ~~analyze~~ and will gain insight into new consumer trends that apply to hospitality-based businesses, ~~and patterns~~. Students will examine services marketing in terms of effective marketing strategies and overcoming marketing challenges in the current business environment. ~~This course is part of the full-time Bachelor of Hospitality Management program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

To learn more about the PLAR pathways for this course review the Bachelor of Hospitality Management Program Content Guide.

Course Learning

Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	<u>Discuss</u> Examine distinctive service marketing challenges.
CLO #2	<u>Apply</u> Describe the components of the extended marketing mix for managing the customer interface (7 P's of <u>Service</u> Services Marketing) in the hospitality sector.
CLO #3	<u>Analyze pricing strategies for service based businesses.</u> Apply customer, competitor and company analysis (3 C's) in the design of a customer-driven service marketing strategy.
CLO #4	<u>Design a positioning map for a service business.</u> Design an effective service marketing strategy.
CLO #5	Develop a communication plan that uses a variety of channels taking into consideration ethical and consumer privacy-related issues.
CLO #5 #6	Develop a blueprint for a service process with all the typical design elements in <u>place and assess for potential fail points.</u> place:
CLO #7	Apply segment-specific variations in demand according to sector specific patterns.
<u>CLO #6</u>	<u>Identify effective components of advertising and evaluate advertising collateral for a service-based business.</u>
CLO #7 #9	<u>Analyze the factors that cause customer dissatisfaction.</u> Explain the common objectives of effective customer evaluation and feedback systems.
CLO #8	<u>Discuss complaint handling and the service recovery process.</u> Analyze the factors that cause customers to switch to a competitor, reduce switching and recovering.

Instructional

Strategies:

Presentations, class discussions, online research, case studies, group work, individual assignments

~~Discussion, experiential exercises, case analyses, and industry guest speakers.~~

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	<u>10</u> 15	<u>Participation, preparedness and presence</u>

Type	Percentage	Brief description of assessment activity
<u>Quizzes/Tests</u> Project	<u>10</u> 25	eProject
Assignments	<u>10</u> 30	<u>Chapter Questions and Homework</u> Case Studies and Assignments
<u>Assignments</u>	<u>25</u>	<u>Marketing Project</u>
<u>Project</u>	<u>20</u>	<u>Case Study Presentation</u>
Final Exam	<u>25</u> 30	Classroom

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

7 P's of Service Marketing ~~Services-consumer behavior and decision processes;~~

Three-stage model of service Consumption ~~Services-research methods;~~

Positioning services in competitive markets ~~Service-quality analysis;~~

Challenges of marketing services ~~Customer-relationship-management and service-recovery;~~

Developing a service blueprint ~~Service-experience design (analysis of "service-as-theater," service "blueprinting," and the "servicescape"); and~~

Pricing strategies ~~Integrated-marketing-communication strategies for services-~~

Effective advertising

Crafting the service environment

Complaint handling and service recovery (11 Step Service Recovery / LEARN model)

Customer Loyalty Programs and Guarantees

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

PCG

Provide a rationale
for this proposal:

Course Change Request

Date Submitted: 06/05/23 1:06 pm

Viewing: **HOSP 3820 : Hospitality Financial Mgmt Manageme**

Last approved: 06/07/22 5:41 am

Last edit: 06/05/23 1:06 pm

Changes proposed by: mpaassen

Programs
referencing this
course

[121: Bachelor of Hospitality Management \(Executive Cohort\)](#)

[54: Bachelor of Hospitality Management](#)

Course Name:

Hospitality Financial Management

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/07/23 7:42 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 08/17/23 10:15 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

History

1. Jun 7, 2022 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Willy Aroca Aguirre	warocaaguirre@vcc.ca	8746
Monique Paassen	mpaassen@vcc.ca	8388

Banner Course Name: Hospitality Financial Mgmt Manageme

Subject Code: HOSP - Hospitality

Course Number 3820

Year of Study 3rd Year Post-secondary

Credits: 3

Bridge College Code UT

Bridge Billing Hours 0-3

Bridge Course Level 01

Course Description:

This course prepares students in the development of foundational concepts of financial management. ~~management in the hospitality industry.~~ By introducing students to the time value of money and investment valuation, students will understand the factors of making sound financial decisions. ~~This enables them to understand how corporations make important investment and financing decisions and how they establish working capital policies.~~ This course is taught using the standards of the Hospitality Financial and Technology Professionals (HFTP). This course is part of the full-time Bachelor of Hospitality Management program.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

To learn more about the PLAR pathways for this course review the Bachelor of Hospitality Management Program Content Guide.

Course Learning

Outcomes (CLO):

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

CLO #1	<u>Review financial statements to evaluate a company's performance.</u> Explain the fundamentals of interest rate determination and the popular theories of the term structure of interest rates.
CLO #2	<u>Explain the mechanics of compounding.</u> Calculate a firm's free cash flows and financing cash flows.
CLO #3	<u>Estimate the time value of money.</u> Calculate and use a comprehensive set of measurements to evaluate a company's performance.
CLO #4	<u>Examine</u> Explain the <u>fundamentals mechanics</u> of <u>interest rate determination considering compounding and bringing</u> the <u>type</u> value of <u>investment.</u> money back to the present.
CLO #5	<u>Measure</u> Define and measure the expected rate of return and risk of an individual investment
CLO #6	<u>Compare bond to stock valuation when assessing investment opportunities.</u> Evaluate the costs of the individual sources of capital.
CLO #7	Explain how the capital-budgeting decision process changes when a dollar limit is places on the capital budget.
CLO #8	Distinguish between business and financial risk.
CLO #9	Describe the trade-off between paying dividends and retaining (reinvesting) firm profits.
CLO #10	Use the percent of sales method to forecast the financing requirements of a firm.
CLO #11	Describe the determinants of net working capital, and compute the firm's cash conversion cycle.
CLO #12	Explain purchasing-power parity theory, and discuss the risks that are unique to capital-budgeting analysis of direct foreign investment.
CLO #13	Apply ethical decision making when managing finances.

Instructional

Strategies:

Presentations, discussions, case studies, lab exercises, computer program applications, individual and group work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

D (50%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<u>Lab Work</u> Midterm Exam	<u>30-40</u> 25	<u>Chapter homework</u>

Type	Percentage	Brief description of assessment activity
<u>Assignments</u> Final Exam	<u>15-25</u> 30	
<u>Quizzes/Tests</u> Project	<u>30-45</u> 20	Capital Budgeting Project
Assignments	15	Classroom and Homework Assignments
Quizzes/Tests	10	Tests

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

~~An Introduction to the~~ Foundations of Financial Management

~~Financial Markets and Interest Rates~~

Financial Statements and Cash Flows

~~Evaluating a Firm's Financial Performance~~

The Time Value of Money

Interest Rates

Bonds

Stocks

~~Meaning and Measurement of~~ Risk and Return

~~The Cost of Capital~~

~~Capital-Budgeting Techniques and Practice~~

~~Business and Financial Risk~~

~~Dividend Policy and Internal Financing~~

~~Short-term Financial Planning~~

~~Working-Capital Management~~

~~International Business Finance~~

~~Ethics in Financial 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?

Course Change Request

Date Submitted: 06/05/23 1:01 pm

Viewing: **HOSP 3910 : Statistical Decision Making**

Last approved: 06/07/22 5:41 am

Last edit: 06/05/23 1:01 pm

Changes proposed by: mpaassen

Programs
referencing this
course

[121: Bachelor of Hospitality Management \(Executive Cohort\)](#)

[54: Bachelor of Hospitality Management](#)

Course Name:

Statistical Decision Making

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/07/23 7:44 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 08/17/23 10:16 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Jun 7, 2022 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Monique Paassen	mpaassen@vcc.ca	8388

Banner Course Name: Statistical Decision Making

Subject Code: HOSP - Hospitality

Course Number: 3910

Year of Study: 3rd Year Post-secondary

Credits: 3

Bridge College Code: UT

Bridge Billing Hours: 0-3

Bridge Course Level: 01

Course Description:

This course offers a contemporary and sophisticated approach to teaching statistics in the context of making good business decisions. Students learn to recognize and understand business questions, use statistical tools to analyze ~~analyze~~, and communicate the results clearly and concisely. ~~The course uses new technology learning resources to support and enhance student understanding and engagement; in addition to providing cases and real data to demonstrate real business situations in the hospitality sector.~~ The use of statistical software applications will form part of the course. ~~This course is part of the full-time Bachelor of Hospitality Management program.~~ Students will be expected to know, or to acquire on their own, basic Excel skills. ~~The course will use uses new technology learning resources to support and enhance student understanding and engagement; in addition to providing cases and real data to demonstrate real business situations in the hospitality and other sectors.~~ sector.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

To learn more about the PLAR pathways for this course review the Bachelor of Hospitality Management Program Content Guide.

Upon successful completion of this course, students will be able to:	
CLO #1	<u>Analyze data and present in a user-appropriate form.</u> Create, describe and interpret the distribution of a categorical variable and link this distribution to variation.
CLO #2 #3	Calculate and interpret measures of <u>association.</u> association for categorical variables, including chi-squared.
CLO #3 #4	Recognize and describe the strength and direction of association between two numerical variables <u>from a scatterplot, as well as tell whether there is any association between the</u> variables.
CLO #4 #2	<u>Apply probability theory to decision making in a business environment.</u> Prepare, describe and interpret a histogram that summarizes the distribution of numerical variables.
CLO #5 #8	Distinguish between applications of binomial and Poisson random variables, and relate their properties.
CLO #9	Combine a mean and standard deviation with a normal model to find the probability of events.
CLO #10	Find confidence intervals for population proportions and means using a normal distribution or a distribution.
CLO #11	Perform statistical tests to analyze hospitality management problems
CLO #6 #5	<u>Use estimation and hypothesis testing.</u> Speak and read the language of probability, including complements, intersections and unions of events, using the rules of probability to find these.
CLO #6	Use conditional probability to describe dependent events.
CLO #7	<u>Describe linear regression and its use in problem solving.</u> Find the mean and variance of a weighted sum of possibly dependent random variables.

Instructional

Strategies:

Lectures, discussions, individual and group work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

D (50%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	<u>10</u> 30	homework assignments
Midterm Exam	<u>30</u> 20	
Final Exam	30	
Quizzes/Tests	<u>30</u> 20	Quizzes

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Describing data with graphs and numeric measures ~~Introduction -- What is Statistics?~~

Probability theory - Discrete and continuous probability distributions ~~Data~~

Sampling distribution and confidence interval ~~Describing Categorical Data~~

Tests of hypotheses - one, two, and multiple population ~~Describing Numerical Data~~

Sampling method - Correlation ~~Association Between Categorical Variables~~

Simple, linear, and multiple regression ~~Association Between Quantitative Variables~~

~~Probability~~

~~Conditional Probability~~

~~Random Variables~~

~~Association Between Random Variables~~

~~The Normal Probability Model~~

~~Samples and Surveys~~

~~Sampling Variation and Quality~~

~~Confidence Intervals~~

~~Statistical Tests~~

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

PCG

Course Change Request

Date Submitted: 06/05/23 1:07 pm

Viewing: **HOSP 3960 : Research Methods in for Business**

Last approved: 06/07/22 5:41 am

Last edit: 08/15/23 5:50 pm

Changes proposed by: mpaassen

Programs
referencing this
course

[54: Bachelor of Hospitality Management](#)

Course Name:

Research Methods in for Business

Effective Date: September 2024

School/Centre: Hospitality, Food Studies & Applied Business

Department: Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. 5702 Leader
2. SHP Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/07/23 7:45 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 08/17/23 10:16 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

History

1. Jun 7, 2022 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Willy Aroca Aguirre	warocaaguirre@vcc.ca	8746
Monique Paassen	mpaassen@vcc.ca	8388

Banner Course Name: Research Methods in for Business

Subject Code: HOSP - Hospitality

Course Number: 3960

Year of Study: 3rd Year Post-secondary

Credits: 3

Bridge College Code: UT

Bridge Billing Hours: 3

Bridge Course Level: 01

Course Description:

This course focuses on research methodologies including qualitative and quantitative methods, data sources, reliability, validity, and other measurement issues as well as data collection and research design, research ethics, and report writing and presentation. Students will learn how to design, conduct and analyze research for making informed business decisions. ~~decisions in the hospitality sector. This course is part of the full-time Bachelor of Hospitality Management program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No Yes

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe the nature of business and management research.
CLO #2	<u>Conduct a literature review.</u> Critically review literature in the hospitality sector.
CLO #3	Apply different business research philosophies and approaches to the analysis of business <u>cases</u> .

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

	cases in the hospitality sector;
CLO #4	Select a research design appropriate for the topic and project.
CLO #5	<u>Identify the importance of research ethics and apply for research ethics approval as necessary.</u> Act ethically in business research.
CLO #6 #7	<u>Apply appropriate sampling techniques in business research studies.</u> Select samples.
CLO #7 #6	<u>Recognize ethical considerations and potential biases in sample selection.</u> Negotiate access and apply for research ethics.
CLO #8	Use secondary data efficiently.
CLO #9	Collect primary data required to answer research questions (e.g. observation, interviews, questionnaires)
CLO #10	Analyze quantitative and qualitative data.
CLO #11	Write and present a research report.

Instructional

Strategies:

Presentations, discussions, online ~~Online~~ research, reflective writing, case studies, individual and group work, variety of interactive and collaborative learner engagement activities ~~work.~~

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<u>Participation</u> Project	<u>10</u> 30	<u>Attending class/ Participation in discussions/ Networking</u> Writing and Presenting a Project Report
Assignments	15	<u>Idea Paper</u> Formulating a Research Topic and Reflective Diaries
Assignments	20	<u>Annotated Bibliography</u> Formulating Research Design

Type	Percentage	Brief description of assessment activity
Assignments	20	<u>Literature Review</u> Data Collection
Assignments	15	<u>Ethics Tutorial</u> Data Analyzation
<u>Project</u>	<u>20</u>	<u>Research Proposal Preparation</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Business and Management Research

Course Topics:

Formulating and Clarifying the Research Topic

Critically Reviewing the Literature

~~Understanding~~ Research Philosophies and Approaches~~Formulating the~~ Research Design

Research Ethics

~~Negotiating Access and Research Ethics~~

Selecting Samples

Using Secondary Data

Collecting Primary Data through Observation, Group Interviews, Questionnaires ~~Observation~~~~Collecting Primary Data Using Group interviews~~~~Collecting Primary Data Using Questionnaires~~Analyzing Quantitative and Qualitative Data~~Analyzing Qualitative Data~~Research Project Reports ~~Writing and Presenting a Project Report~~

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: 06/05/23 1:12 pm

Viewing: **HOSP 4101 : Sustainability and Innovation**

Last edit: 08/15/23 10:58 am

Changes proposed by: mpaassen

Programs
referencing this
course

[54: Bachelor of Hospitality Management](#)

Course Name:

Sustainability and Innovation in Business

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/07/23 7:52 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 08/17/23 10:16 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Monique Paassen	mpaassen@vcc.ca	8388
Willy Aroca Aguirre	warocaaguirre@vcc.ca	8746

Banner Course Name: Sustainability and Innovation

Subject Code: HOSP - Hospitality

Course Number: 4101

Year of Study 4th Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course examines general issues and strategies related to sustainability and innovation in the current business environment. Using a combination of lectures, a textbook, case studies, podcasts and group presentations, we will explore the concepts related to sustainability and how businesses use innovation as a management process. At the core of sustainable initiatives is innovation. Innovation leads to change. Accordingly, we will look at what, when and why change happens in the open marketplace, and how new ideas evolve from concept to reality. We will look at the challenges of effectively managing the innovation and change process as related to sustainability within organizations.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

To learn more about the PLAR pathways for this course review the Bachelor of Hospitality Management Program Content Guide.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe the key concepts of sustainability including environmental, economic and social aspects.
CLO #2	Explain the factors contributing to the major environmental changes at the international, national and local scale.
CLO #3	Explain the meaning and nature of innovation management

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

CLO #4	Examine the business case for sustainability and innovation and the role it plays in the operation of a successful business.
CLO #5	Define the role technology plays in sustainability, innovation and new product development
CLO #6	Cite multiple examples of sustainable companies and explain what specific innovations made them successful.
CLO #7	Apply problem-solving skills in developing innovative recommendations to improve the sustainability performance of a business at a local scale.
CLO #8	Apply critical reasoning skills to challenges and opportunities related to Business Sustainability and Innovation.

Instructional

Strategies:

Presentations, class discussions, online research, case studies, group work, individual assignments

Evaluation and Grading

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

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	Participation, preparedness and presence
Quizzes/Tests	10	
Assignments	10	Chapter Questions and Homework
Reflection	20	Reflection Journal on Innovation
Project	30	Sustainability Project
Final Exam	20	

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

The rationale for sustainable development

Corporate social responsibility and the modern business

Understanding environmental change: food systems, land management, water, waste, climate, energy

Sustainability Programs and certifications – Government and independent

Responsible marketing and branding of sustainable initiatives

Certification processes and ecolabels

Innovation and behaviour in small firms

Business Models and Strategies

Course Topics:

Human interaction with environment – sustainable cities

Concept of Creativity and Creative thinking

Innovation Matrix

Convergent vs Divergent Thinking

Innovation Teams

Innovations relationship to 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

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Course Change Request

New Course Proposal

Date Submitted: 08/15/23 11:05 am

Viewing: **HOSP 4102 : Digital Marketing in Hosp**

Last edit: 08/15/23 11:05 am

Changes proposed by: trowlatt

Programs
referencing this
course

[54: Bachelor of Hospitality Management](#)

Course Name:

Digital Marketing in Hospitality

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/15/23 11:06 am
Todd Rowlatt
(trowlatt): Approved
for 5702 Leader
2. 08/15/23 11:06 am
Todd Rowlatt
(trowlatt): Approved
for SHP Dean
3. 08/17/23 10:16 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Monique Paassen	mpaassen@vcc.ca	8388
Willy Aroca Aguirre	warocaaguirre@vcc.ca	8746

Banner Course
Name:

Digital Marketing in Hosp

Subject Code:

HOSP - Hospitality

Course Number

4102

Year of Study

4th Year Post-secondary

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

Course Description:

This course examines issues and strategies related to digital media and branding in the hospitality arena. Specifically, it addresses how the marketing landscape has evolved into one where the customer has an active say in the service or product they are purchasing. This course explores the involvement, immersion and interactive engagement between the customer and the service provider through digital channels. Using digital marketing tactics and tools such social media, we will analyze the strategies companies are now employing to actively engage their customers.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

Yes

Details of PLAR:

To learn more about the PLAR pathways for this course review the Bachelor of Hospitality Management Program Content Guide.

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Describe how digital media fits within a corporate marketing plan.
CLO #2	Evaluate the effectiveness of an organization's existing social media policy.
CLO #3	Explain ways companies can utilize social networking communities for branding and promotion purposes.
CLO #4	Explain the role that co-creation and immersion have in digital media and marketing strategies.
CLO #5	Describe the social publishing channels and their unique characteristics.

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

CLO #6	Design digital creative content that is in line with brand standards using current available design tools.
CLO #7	Apply the terminology used to track and analyze social media results and Return on Investments (ROI).
CLO #8	Apply ethical decision making and culturally responsive strategies when managing social media and communications with customers.

Instructional

Strategies:

Presentations, class discussions, online research, case studies, guest speakers, computer lab sessions, group work, individual assignments

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	Participation, preparedness and presence
Assignments	30	Range of assignments on course concepts
Assignments	15	Homework
Project	35	Content Creation Project
Reflection	10	Learning Reflection

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Company branding and social content creation

Immersion, co-creation and customization

Digital Marketing Budgets

Evaluating Websites

Search Engine Optimization

Search Engine Marketing

Keyword Search

Effective Digital Ad Campaign design

Social Media Policy

Available Social Media tools

Social commerce and e-commerce.

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

Course Change Request

New Course Proposal

Date Submitted: 06/05/23 1:14 pm

Viewing: **HOSP 4103 : Global Tourism**

Last edit: 08/15/23 10:59 am

Changes proposed by: mpaassen

Programs
referencing this
course

[54: Bachelor of Hospitality Management](#)

Course Name:

Global Tourism

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/08/23 6:11 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 08/17/23 10:16 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Monique Paassen	mpaassen@vcc.ca	8388
Willy Aroca	warocaaguirre@vcc.ca	8746

Banner Course

Global Tourism

Name:

Subject Code:

HOSP - Hospitality

Course Number

4103

Year of Study 4th Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students explore various aspects of the vast global tourism industry, including its political, economic, social, technological, legal, environmental, and cultural impacts. Students also examine ethical considerations, sustainable practices, and the impacts of global tourism on Indigenous peoples.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

To learn more about the PLAR pathways for this course, review the Bachelor of Hospitality Management Program Content Guide.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe the roles of national and international tourism organizations.
CLO #2	Describe the various motivations and expectations that drive tourist demand.
CLO #3	Explain the historical evolution of global tourism.
CLO #4	Examine the economic, social, cultural, and environmental impacts of global tourism.
CLO #5	Identify tourism sectors and their interrelationship within the global industry.
CLO #6	Explain how global destinations are planned, developed, and marketed.
CLO #7	Explain trends and themes in the use of tourist resources.

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

CLO #8	Examine current trends in tourism including sustainability, technology, and how they impact global tourism.
CLO #9	Describe the importance of Indigenous tourism to the global tourism industry.
CLO #10	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 (50%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10%	Preparation for class, active discussion, participation during class
Quizzes/Tests	25%	
Assignments	20%	Case studies on various industry situations
Assignments	20%	Assignments on course concepts
Project	25%	Group Project: Destination Sales Presentation

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to tourism.

The evolution and development of tourism.

Tourism supply and demand

Technology and tourism

Sectors of the tourism industry such as intermediaries, accommodations and hospitality, transportation, and attractions.

Managing tourist operations and communicating with customers.

Marketing tourism.

Current trends in tourism including sustainability, technology, and how they impact global tourism.

Course Topics:

Current trends and themes in the use of tourism resources.

Managing tourism activities including planning, managing, safety, and events.

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
expected costs as a
Consultation

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Course Change Request

New Course Proposal

Date Submitted: 06/05/23 1:18 pm

Viewing: **HOSP 4203 : Event Management & Sales**

Last edit: 08/15/23 10:59 am

Changes proposed by: mpaassen

Programs
referencing this
course

[54: Bachelor of Hospitality Management](#)

Course Name:

Event Management and Sales

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/08/23 6:13 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 08/17/23 10:16 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Monique Paassen	mpaassen@vcc.ca	604-443-8388
Willy Aroca	warocaaguirre@vcc.ca	8746

Banner Course

Event Management & Sales

Name:

Subject Code:

HOSP - Hospitality

Course Number

4203

Year of Study 4th Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Event Management and Sales is one of the fastest growing sectors in the hospitality industry. The demand for effective and organized event planners has never been higher. This course explores the world of conventions from a hotel/convention centre perspective as well as an event planning perspective. It offers critical learning about all aspects of managing events along with personal growth and confidence building activities, team dynamics and motivation, as well as sales and marketing of events.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

To learn more about the PLAR pathways for this course, review the Bachelor of Hospitality Management Program Content Guide.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply the basic components of convention management and event planning in an ethical and strategic way.
CLO #2	Examine current challenges and changes faced in event planning and convention management.
CLO #3	Explain the role of an event manager.
CLO #4	Explain the key areas of event planning allowing for accurate and quality decision making.
CLO #5	Outline how income opportunities in event planning are maximized.

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

CLO #6	Plan, manage, execute, and evaluate an event.
CLO #7	Describe how events are sold and marketed.

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 (50%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10%	Preparation for class, active discussion, participation during class.
Other	20%	Presentation: Research a venue for an event.
Project	25%	Group project: Plan an event from start to finish.
Project	15%	Individual project:
Assignments	30%	Assignments on course content

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics**Course Topics:**

Anatomy of an Event

Creating an Event Plan

Developing the Event Site

Providing the Event Structure

Coordinating the Environment

Staging and Engaging Experience

Selling and Marketing an Event

Sustainable Success

Food & Beverage Operations

Effective leadership and communication skills for success as an event planner

Course Change Request

New Course Proposal

Date Submitted: 06/05/23 1:19 pm

Viewing: **HOSP 4204 : Capital and Asset Management**

Last edit: 08/15/23 11:00 am

Changes proposed by: mpaassen

Programs
referencing this
course

[54: Bachelor of Hospitality Management](#)

Course Name:

Capital and Asset Management

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/08/23 6:14 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 08/17/23 10:16 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Willy Aroca Aguirre	warocaaguirre@vcc.ca	8746
Monique Paassen	mpaassen@vcc.ca	8388

Banner Course
Name:

Capital and Asset Management

Subject Code:

HOSP - Hospitality

Course Number

4204

Year of Study 4th Year Post-secondary

400

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces students to hospitality facilities planning processes from a management perspective. Systematic problem solving and decision making techniques are applied to budgeting, capital expenditure planning and cost benefit analysis of repairing, replacing or disposing of assets in the hospitality sector.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

To learn more about the PLAR pathways for this course review the Bachelor of Hospitality Management Program Content Guide.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Assess capital budgeting decision models.
CLO #2	Create a firm's cash conversion cycle.
CLO #3	Evaluate the costs of the individual sources of capital.
CLO #4	Perform sales forecasts to predict cash inflow.
CLO #5	Calculate the feasibility of a capital project using return on investment (ROI) analysis.
CLO #6	Calculate by using a comprehensive set of measurements to evaluate a company's performance.

Instructional

Strategies:

Interactive lectures, case analysis, individual and group work.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	20-30	Chapter homework
Assignments	10-20	Range of assignments based from course concepts
Quizzes/Tests	10-20	Chapter Quizzes
Project	25-40	Presentation

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Capital Budgeting

Sales Forecasting

Cash Conversion Cycle

The Cost of Capital

Net Present Value

Ratio Analysis

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

PCG

Additional Information

Provide any additional information if necessary.

Course Change Request

Date Submitted: 06/05/23 1:11 pm

Viewing: **HOSP 4330 : Hospitality Capstone 1**

Last approved: 01/06/22 5:23 am

Last edit: 08/17/23 9:56 am

Changes proposed by: mpaassen

Programs
referencing this
course

[54: Bachelor of Hospitality Management](#)

Course Name:

Hospitality Capstone 1

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/07/23 7:47 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 08/17/23 10:16 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Jan 6, 2022 by Todd
Rowlatt (trowlatt)

Name	E-mail	Phone/Ext.
Monique Paassen	mpaassen@vcc.ca	8388
Willy Aroca	warocaaguirre@vcc.ca	8746

Banner Course Name: Hospitality Capstone 1

Subject Code: HOSP - Hospitality

Course Number: 4330

Year of Study: 4th Year Post-secondary

Credits: 3

Bridge College Code: UT

Bridge Billing Hours: 3

Bridge Course Level: 01

Course Description:

Students build on research from HOSP 3960 Research Methods. The first capstone course provides students the opportunity to undertake an analysis of an operational client/organization in the hospitality sector. Students ~~They~~ will practice the integration of concepts learned in the degree program to this point. Students will develop and compile substantial primary research that includes the design, problem identification and analysis of an issue that the client/organization is facing. ~~This course is part of the full-time Bachelor of Hospitality Management program.~~

Course Pre-Requisites (if applicable):

HOSP 3960.

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	<u>Analyze the research philosophies in their case studies to build a theoretical foundation for their research.</u> Analyze hospitality management and business practices for a specific client/organization.
CLO #2	<u>Identify sources of sampling bias (systemic/ respondent/ interviewer).</u> Conceptualize and apply models of financial management, operations management, statistical analysis, research methods;

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

	eBusiness, social media, marketing and strategic management to a specific client/organization.
CLO #3	<u>Identify external and internal validity.</u> Communicate effectively and professionally with business professionals both in person and on-line via social media and video conference settings.
CLO #4	<u>Conduct quantitative and qualitative data research.</u> Analyze critical issues related to labor relations, ethics and law in the specific client/organization in the hospitality industry.
CLO #5	<u>Analyze the primary data collected for their projects (e.g., interviews and surveys).</u> Analyze workplace issues for a specific client/organization in the hospitality sector.
<u>CLO #6</u>	<u>Prepare a research proposal (based on the forms of research and sampling data collected).</u>

Instructional

Strategies:

Lectures, field-based learning, research, active learning, presentations, case studies, group work ~~Field work, research, report writing and presentations.~~

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C (61%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<u>Participation</u> Assignments	10	<u>Attending class/ Participation in discussions/ Networking</u> Overview of client/organization
<u>Field Experience</u> Assignments	<u>30</u> 20	<u>SME Interviews</u> Mid-term report
Assignments	<u>10</u> 35	<u>Presentation</u> Final Case Analysis
Assignments	<u>25</u> 35	<u>Research Diary Entries</u> Final Presentation
<u>Project</u>	<u>5</u>	<u>Draft Research Proposal</u>
<u>Project</u>	<u>20</u>	<u>Research Proposal</u>

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2: 45

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Cognitive mapping of time management plan ~~Integration of topics from Terms 1 and 2~~

Grounded Theory ~~Primary research analysis~~

Strategies for selecting a sample ~~Report writing~~

Research Validity, Reliability and Credibility ~~Presentation Skills~~

Interview techniques and questionnaires

Research Strategy and Ethics

Coding data for privacy and record keeping

Advocacy Paper / Feasibility Study

Course Topics:[Privacy and Permission](#)

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

Badge Information

NOT REQUIRED FOR GOVERNANCE APPROVAL.

For use when a Badge is offered for this course. If you have any questions, contact the Registrar's Office.

Is a Badge being offered for this course?

Badge Effective

Date

Badge Name

Course Change Request

Date Submitted: 06/05/23 1:15 pm

Viewing: **HOSP 4360 : Hospitality Capstone 2**

Last approved: 01/06/22 5:23 am

Last edit: 06/08/23 4:47 pm

Changes proposed by: mpaassen

Programs
referencing this
course

[54: Bachelor of Hospitality Management](#)

Course Name:

Hospitality Capstone 2

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Is this a non-credit course?

Department:

Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/07/23 7:48 pm
Dennis Innes
(dinnnes): Approved
for SHP Dean
3. 08/17/23 10:15 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Jan 6, 2022 by Todd
Rowlatt (trowlatt)

Name	E-mail	Phone/Ext.
Monique Paassen	mpaassen@vcc.ca	8388
Willy Aroca	warocaaguirre@vcc.ca	8746

Banner Course Name: Hospitality Capstone 2

Subject Code: HOSP - Hospitality

Course Number: 4360

Year of Study: 4th Year Post-secondary

Credits: 3

Bridge College Code: UT

Bridge Billing Hours: 3

Bridge Course Level: 01

Course Description:

In this final capstone course students prepare and present a comprehensive project that builds on the work done in HOSP 4330 Hospitality analysis and final report from the Capstone 1. 1-course. This will include a detailed plan that will provide recommendations to address the issues identified in the Capstone 1 report. Students may work individually or in groups depending on the complexity of the project and authorization of the instructor.

This course is part of the full-time Bachelor of Hospitality Management program.

Course Pre-Requisites (if applicable):

HOSP 4330.

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	<u>Expand on existing knowledge and skills learned throughout the program and evaluate additional resources/skills required to effectively complete capstone two project.</u> Develop a comprehensive plan

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

	that addresses issues identified in the Capstone 1 report.
CLO #2	<u>Generate and present a topic of research that utilizes peer, expert, and stakeholder views.</u> Conceptualize and apply models of financial management, operations management, statistical analysis, research methods, eBusiness, social media, marketing and strategic management to a specific client/organization.
CLO #3	<u>Evaluate the effectiveness of the project process through reflective reporting and peer review.</u> Communicate effectively and professionally with business professionals both in person and on-line via social media and video conference settings.
CLO #4	<u>Identify observational roles when conducting observational research in a hospitality context.</u> Lead and participate in formal and informal effective meetings.
CLO #5	<u>Identify relationships and patterns in data collection.</u> Conceptualize and apply models of change management, multiculturalism, ethics and sustainability to a specific client/organization.
CLO #6	<u>Interpret findings derived from their data collection and analysis.</u> Develop and present a formal presentation to an expert hospitality panel.
<u>CLO #7</u>	<u>Complete a publish-ready research project.</u>

Instructional

Strategies:

Lectures, field-based learning, research, active learning, presentations, case studies, group work. ~~Field work, research, report writing and presentations.~~

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C (61%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<u>Participation</u> Assignments	10	<u>Attending class/ Participation in discussions/ Networking</u> Two quarter-term reports pre and post mid-term
Assignments	<u>10</u> 20	<u>Time Management Plan</u> Mid-term report
Assignments	<u>15</u> 35	<u>Progress Reports</u> Final report

Type	Percentage	Brief description of assessment activity
<u>Project</u>	<u>15</u>	<u>Poster Board / Research Night</u>
<u>Project</u>	<u>30</u>	<u>Research Project</u>
Assignments	<u>20</u> 35	Final Presentation

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

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

Check all that apply:

Hours in Category 2: 45

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Observational Research Integration of topics from Terms 1, 2 and 3

Course Topics:Research Bias ~~Proposal/ report writing~~Focus Groups ~~Presentation Skills~~Expert PanelsContent AnalysisQuantitative and Qualitative AnalysisAudience and Point of ViewElements of a Research Project

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

PCG

Provide a rationale
for this proposal:

Are there any
expected costs as a

Consultation

Additional Information

Course Change Request

Date Submitted: 06/05/23 1:15 pm

Viewing: **HOSP 4370 : Revenue Management**

Analysis

Last approved: 01/06/22 5:23 am

Last edit: 06/05/23 1:15 pm

Changes proposed by: mpaassen

Programs
referencing this
course

[54: Bachelor of Hospitality Management](#)

Course Name:

Revenue Management Analysis

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Is this a non-credit course?

Department:

Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/07/23 7:50 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 08/17/23 10:16 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Jan 6, 2022 by Todd
Rowlatt (trowlatt)

Name	E-mail	Phone/Ext.
Willy Aroca Aguirre	warocaaguirre@vcc.ca	8746
Monique Paassen	mpaassen@vcc.ca	8388

Banner Course Name: Revenue Management Analysis

Subject Code: HOSP - Hospitality

Course Number: 4370

Year of Study: 4th Year Post-secondary

Credits: 3

Bridge College Code: UT

Bridge Billing Hours: 3

Bridge Course Level: 01

Course Description:

This course takes students through an internet-based hospitality management revenue optimization simulation where they learn how to plan, execute and assess the operations of a hotel. Teams of students will analyze and evaluate revenue management in a realistic, dynamic and competitive environment. They make decisions in real-time, analyzing the results of those decisions through management reports, financial statements and graphs. ~~This course is part of the full-time Bachelor of Hospitality Management program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

To learn more about the PLAR pathways for this course review the Bachelor of Hospitality Management Program Content Guide.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Forecast rooms gross and net rate.

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

CLO #2	Explain distribution strategy and channel management.
CLO #3	Perform optimizing revenue decisions. Construct a cost-effective and competitive budget which offers both market value and sound levels of financial returns.
CLO #4	Explain the financial impact of daily decisions on monthly and annual business results.
CLO <u>#4</u> #5	Make optimizing revenue decisions.
CLO <u>#5</u> #6	Target and manage revenue priorities.
CLO <u>#6</u> #7	Form competitive responses to market outcomes.
CLO <u>#7</u> #8	Perform variance and financial analysis.
CLO #9	Interpret and apply financial statements to business decisions.
CLO <u>#8</u> #10	Analyze industry revenue metrics and indexes.
CLO #11	Compute financial ratios, capital investment and cash flow.
CLO <u>#9</u> #12	Create, interpret, analyze and present industry reports on revenue performance, segment contribution, channel contribution, perceptual mapping, balanced scorecard, revenue variance, room market segment share, staffing, staff competence and turnover, trends graphs, food and beverage and other departments.

Instructional

Strategies:

Computer simulation- based learning, individual and group work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

D (50%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	<u>35-50</u> 50	Individual and Group Work <u>Computer</u> Computer Business

Type	Percentage	Brief description of assessment activity
		Simulation Assignments (Inside and Outside Class)
Project	<u>25-35</u> 25	Project and presentations
<u>Assignments</u>	<u>10-20</u>	
Final Exam	<u>15-25</u> 25	Case-study

Hours by Learning Environment Type

To complete this section:

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

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

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2: 45

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics:

Gross and net rate

Distribution strategy

Channel management

Revenue priorities

Revenue metrics and indexes

Segment contribution

Variance and financial analysis

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
expected costs as a
Consultation

Additional Information

Course Change Request

Date Submitted: 06/05/23 1:16 pm

Viewing: **HOSP 4460 : Leadership in Organizations**

Last approved: 01/06/22 5:23 am

Last edit: 06/05/23 1:16 pm

Changes proposed by: mpaassen

Programs
referencing this
course

[121: Bachelor of Hospitality Management \(Executive Cohort\)](#)

[54: Bachelor of Hospitality Management](#)

Course Name:

Leadership in Organizations

Effective Date:

September 2024

School/Centre:

Hospitality, Food Studies & Applied Business

Department:

Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/08/23 6:05 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 08/17/23 10:16 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Jan 6, 2022 by Todd
Rowlatt (trowlatt)

Name	E-mail	Phone/Ext.
Monique Paassen	mpaassen@vcc.ca	8388
Willy Aroca Aguirre	warocaaguirre@vcc.ca	8746

Banner Course Name: Leadership in Organizations

Subject Code: HOSP - Hospitality

Course Number: 4460

Year of Study: 4th Year Post-secondary

Credits: 3

Bridge College Code: UT

Bridge Billing Hours: 0-3

Bridge Course Level: 01

Course Description:

This course will examine leadership theories and discuss current leadership best practices. Students will develop their leadership skills ~~It prepares managers to understand how to best organize and abilities by applying~~ motivate the best practice human capital of a firm, manage social networks and theory to real world examples ~~alliances, and experiences. execute strategic change in the hospitality sector. It~~ This course provides students with the tools needed to solve organizational problems and influence the actions of individuals, groups and organizations. The course prepares managers to understand how to best organize and motivate the human capital of a firm, manage social networks and alliances, and execute strategic change in the hospitality sector. Students will be actively participating in the learning process. ~~It prepares managers to understand how to best organize and motivate the human capital of a firm, manage social networks and alliances, and execute strategic change in the hospitality sector. Students will interact with guest speakers, plan and lead seminar discussions and produce and present a project about workplace issues. This course is part of the full-time Bachelor of Hospitality Management program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

To learn more about the PLAR pathways for this course review the Bachelor of Hospitality Management Program Content Guide.

Course Learning
Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply appropriate managerial roles and activities to specific situations in the hospitality sector.
CLO #2	Demonstrate behaviors, traits and skills that are representative of effective leadership.
CLO #3	<u>Apply different forms of participative leadership and empowerment.</u> Apply current theories about resistance to change, and the psychological processes involved in making major changes.
CLO #4	Apply different forms of participative leadership and empowerment.
CLO #4 #5	<u>Discuss</u> Demonstrate the use of power <u>as related to effective leadership.</u> for leadership effectiveness.
CLO #5 #6	Analyze the different dyadic relationships being demonstrated between a leader and subordinates.
CLO #6 #7	Demonstrate how leaders can influence group processes and improve <u>performance through the use of appropriate techniques inspired by motivational theory.</u> performance.
CLO #7 #8	Apply charismatic and transformational theories of effective leadership to a specific situation.
CLO #8 #9	Analyze and apply different conceptions of ethical leadership.
CLO #10	Examine cultural values and how they relate to behavior.
CLO #9 #11	Describe the benefits and limitations of different methods for leadership development and the importance of leadership training and development in hospitality organizations.
CLO #12	Provide group leadership in resolving workplace issues in the hospitality sector.
CLO #13	Make wise decisions in leadership situations using Dr.Robert Sternberg's approach to wisdom.
CLO #14	Explain the role of the manager in the hospitality sector in ensuring ethical behavior in the workplace.
CLO #15	Lead and participate in formal and informal effective meetings.

Instructional
Strategies:

presentations, ~~Presentations~~, discussions, role playing, reflective writing, case studies, and ~~computer-based simulations~~, individual and ~~and~~ group work, guest speakers work.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

D (50%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	<u>10</u> 20	<u>Participation, preparedness and presence</u>
<u>Assignments</u> Midterm-Exam	<u>10</u> 25	<u>Chapter Questions & Homework</u> Presentation
<u>Reflection</u> Final-Exam	<u>10</u> 30	<u>Leadership Reflection</u> Project/case analysis
Assignments	<u>20</u> 25	<u>Industry Assignment</u> Group assignments
<u>Project</u>	<u>25</u>	<u>Leadership Presentation</u>
<u>Final Exam</u>	<u>25</u>	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

~~Introduction:~~The nature ~~Nature~~ of leadership and managerial work ~~Leadership~~

~~Nature of Managerial Work~~

Effective Leadership Behavior

~~Leading Change and Innovation~~

Effective communication in teams ~~Lead Formal and Informal Meetings~~

Participative Leadership and Empowerment

Leadership Traits and Skills

Power and Influence Tactics

Dyadic Relations ~~and Followers~~

~~Leadership in Teams and Decision Groups~~

Motivational Theory

True Colours

Charismatic and Transformational Leadership

Ethical leadership and management ~~Ethical, Servant and Authentic Leadership~~

Cross-cultural leadership, inclusion, and diversity ~~Cross-Cultural Leadership and Diversity~~

~~Developing Leadership Skills~~

~~Wise Decision Making~~

~~Ethics in Management~~

How to give and receive feedback

Course Topics:[Active Listening](#)[Frameworks for ethical decision making](#)

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

Badge Information

NOT REQUIRED FOR GOVERNANCE APPROVAL.

For use when a Badge is offered for this course. If you have any questions, contact the Registrar's Office.

Is a Badge being offered for this course?

Badge Effective

Date

Course Change Request

Date Submitted: 06/05/23 1:17 pm

Viewing: **HOSP 4610 : Entrepreneurship**

Last approved: 01/06/22 5:23 am

Last edit: 08/08/23 6:07 am

Changes proposed by: mpaassen

Programs
referencing this
course

[121: Bachelor of Hospitality Management \(Executive Cohort\)](#)

[54: Bachelor of Hospitality Management](#)

Course Name:
Entrepreneurship

Effective Date: September 2024

School/Centre: Hospitality, Food Studies & Applied Business

Department: Hospitality Management App Deg (5702)

Contact(s)

In Workflow

1. **5702 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 06/12/23 9:09 am
Darija Rabadzija
(drabadzija):
Approved for 5702
Leader
2. 08/08/23 6:07 am
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 08/17/23 10:16 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Jan 6, 2022 by Todd
Rowlatt (trowlatt)

Name	E-mail	Phone/Ext.
Monique Paassen	mpaassen@vcc.ca	8388
Willy Aroca Aguirre	warocaaguirre@vcc.ca	8746

Banner Course Name:	Entrepreneurship
Subject Code:	HOSP - Hospitality
Course Number	4610
Year of Study	4th Year Post-secondary
Credits:	3

Bridge College Code	UT
Bridge Billing Hours	0-3
Bridge Course Level	01

Course Description:

This course introduces students to the emerging business arena of entrepreneurship ~~and innovation~~ in the hospitality sector. Many executives consider entrepreneurial behavior a key to sustaining their companies' competitive advantage, this course employs an informative how-to approach looking at ~~but few possess genuine knowledge of~~ the planning process involved in starting a new venture. ~~subject or understand how to apply it.~~ The course looks at how resources are harnessed to capitalize on an opportunity and introduces the concept of social entrepreneurship; its benefits, challenges and implications. ~~This course employs a clear and informative how-to approach to this dilemma and features detailed, actionable answers to the "what," "how," "where" and "who" questions surrounding corporate entrepreneurship in today's dynamic business environment. It also includes issues around Social Entrepreneurship; its challenges and implications. This course is part of the full-time Bachelor of Hospitality Management program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

To learn more about the PLAR pathways for this course review the Bachelor of Hospitality Management Program Content Guide.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe eight major domains of a company's external environment.
CLO #1 #2	Contrast the differences between <u>entrepreneurship management</u> and <u>social</u> entrepreneurship.
CLO #3	Develop a model for corporate entrepreneurship.
CLO #4	Express appreciation for the entrepreneurial process in both nonprofit and government context.
CLO #2	<u>Explain the components of a business plan and how each one contributes to business success.</u>
CLO #3 #5	Define the areas in which people are creative at work, and plan ways to cultivate these characteristics of the work environment.
CLO #6	Explain the key elements of the Human Resource Management (HRM) system to create an entrepreneurial environment.
CLO #7	Relate corporate entrepreneurship to corporate strategy and success.
CLO #4 #8	Describe how to structure a company for <u>entrepreneurship and assign a valuation to the entrepreneurial venture.</u> entrepreneurship.
CLO #5 #9	<u>Align</u> Develop a vision <u>and mission statement with the corporate</u> of an entrepreneurial culture <u>and values of the</u> for an organization.
CLO #6 #10	<u>Illustrate the importance of a clear communication strategy in entrepreneurship ventures.</u> Explain the constraints on entrepreneurial performance, and the characteristics of leading entrepreneurial organizations.
CLO #11	Assess corporate entrepreneurial performance.
CLO #7 #12	<u>Discuss the current opportunities, challenges and implications around entrepreneurship</u> Describe methods for control and sustaining entrepreneurial performance.
CLO #13	Examine diverse approaches to Social Entrepreneurship.
CLO #8 #14	<u>Explain the constraints on entrepreneurial performance and the characteristics required to lead entrepreneurial organizations.</u> Discuss the current opportunities, challenges and implications around Social Entrepreneurship.

Instructional

Strategies:

Presentations, class discussions, online research, ~~Project-based learning,~~ case studies, group work, individual assignments ~~work.~~

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
 D (50%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<u>Participation</u> Assignments	<u>10</u> 45	<u>Participation, preparedness and presence</u> Entrepreneurial culture and social entrepreneurship briefing papers
<u>Assignments</u> Project	<u>15</u> 25	<u>Range of assignments on course concepts</u> Field study project and presentation
<u>Assignments</u> Final Exam	<u>15</u> 30	Case <u>Studies</u> study
<u>Project</u>	<u>35</u>	<u>Business Plan</u>
<u>Final Exam</u>	<u>25</u>	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Characteristics of an entrepreneur ~~The New Entrepreneurial Imperative~~

~~The Unique Nature of Corporate Entrepreneurship~~

~~Levels of Entrepreneurship in Organizations: Entrepreneurial Intensity~~

How to recognize an entrepreneurial opportunity ~~The Forms of Corporate Entrepreneurship~~

~~Entrepreneurship in Other Contexts: Nonprofit and Government Organizations~~

Social Entrepreneurship ~~Human Resources in the Entrepreneurial Organization: The Creative Individual~~

~~Human Resources and the Entrepreneurial Organization: The Organizational Perspective~~

Structuring the Company for Entrepreneurship

Organizing a business plan ~~Corporate Strategy and Entrepreneurship~~

Mission and Vision Statements ~~Developing an Entrepreneurial Culture~~

Financing a business

Fundraising

Valuation ~~Leading the Entrepreneurial Organization~~

SMART goals ~~Control and Entrepreneurial Activity~~

Leading the Entrepreneurial Organization ~~Assessing Corporate Entrepreneurial Performance~~

Developing an Entrepreneurial Culture ~~Sustaining Entrepreneurial Performance~~

~~Social Entrepreneurship~~

Constraints on Entrepreneurial Performance

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):



DECISION NOTE

PREPARED FOR: Education Council

DATE: September 12, 2023

ISSUE: 3 new courses in ASL Foundations for DHH

BACKGROUND:

The Deaf and Hard of Hearing department is proposing three new courses: DHHE 0611 ASL Foundations for DHH 1, DHHE 0612 ASL Foundations for DHH 2, and DHHE 0613 ASL Foundations for DHH 3. These courses are intended for Deaf or hard of hearing students that need to develop or improve their American Sign Language (ASL) skills. The current curriculum has grown stale, as new technology has added options to remove barriers and obstacles between the Deaf and hearing worlds.

This set of three courses also serves as the language proficiency requirement for the English Foundations courses and the Essential Employment Skills Certificate program offered by the DHH department. Students are assessed as they enter and can be placed in any of the three courses, with ASL Foundations 1 for DHH aimed at a student with minimal skills (e.g., a newcomer to Canada at a beginner level or a non-user of sign language).

DISCUSSION:

Marcia Tanaka, Department Head of Deaf and Hard Hearing, and Aastrid Evensen, course instructor, presented the proposal. The Committee added “for DHH” to each course name to distinguish that these are ASL courses aimed at students who are Deaf or hard of hearing. The Committee also added “department permission” to the pre-requisite fields for the Level 2 and 3 courses, to reflect the assessment and placement of students into the appropriate level.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, three new courses: DHHE 0611 ASL Foundations for DHH 1, DHHE 0612 ASL Foundations for DHH 2, and DHHE 0613 ASL Foundations for DHH 3.

PREPARED BY: Todd Rowlett, Chair, Curriculum Committee

DATE: August 17, 2023

Course Change Request

New Course Proposal

Date Submitted: 07/19/23 9:57 am

Viewing: **DHHE 0611 : ASL Foundations for DHH 1**

Last edit: 08/16/23 10:12 am

Changes proposed by: aevensen

Other Courses
referencing this
course

In The Catalog Description:

Course Name:
American Sign Language Foundations for DHH 1

Effective Date: September 2024

School/Centre: Arts & Sciences

Department: Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. 1902 Leader
2. SAS Dean
3. Curriculum
Committee
4. Education Council
5. Records
6. Banner

Approval Path

1. 07/19/23 9:42 am
Marcia Tanaka
(mtanaka): Rollback
to Initiator
2. 07/19/23 11:39 am
Marcia Tanaka
(mtanaka):
Approved for 1902
Leader
3. 07/31/23 3:12 pm
Shirley Lew (slew):
Approved for SAS
Dean
4. 08/17/23 10:50 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka, Aastrid Evensen	mtanaka@vcc.ca, aevensen@vcc.ca	778-227-2000

Banner Course Name: ASL Foundations for DHH 1

Subject Code: DHHE - Deaf&Hard of Hearing English

Course Number 0611

Year of Study Post-secondary Preparatory

Credits: 0

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students develop a beginning conversational level of comprehension and expressive fluency in ASL. Students learn basic ASL vocabulary, grammar, and expressive and receptive skills empowering them to communicate effectively. Students also begin to develop their understanding of Deaf culture.

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>ASL Grammar and Vocabulary:</p> <ul style="list-style-type: none"> o Recognize and accurately produce foundational ASL vocabulary necessary for basic communication and expression o Identify and accurately produce yes/no and wh-questions o Recognize the use of space features of ASL o Apply topic/comment grammatical structure o Demonstrate negation
CLO #2	<p>Deaf Culture:</p> <ul style="list-style-type: none"> o Identify Deaf people as a cultural group with their own language, customs and values o Describe culturally appropriate ways to get a Deaf person's attention

Upon successful completion of this course, students will be able to:

	<ul style="list-style-type: none"> o Describe distinct perspectives generally held regarding members of the Deaf Community, o Describe several ways in which Deaf people share the folklore of Deaf culture
CLO #3	Visual Gestural Communication: <ul style="list-style-type: none"> o Accurately produce gestures without using ASL through 2-D and 3-D space
CLO #4	Geography: <ul style="list-style-type: none"> o Identify and name cities in Lower Mainland o Identify and name cities in BC province o Identify and name Canadian Provinces
CLO #5	First Nations: <ul style="list-style-type: none"> o Identify key concepts relevant to Indigenous history in British Columbia

Instructional

Strategies:

Interactive lectures, drill labs, scenario role plays, small group discussions, project-based learning, field trips

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S (75%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	20	Visual Gestural Communication and Geography assignments
Assignments	10	Storytelling (in ASL)
Lab Work	15	ASL Drills/Computer Lab
Quizzes/Tests	20	Quizzes and 5 Unit tests on comprehension, knowledge, and expressive skills
Assignments	15	Field trip experience report
Assignments	20	Learning journey presentation (in ASL)

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 260

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 234

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Hours in Category 2: 26

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Family
Breakfast
Housing
Food Shopping
Visual Gestural Communication
Lower Mainland, British Columbia, Canada Geography
Indigenous History in British Columbia
Storytelling

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?

Yes

Provide a rationale
for this proposal:

Our current ASL curriculum is outdated (1996 - 2012). Technology has changed over the years and (i.e. there are more options to remove barriers/obstacles between the Deaf and hearing worlds) and therefore, the curriculum is being modified to become more relevant. Currently, we offer two terms (five months each) within a 10 month school year. The new ASL curriculum will be divided into 3 terms to accommodate learning chunks for clearer instruction and assessment. The 3-term model also coordinates with other program schedules in the DHH department.

The student who registers for this course has minimal ASL skills (e.g., a newcomer at a beginner or a non-user of sign language). This 3-term ASL set of courses serve as a language proficiency requirement for the English Foundation classes and the Essential Employment Skills Program/Employment Skill Advantage Certificate (EESP/ESAC - formerly known as JRP). The skills attained will enhance the students' fluency, knowledge of ASL linguistics and cultural influence. The renewed ASL curriculum also aligns with a required departmental ASL level of competency before being admitted to other program areas in DHH.

Are there any
expected costs as a
result of this
proposal?

Consultations

Consulted Areas	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	Consulted Francesco Barillaro
Faculty/Department	Consulted DHH faculty

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:20 pm

Viewing: **DHHE 0612 : ASL Foundations for DHH 2**

Last edit: 08/17/23 10:40 am

Changes proposed by: aevensen

Other Courses
referencing this
course

In The Catalog Description:

Course Name:

American Sign Language Foundations for DHH 2

Effective Date: September 2024

School/Centre: Arts & Sciences

Department: Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. 1902 Leader
2. SAS Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

Approval Path

1. 07/19/23 11:39 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/31/23 3:13 pm
Shirley Lew (slew):
Approved for SAS Dean
3. 08/17/23 10:50 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka, Aastrid Evensen	mtanaka@vcc.ca, aevensen@vcc.ca	778-227-2000

Banner Course Name: ASL Foundations for DHH 2

Subject Code: DHHE - Deaf&Hard of Hearing English

Course Number: 0612

Year of Study: Post-secondary Preparatory

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students build on the skills learned in DHHE 0611 American Sign Language for DHH 1 and enhance their ASL language skills and understanding of Deaf culture. Students advance their ASL vocabulary, grammar and expressive and receptive communication abilities, allowing them to develop greater proficiency in communicating.

Course Pre-Requisites (if applicable):

DHHE 0611 or department permission.

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	<p>ASL Grammar and Vocabulary:</p> <ul style="list-style-type: none"> o Recognize and accurately produce a wider range of ASL vocabulary necessary for common everyday communication and expression o Demonstrate the five parameters of sign production o Correctly identify and accurately produce all 26 handshapes that represent the letters of the Canadian manual alphabet o Describe when and how fingerspelling is used within the context of signed communication o Explain what directional verbs are and how they are used o Choose conceptually accurate signs that are based on meaning when formulating signed sentences o Recognize and accurately produce number signs related to money
CLO #2	<p>Deaf Culture:</p> <ul style="list-style-type: none"> o Explain the importance of equal access and inclusion of Deaf people in all communication events o Identify basic educational options available to Deaf children and the criteria that must be

Upon successful completion of this course, students will be able to:

	considered when choosing these options. o Explain the importance of fostering strong self-esteem and self-identity in Deaf children o Explain the Deaf community's views of residential schools for the Deaf o Compare the employment opportunities available to Deaf workers in the past with those opportunities available today.
CLO #3	Visual Gestural Communication: o Demonstrate to gesture without using ASL through the expansive use of space
CLO #4	First Nations: o Identify key concepts relevant to Indigenous history in Canada
CLO #5	BC History: o Explore key events related to the history of British Columbia

Instructional

Strategies:

Interactive lectures, drill labs, scenario role plays, small group discussions, project-based learning, field trips

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S (75%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	20	Visual Gestural Communication Indigenous History in Canada
Assignments	10	Storytelling (in ASL)
Lab Work	15	ASL Drills/Computer Lab
Quizzes/Tests	20	Quizzes and 5 Unit tests on comprehension, knowledge, and expressive skills
Assignments	15	Field trip experience report
Assignments	20	Learning journey presentation (in ASL)

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 260

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 234

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Hours in Category 2: 26

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Fingerspelling/Communication
School
Banking
Spatial Space/Outdoor Activity
Visual Gestural Communication
BC History
Indigenous History in Canada
Storytelling

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:21 pm

Viewing: **DHHE 0613 : ASL Foundations for DHH 3**

Last edit: 08/17/23 10:40 am

Changes proposed by: aevensen

Course Name:

American Sign Language Foundations for DHH 3

Effective Date:

September 2024

School/Centre:

Arts & Sciences

Department:

Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. **1902 Leader**
2. **SAS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/19/23 11:39 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/31/23 3:13 pm
Shirley Lew (slew):
Approved for SAS Dean
3. 08/17/23 10:50 am
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka, Aastrid Evensen	mtanaka@vcc.ca, aevensen@vcc.ca	778-227-2000

Banner Course
Name:

ASL Foundations for DHH 3

Subject Code:

DHHE - Deaf&Hard of Hearing English

Course Number

0613

Year of Study

Post-secondary Preparatory

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students build on the skills learned in DHHE 0612 American Sign Language for DHH 2 and further enhance their ASL language skills and understanding of Deaf culture. Students refine their grammar and expand their ASL vocabulary and expressive and receptive communication abilities, allowing them to develop greater confidence in expressing themselves effectively and meaningfully.

Course Pre-Requisites (if applicable):

DHHE 0612 or department permission.

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>ASL Grammar and Vocabulary:</p> <ul style="list-style-type: none"> o Recognize and accurately produce an expanded range of ASL vocabulary, enabling them to communicate effectively in a wide range of contexts o Identify and describe several ways the use of space feature is used in ASL o Explain the role of facial expression in ASL and accurately recognize and use facial expression within signed communication o Accurately produce signs that incorporate numbers o Define “classifiers” and accurately produce and use classifiers within the context of signed communication
CLO #2	<p>Deaf Culture:</p> <ul style="list-style-type: none"> o Identify and explain the communication, access, and accessibility issues Deaf people face in medical emergencies o Describe equipment commonly used by Deaf people

Upon successful completion of this course, students will be able to:

	<ul style="list-style-type: none"> o Describe what a telephone relay service is and how it functions o Identify ways in which the workplace is becoming more accessible to Deaf employees o Identify some of the key issues parents face in making decisions regarding communication when raising a Deaf child o Identify some of the communication options available to Deaf children
CLO #3	Visual Gestural Communication: <ul style="list-style-type: none"> o Demonstrate to gesture without using ASL through narrating stories
CLO #4	First Nations: <ul style="list-style-type: none"> o Identify key concepts relevant to Indigenous history in Canada
CLO #5	Canadian History: <ul style="list-style-type: none"> o Identify key concepts related to the history of Canada

Instructional

Strategies:

Interactive lectures, drill labs, scenario role plays, small group discussions, project-based learning, field trips

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S (75%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	20	Indigenous History in Canada Canadian History
Assignments	10	Storytelling (in ASL)
Lab Work	15	ASL Drills/Computer Lab
Quizzes/Tests	20	Quizzes and 5 Unit tests on comprehension, knowledge, and expressive skills
Assignments	15	Field trip experience report
Assignments	20	Learning journey presentation (in ASL)

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 260

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online

Hours in Category 1: 234

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

- Lab

Hours in Category 2: 26

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Health
Hospital
Workplace
Shopping
Indigenous History in Canada
Canadian History

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):



DECISION NOTE

PREPARED FOR: Education Council

DATE: September 12, 2023

ISSUE: Renewal of Deaf and Hard of Hearing Essential Employment Skills Certificate (EESC) and New Credential Deaf and Hard of Hearing Employment Skills Advantage Short Certificate

BACKGROUND:

The Deaf and Hard of Hearing department completed a program renewal; out of that process, the department is proposing a significant revision to the Essential Employment Skills Certificate (formerly Job Readiness). The program was redeveloped based on student and stakeholder feedback, as well as to align with current work practices and WorkBC recommendations for employment training.

As part of that development, the department is also proposing a new credential: the Deaf and Hard of Hearing Employment Skills Advantage Short Certificate. This program combines the last four courses of the EESC and provides an option for students with work experience who need a shorter refresher over a two-month period. The short certificate covers topics that are most regularly asked about by former students who have moved into the workforce: advocacy, employment searching, networking, and workplace conflict resolution.

DISCUSSION:

Marcia Tanaka, Department Head of Deaf and Hard of Hearing, presented the proposal. A number of changes were made in consultation with the Registrar's Office, including moving to a three-term model (two four-month terms and a final two-month term), that will enable the program to fit into the standard term calendar.

The Committee discussed the heavy use of exams in the first term of the program. Ms. Tanaka responded that in their experience, students need the repetition of core concepts encouraged by exams. The exams are also a mix of written and signed. The later terms move into more authentic and experiential forms of assessment.

The Committee also encouraged the beginning of a conversation with the Indigenous Education and Community Engagement department around future Indigenizing of the programming.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, revisions to the Deaf and Hard of Hearing Essential Employment Skills Certificate (EESC) program content guide, including a program

name change; program content guide for the new Deaf and Hard of Hearing Employment Skills Advantage Short Certificate; and 14 new courses.

THAT Education Council recommend the Board of Governors approve the new credential and the implementation of both programs.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: August 17, 2023

Program Change Request

Date Submitted: 07/27/23 10:50 am

Viewing: **Deaf and Hard of Hearing Essential
Employment Skills ~~Adults Job Readiness~~
Certificate**

Last approved: 08/21/19 10:02 am

Last edit: 08/17/23 3:28 pm

Changes proposed by: mtanaka

Catalog Pages Using
this Program

[Deaf and Hard of Hearing Adults Job Readiness Certificate](#)

Program Name:

Deaf and Hard of Hearing Essential Employment Skills ~~Adults Job Readiness~~
Certificate

Credential Level: Certificate

Effective Date: September 2024 ~~2016~~

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Arts & Sciences

Department: Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. 1902 Leader
2. SAS Dean
3. Curriculum Committee
4. Education Council

Approval Path

1. 07/19/23 9:13 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/25/23 11:00 am
Shirley Lew (slew):
Rollback to Initiator
3. 07/27/23 1:02 pm
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
4. 07/31/23 2:58 pm
Shirley Lew (slew):
Approved for SAS Dean
5. 07/31/23 3:18 pm
Darija Rabadzija (drabadzija):
Rollback to SAS Dean for Curriculum Committee
6. 07/31/23 4:46 pm
Shirley Lew (slew):
Approved for SAS Dean

446
7. 08/17/23 3:28 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

History

1. Dec 20, 2017 by
clmig-jwehrheim
2. Jan 31, 2019 by
Nicole Degagne
(ndegagne)
3. Aug 21, 2019 by
Nicole Degagne
(ndegagne)

Name	E-mail	Phone/Ext.
Marcia Tanaka -	mtanaka@vcc.ca -	7782272000 -

Program Content Guide

Purpose

The Essential Employment Skills Certificate (EESC) ~~Job Readiness Program focuses on helping Deaf/deaf and hard of hearing participants explore a number of different types of jobs, make career choices, plan their education and training, find employment, and develop skills that will help them maintain jobs. The program uses an integrated approach that~~ helps Deaf and hard of hearing students develop necessary job and communication academic and computer skills while focusing on personal management and work-related skills. Students will apply strategies and tools related to work experience, career research, employment skills and self-assessment. This comprehensive approach provides opportunities to acquire the skills and resources that enable adults to engage more confidently and participate more fully in the workplace.

DHHE 0603 English Foundations with a "S" grade or permission from the Department

~~The minimum entry level is Upper Beginner English as assessed by the Department Head or delegate. Each applicant will also have: Interview A successful interview with Department Leader and EESC an instructor to determine student career goals, digital literacy skills and ASL competency~~

~~and the Department Head. Some basic computer skills: Use a mouse Be familiar with the keyboard Use a word processor to write a short letter Be familiar with email and the Internet~~

Prior Learning Assessment & Recognition (PLAR)

Students may request formal recognition of prior learning attained through informal education, work, or other life experience, including Indigenous ways of knowing. Credits may be granted to students who are able to sufficiently demonstrate the learning outcomes of specific courses.

PLAR is available for all courses in the program, except:

DDHR 0619 - Work Experience 1

DDHR 0629 - Work Experience 2

Methods of PLAR vary by course, and may include exams, professional portfolios, interviews, performance assessments, and other evaluations. Please contact the Department for details.

See VCC's D.3.5 Prior Learning Assessment Policy and Procedures for more information.

~~Prior learning assessment and recognition is not available for this program.~~

Program Duration & Maximum Time for Completion

The program full-time Job Readiness Program is 10 months of full-time study long from September to June. The maximum time for completion is 3 years.

~~There is a two-week break between the first and second terms. Classes are five hours per day, Monday to Thursday.~~

Program Learning

Outcomes

	Upon successful completion of this program, graduates will be able to:
<u>PLO #1</u>	<u>Apply awareness of self and others in their personal relationships and workplace interactions.</u>
<u>PLO #2</u>	<u>Research and explore their personal interests, lifestyles, and career choices to develop and understand reasons for working.</u>
<u>PLO #3</u>	<u>Contribute to fair and inclusive employment practices in the workplace.</u>
<u>PLO #4</u>	<u>Network with appropriate contacts in order to develop an employment resource base.</u>
<u>PLO #5</u>	<u>Compose and revise resumes and cover letters to match career opportunities.</u>
<u>PLO #6</u>	<u>Apply the necessary skills for a successful job interview.</u>

Upon successful completion of this program, graduates will be able to:

<u>PLO #7</u>	<u>Perform duties in the workplace with increasing levels of autonomy through work placement training, evaluation and feedback.</u>
<u>PLO #8</u>	<u>Demonstrate basic computer functions and access online files at the workplace.</u>
<u>PLO #9</u>	<u>Examine workplace conflict situation and demonstrate ways to resolve conflicts.</u>
<u>PLO #10</u>	<u>Identify and complete relevant employment documentation such as hiring and tax forms.</u>
<u>PLO #11</u>	<u>Demonstrate the importance of balancing cultural values and workplace dynamics.</u>
<u>PLO #12</u>	<u>Advocate and express needs relating to ongoing workplace accommodations, training and awareness.</u>
<u>PLO #13</u>	<u>Communicate requests and notifications to employer regarding career transitions and internal advancements.</u>

Additional PLO Information

Upon successful completion of this program, students will be expected to: recognize the importance of basic literacy and numeracy skills in the workplace plan appropriate and realistic career goals recognize, develop, and apply essential skills recognize, develop, and apply effective job search skills for employment

Instructional Strategies, Design, and Delivery Mode

Interactive lectures, ~~Classroom instruction~~, lab activities, field experience, individual and group work, written and signed assignments, projects and presentations.

~~practicums are used in the program:~~

Two work experience placements:

Term one - 4 weeks

~~Students work individually and in groups. Written and/or verbal/signed assignments are also included. Courses are presented through lectures, small group discussions, and assigned readings and projects. Students are expected to study on their own time. There are three work experience practicums – one (2 weeks) in the first term and two (3 weeks each) in the second term.~~ Term two - 4 weeks

Students work with the instructor to determine their work experience placement options. ~~practicums and the instructor sets up the practicums.~~ The instructor sets up the placement, provides weekly, on-site conferences and conducts an employer/instructor/student evaluation.

Written and signed assignments

Portfolio and Resource Projects

Exams

Presentations

Work Placement progress reports and final evaluation

Students must receive a grade of 'S' in each of the required courses in each term to advance into subsequent courses/terms in the program. Students must receive a grade of 'S' in each of the required courses to successfully graduate.

~~Evaluations are done throughout the program and are based on quizzes, exams, assignments, and assessments of practical skills.~~

Recommended Characteristics of Students

Ability to follow workplace instruction, policy and procedures

Ability to adapt to a variety of workplace situations

Ability to recognize common problems associated with a particular workplace and identify possible solutions

~~Self-motivated Responsible Positive Mature Self-confident in making own decisions Genuinely interested in pursuing educational and career goals~~

Courses

Plan of Study Grid

Term One	Credits
DHHR 0601 Academic Skills 1	4
DHHR 0611 Academic Skills 2	3
DHHR 0602 Personal Management Skills 1	4
DHHR 0612 Personal Management Skills 2	3
DHHR 0603 Career Choice Skills 1	3
DHHR 0604 Job Search Skills 1	2
DHHR 0605 Work Experience 1	1
<u>DHHR 0610 Personal Development 1</u>	<u>3</u>
<u>DHHR 0616 Employment Skills 1</u>	<u>3</u>
<u>DHHR 0617 Career Explorations 1</u>	<u>3</u>
<u>DHHR 0618 Workplace Literacy Skills 1</u>	<u>3</u>
<u>DHHR 0619 Essential Employment Skills Work Experience 13</u>	<u>13</u>
Credits	15
Term Two	
DHHR 0621 Academic Skills 3	3
DHHR 0622 Personal Management Skills 3	3
DHHR 0613 Career Choice Skills 2	2

DHHR 0623 Career Choices 3	1
DHHR 0614 Job Search Skills 2	2
DHHR 0624 Job Search Skills 3	3
DHHR 0615 Work Experience 2	2
DHHR 0625 Work Experience 3	2
<u>DHHR 0620 Personal Development 2</u>	<u>3</u>
<u>DHHR 0626 Employment Skills 2</u>	<u>3</u>
<u>DHHR 0627 Career Explorations 2</u>	<u>3</u>
<u>DHHR 0628 Workplace Literacy Skills 2</u>	<u>3</u>
<u>DHHR 0629 Essential Employment Skills Work Experience 23</u>	<u>3</u>
Credits	15
Term Three	
<u>DHHR 0631 Self Awareness and Advocacy</u>	<u>3</u>
<u>DHHR 0632 Employment Search Literacy</u>	<u>3</u>
<u>DHHR 0633 Career Networking and Resources</u>	<u>3</u>
<u>DHHR 0634 Workplace Conflict Resolution</u>	<u>3</u>
Credits	12
Total Credits	42

***Note:** Term 1 courses must be completed successfully before being admitted to Term 2.

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade-Point Equivalency
A+	90-100		4.33
A	85-89		4.00
A-	80-84		3.67
B+	76-79		3.33
B	72-75		3.00
B-	68-71		2.67
C+	64-67		2.33
C	60-63		2.00
C-	55-59		1.67
D	50-54	Minimum Pass	1.00
F	0-49	Failing Grade	0.00
S	65 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	Percentage	Description	Grade Point Equivalency
<u>A+</u>	<u>96-100</u>		<u>4.33</u>
<u>A</u>	<u>91-95</u>		<u>4.00</u>
<u>A-</u>	<u>86-90</u>		<u>3.67</u>
<u>B+</u>	<u>81-85</u>		<u>3.33</u>
<u>B</u>	<u>76-80</u>		<u>3.00</u>
<u>B-</u>	<u>71-75</u>		<u>2.67</u>

<u>C+</u>	<u>66-70</u>		<u>2.33</u> ⁴⁵²
<u>C</u>	<u>61-65</u>		<u>2.00</u>
<u>C-</u>	<u>56-60</u>		<u>1.67</u>
<u>D</u>	<u>50-55</u>		<u>1.00</u>
<u>F</u>	<u>0-49</u>	<u>Failing Grade</u>	<u>0.00</u>
<u>S</u>	<u>70 or greater</u>	<u>Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards</u>	<u>N/A</u>
<u>U</u>		<u>Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards</u>	<u>N/A</u>
<u>I</u>		<u>Incomplete</u>	<u>N/A</u>
<u>IP</u>		<u>Course in Progress</u>	<u>N/A</u>
<u>W</u>		<u>Withdrawal</u>	<u>N/A</u>
<u>Course Standings</u>			
<u>R</u>		<u>Audit. No Credit</u>	<u>N/A</u>
<u>EX</u>		<u>Exempt. Credit Granted</u>	<u>N/A</u>
<u>TC</u>		<u>Transfer Credit</u>	<u>N/A</u>

Grade Point Average (GPA)

The course grade points shall be calculated as the product of the course credit value and the grade value.

The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Rationale and Consultations

Provide a rationale for this proposal.

- The design of this renewal is directly based on student and stakeholder feedback and need assessments.
- The skills, knowledge and experience being proposed in this updated curriculum are aligned with current work practices and WorkBC recommendations for employment training and hiring
- The proposal speaks directly to the demands of the community to include a 2-month intake for individuals needing employment guidance, skill enhancement and support

Are there any expected costs to this proposal.

Consultations

Consultated Area	Consultation Comments
Centre for Teaching, Learning, and Research (CTRL)	Francesco Barillaro Julie Gilbert Assistance throughout curriculum development
Registrar's Office	Les Apouchtine Dawn Cunningham Marnie Findlater Assistance with creation of new courses, course numbers, course descriptions, credit assignments
Faculty/Department	All faculty members - discussion Lisa Dillon Edgett - assisted with input of information
Disability Services	Consult around accommodations Susan Dahlgren
Financial Aid	Adult Upgrading Grant Murray McGregor
Marketing & Communications	Reg Romero Advise on how to market changes to course and program names and descriptions
Affiliation, Articulation, and/or Accreditation Bodies	Rachel Warick (PDO) Work BC Program Coordinator & CareerLAB Co-Lead Partnership Development Office
Other Department(s)	Associate Director Mark Chiarello Dean of Arts and Science Shirley Lew

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Program Change Request

New Program Proposal

Date Submitted: 07/27/23 10:50 am

Viewing: **Deaf and Hard of Hearing Employment Skills Advantage Short Certificate**

Last edit: 08/15/23 6:04 pm

Changes proposed by: mtanaka

Program Name:

Deaf and Hard of Hearing Employment Skills Advantage Short Certificate

Credential Level: Short Certificate

Effective Date: May 2024

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Arts & Sciences

Department: Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. 1902 Leader
2. SAS Dean
3. Curriculum Committee
4. Education Council
5. Ministry Review
6. Board of Governors

Approval Path

1. 07/19/23 9:13 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/25/23 11:00 am
Shirley Lew (slew):
Rollback to Initiator
3. 07/27/23 1:02 pm
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
4. 07/31/23 2:59 pm
Shirley Lew (slew):
Approved for SAS Dean
5. 07/31/23 3:18 pm
Darija Rabadzija (drabadzija):
Rollback to SAS Dean for Curriculum Committee
6. 07/31/23 4:46 pm
Shirley Lew (slew):

455
Approved for SAS
Dean
7. 08/17/23 3:28 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka	mtanaka@vcc.ca	7782272000

Program Content Guide

Purpose

The Deaf and Hard of Hearing Employment Skills Advantage Short Certificate (ESAC) consists of 4 online courses designed to meet the needs of those who wish to refresh employment skills, enhance their work experience, and discover new career opportunities. This 2-month, online program is designed (1) for students currently working and wishing to improve their employment experience and (2) for those who need to renew their skills while seeking employment opportunities. The student will learn how to apply appropriate employment literacy skills, advocate for change, resolve conflict and develop resources to support best practice at work. Upon completion, the student will receive a Short Certificate.

Admission Requirements

Completion of Deaf and Hard of Hearing Job Readiness Program Certificate within the last 5 years or department approval

or

A letter of reference from an employer verifying current employment

LANGUAGE REQUIREMENT

Completion of DHHE 0603 with a grade of "S" or equivalent as determined by Department Leader and EESC instructor

Students may request formal recognition of prior learning attained through informal education, work evaluation, employment or other life experience, including Indigenous ways of knowing. Credits may be granted to students who are able to sufficiently demonstrate the learning outcomes of specific courses.

PLAR is available for all courses in the program.

Methods of PLAR vary by course, and may include exams, external evaluations, professional portfolios, interviews, and other evaluations. Please contact the Department for details.

See the D.3.5 Prior Learning Assessment [Policy](#) and [Procedures](#) for more information.

Program Duration & Maximum Time for Completion

The program is 2 months of full time study. This program may be offered as a day or evening program. The maximum time for completion is 2 years.

Program Learning

Outcomes

	Upon successful completion of this program, graduates will be able to:
PLO #1	Contribute to fair and inclusive employment practice in the workplace
PLO #2	Examine workplace conflict situations and demonstrate ways to resolve conflicts
PLO #3	Revise existing employment documents such as resumes, cover letters and references to match new career opportunities
PLO #4	Advocate and express needs relating to ongoing workplace accommodations, training and awareness
PLO #5	Demonstrate the importance of balancing cultural values and workplace dynamics
PLO #6	Communicate requests and notifications to employers regarding employment transitions and internal advancements
PLO #7	Prepare an employment resource package relating to ongoing career opportunities, advocacy and support and employment self-guidance
PLO #8	Create a resource guide for ongoing resiliency relating to conflict and resolution
PLO #9	Research and evaluate resources and services that support internal workplace advancement and career transitions

Additional PLO Information

Lectures, paired and group work, projects, lab research, presentations, classes may be synchronous or asynchronous

Evaluation of Student Learning

Written and signed assignments

Portfolio and Resource Projects

Exams

Presentations

Students must receive a grade of 'S' in each of the required courses to successfully graduate.

Recommended Characteristics of Students

Ability to work in groups and independently

Ability to participate in group discussions

Ability to recognize common problems associated with a particular workplace and identify possible solutions

Courses

<u>DHHR 0631</u>	Self Awareness and Advocacy	3
<u>DHHR 0632</u>	Employment Search Literacy	3
<u>DHHR 0633</u>	Career Networking and Resources	3
<u>DHHR 0634</u>	Workplace Conflict Resolution	3
Total Credits		12

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60		1.67
D	50-55		1.00
F	0-49	Failing Grade	0.00
S	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.

This 2-month Employment Skills Advantage (Short) Certificate or ESAC proposal is in direct response to feedback from Deaf and hard of hearing individuals, industry stakeholders and the community. The ESAC is a practical approach, combining study and application and addresses a gap in what is currently being offered at a community employment agency level. The ESAC student will discuss current workplace issues and apply relevant resolution skills and communication strategies. This program will act as an employment support option between a longer, more in-depth employment skills program and the non-academic, appointment-based agency approach.

Are there any expected costs to this proposal.

No

Consultations

Consultated Area	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	Francesco Barillaro Julie Gilbert
Registrar's Office	Les Apouchtine Dawn Cunningham Marnie Findlater
Faculty/Department	All faculty
Disability Services	Consult around accommodations Susan Dahlgren
Finance	Murray McGregor (A.U.G)
Other Department(s)	Associate Director Mark Chiarello Dean of Arts and Science Shirley Lew
Affiliation, Articulation, and/or Accreditation Bodies	Rachel Warick (PDO)
Marketing & Communications	Reg Romero Advise on how to market changes to course and program names and description

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:13 pm

Viewing: **DHHR 0610 : Personal Development 1**

Last edit: 08/08/23 11:54 am

Changes proposed by: mtanaka

Programs
referencing this
course

[103: Deaf and Hard of Hearing Essential Employment Skills Certificate \(FEESC\)](#)

Course Name:

Personal Development 1

Effective Date: September 2024

School/Centre: Arts & Sciences

Department: Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. 1902 Leader
2. SAS Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

Approval Path

1. 07/19/23 9:13 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/31/23 4:41 pm
Shirley Lew (slew):
Approved for SAS Dean
3. 08/17/23 3:28 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka	mtanaka@vcc.ca	7782272000

Banner Course Name: Personal Development 1

Subject Code: DHHR - Deaf&Hard of Hearing Adult Pgm

Course Number: 0610

Year of Study: Post-secondary Preparatory

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Cultivating self-awareness is vital for professional and personal growth. In this course, students are provided with foundational skills to explore and develop awareness of self and others related to the workplace.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: exams, professional portfolios, interviews, performance assessments, or other evaluations.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Define cultural attributes and values relating to self-identity and how this aligns with company characteristics and values
CLO #2	Identify types of professional development categories
CLO #3	Identify personal attributes relating to behavior and attitude and what is needed for successful communication
CLO #4	Define how maintaining physical and mental health contribute to well-being and work-life balance
CLO #5	Identify personal stressors and strategies for stress management
CLO #6	Compare and contrast various communication behaviors

Upon successful completion of this course, students will be able to:

CLO #7	Define primary characteristics of constructive feedback, critiques and criticism
CLO #8	Identify positive actions that contribute to work and life balance

Instructional

Strategies:

Lectures, labs, group work, tutorials, guest speakers, field visits, role play

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	20	weekly written assignments, weekly vlogs, vocabulary exercises, bi-weekly journal entries
Midterm Exam	25	
Final Exam	30	
Assignments	15	individual and group presentations
Participation	10	active participation and engagement in course activities

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Hours in Category 1: 40

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Hours in Category 2: 10

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

communication strategies

self-assessment

managing stress and time

balancing personal and work life

professional behaviour and attitude

conflict resolution

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

PCG for Essential Employment Skills Certificate (EESC)

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:13 pm

Viewing: **DHHR 0616 : Employment Skills 1**

Last edit: 07/31/23 4:41 pm

Changes proposed by: mtanaka

Programs
referencing this
course

[103: Deaf and Hard of Hearing Essential Employment Skills Certificate \(FEESC\)](#)

Course Name:
Employment Skills 1

Effective Date: September 2024

School/Centre: Arts & Sciences

Department: Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. 1902 Leader
2. SAS Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

Approval Path

1. 07/19/23 9:13 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/31/23 4:41 pm
Shirley Lew (slew):
Approved for SAS Dean
3. 08/17/23 3:28 pm
Todd Rowlatt (trowlatt):
Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka	mtanaka@vcc.ca	7782272000

Banner Course Name: Employment Skills 1

Subject Code: DHHR - Deaf&Hard of Hearing Adult Pgm

Course Number: 0616

Year of Study: Post-secondary Preparatory

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students discuss and practice effective employment literacy to conduct job searches, prepare for job interviews and complete employment documentation. Topics include job search skills as well as basic interview and resume/cover letter writing techniques.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: exams, professional portfolios, interviews, performance assessments, or other evaluations.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Locate examples of company mission statements and discuss their characteristics
CLO #2	Define fair hiring practices and how it affects employment search
CLO #3	Examine various resume samples to understand the basic language and components.
CLO #4	Examine various cover letter samples to understand the basic language and format
CLO #5	Define the purpose and characteristics of an appropriate job reference
CLO #6	Identify job interview components necessary for a successful meeting with employer
CLO #7	Explain the purpose and use of an interpreter in providing support during a workplace interview

Upon successful completion of this course, students will be able to:

CLO #8 Identify the purpose and components of an employment portfolio

Instructional

Strategies:

Lectures, labs, group work, tutorials, guest speakers, field visits, role play

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:

S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	20	guided resume and job application assignments, company research assignment
Assignments	15	presentation, job interview practice
Midterm Exam	25	
Final Exam	30	
Participation	10	active participation and engagement in course activities

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

2. Check all instruction types that could be applicable for this course.

3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Hours in Category 1: 30

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

- Lab
- Rehearsal

Hours in Category 2: 20

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to job applications and resumes
 interview questions relating to self
 communication skills
 interpreting and accommodations
 employment portfolio
 job search skills

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

PCG for Essential Employment Skills Certificate (EESC)

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:14 pm

Viewing: **DHHR 0617 : Career Explorations 1**

Last edit: 07/31/23 4:43 pm

Changes proposed by: mtanaka

Programs
referencing this
course

[103: Deaf and Hard of Hearing Essential Employment Skills Certificate \(FEESC\)](#)

Course Name:

Career Explorations 1

Effective Date: September 2024

School/Centre: Arts & Sciences

Department: Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. 1902 Leader
2. SAS Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

Approval Path

1. 07/19/23 9:13 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/31/23 4:43 pm
Shirley Lew (slew):
Approved for SAS Dean
3. 08/17/23 3:29 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka	mtanaka@vcc.ca	7782272000

Banner Course Name: Career Explorations 1

Subject Code: DHHR - Deaf&Hard of Hearing Adult Pgm

Course Number: 0617

Year of Study: Post-secondary Preparatory

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students explore reasons for working and develop an understanding of their personal interests and strengths, enabling them to make informed decisions about their career choices.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: exams, professional portfolios, interviews, performance assessments, or other evaluations.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Complete personality self-assessment and discuss results
CLO #2	Identify job search websites and complete basic job searches online based on self-assessment
CLO #3	Summarize a variety of employment industries
CLO #4	Identify how industry trends affect hiring practices, workplace culture and work practice
CLO #5	Summarize company profiles across multiple industries
CLO #6	Discuss equity and diversity in the workplace and how it relates to self-awareness and career choices
CLO #7	Identify employee rights under the BC Employment Standards Act

Instructional

Strategies:

Lectures, labs, group work, tutorials, guest speakers, field visits, role play

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	35	weekly in-class assignments, career/personality assessment, case study summary, computer lab exercises related to job search
Midterm Exam	25	
Final Exam	30	
Participation	10	active participation and engagement in course activities

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 30

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Hours in Category 2: 20

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

employment case studies
career assessment/self-assessment
professional behaviour
workplace conduct
company management
computer research/literacy

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 for Essential Employment Skills Certificate (EESC)

Provide a rationale
for this proposal:

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:14 pm

Viewing: **DHHR 0618 : Workplace Literacy Skills 1**

Last edit: 07/31/23 4:43 pm

Changes proposed by: mtanaka

Programs
referencing this
course

[103: Deaf and Hard of Hearing Essential Employment Skills Certificate \(FEESC\)](#)

Course Name:

Workplace Literacy Skills 1

Effective Date: September 2024

School/Centre: Arts & Sciences

Department: Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. 1902 Leader
2. SAS Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

Approval Path

1. 07/19/23 9:13 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/31/23 4:43 pm
Shirley Lew (slew):
Approved for SAS Dean
3. 08/17/23 3:29 pm
Todd Rowlett (trowlett): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka	mtanaka@vcc.ca	7782272000

Banner Course Name: Workplace Literacy Skills 1

Subject Code: DHHR - Deaf&Hard of Hearing Adult Pgm

Course Number: 0618

Year of Study: Post-secondary Preparatory

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students recognize and understand the importance of reading, writing, numeracy and digital literacy skills necessary for success in the workplace. Students will develop strong literacy foundations in preparation for their work experience placements.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: exams, professional portfolios, interviews, performance assessments, or other evaluations.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Recognize and define common employment language relating to hiring and training
CLO #2	Define keywords related to BC Employment Standards Act
CLO #3	Identify common vocabulary for interpersonal workplace communication
CLO #4	Demonstrate basic digital skills to locate industry categories and available positions
CLO #5	Recognise appropriate methods to provide or request workplace information
CLO #6	Identify and describe terminology related to employment documentation
CLO #7	Identify common workplace policies and procedures

Upon successful completion of this course, students will be able to:

CLO #8 Interpret numerical information in basic workplace documents

Instructional

Strategies:

Lectures, labs, group work, tutorials, guest speakers, field visits, role play

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:

S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	weekly in-class reading and writing assignments, vocabulary exercises, computer lab assignments
Midterm Exam	20	
Final Exam	30	
Assignments	10	presentations
Participation	10	active participation and engagement in course activities

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Hours in Category 1: 40

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

- Lab
- Rehearsal

Hours in Category 2: 10

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

note-taking
 reading comprehension
 following instructions
 understanding rules and policies
 memos
 short emails
 text messages
 lists
 basic computer applications
 basic online search techniques
 budgeting
 paystubs
 scheduling
 banking

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: 07/18/23 3:15 pm

Viewing: **DHHR 0619 : EESC Work Experience 1**

Last edit: 07/19/23 8:37 am

Changes proposed by: mtanaka

Programs
referencing this
course

[103: Deaf and Hard of Hearing Essential Employment Skills Certificate \(EESC\)](#)

Course Name:

Essential Employment Skills Work Experience 1

Effective Date: September 2024

School/Centre: Arts & Sciences

Department: Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. 1902 Leader
2. SAS Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

Approval Path

1. 07/19/23 9:13 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/31/23 4:39 pm
Shirley Lew (slew):
Approved for SAS Dean
3. 08/17/23 3:29 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka	mtanaka@vcc.ca	7782272000

Banner Course Name: EESC Work Experience 1

Subject Code: DHHR - Deaf&Hard of Hearing Adult Pgm

Course Number: 0619

Year of Study: Post-secondary Preparatory

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students prepare for work experience through classroom practice, professional presentations, and related workshops. Students then participate in a 4-week work experience placement applying the knowledge and skills acquired during Term 1 of the program.

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 professional practice at work using various case studies and field observations.
CLO #2	Identify characteristics and categories of various work relationships
CLO #3	Identify standard workplace policies and procedures as they relate to the Employment Standard Act of BC
CLO #4	Identify collaborative approaches that lead to success in the workplace
CLO #5	Categorize and clarify instructions as they relate to workplace duties
CLO #6	Identify possible conflict that may arise in the workplace
CLO #7	Work effectively as a team member in a real-world work place setting
CLO #8	Reflect on workplace experiences and summarize the benefits and challenges

Instructional

Strategies:

lecture, small group discussion, field trips, guest speakers, work experience training (on site), student-instructor conferencing, job shadowing

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	50	on-site written assignments, weekly reflective assignments, self-assessment, role play practice
Field Experience	50	employer evaluation, instructor evaluation, student self-evaluation

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 80

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Hours in Category 1: 30

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Rehearsal

Hours in Category 2: 10

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Practicum

Hours in Category 3: 40

Course Topics

Course Topics:

work experience meeting practice
 expectations and instruction for work placement
 company research
 standards for work placement and paid employment
 work 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 for Essential Employment Skills Certificate (EESC)

Provide a rationale
 for this proposal:

Are there any

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:17 pm

Viewing: **DHHR 0620 : Personal Development 2**

Last edit: 08/08/23 11:54 am

Changes proposed by: mtanaka

Programs
referencing this
course

[103: Deaf and Hard of Hearing Essential Employment Skills Certificate \(FEESC\)](#)

Course Name:

Personal Development 2

Effective Date: September 2024

School/Centre: Arts & Sciences

Is this a non-credit course?

Department: Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. 1902 Leader
2. SAS Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

Approval Path

1. 07/19/23 9:13 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/31/23 4:44 pm
Shirley Lew (slew):
Approved for SAS Dean
3. 08/17/23 3:29 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka	mtanaka@vcc.ca	7782272000

Banner Course Name: Personal Development 2

Subject Code: DHHR - Deaf&Hard of Hearing Adult Pgm

Course Number: 0620

Year of Study: Post-secondary Preparatory

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course builds on the skills learned in DHHR 0610. Students are provided with opportunities to further enhance their self-awareness and interpersonal skills.

Course Pre-Requisites (if applicable):

DHHR 0610.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: exams, professional portfolios, interviews, performance assessments, or other evaluations.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Assess how personal needs, attributes and values impact employment choices
CLO #2	Discuss examples of professional development plans and the benefits to self-improvement
CLO #3	Create a plan to balance personal attributes and need for potential workplace accommodation.
CLO #4	Compare and evaluate stress management approaches
CLO #5	Define assertiveness and use a range of communication strategies that promote assertive behavior
CLO #6	Give and receive constructive feedback relating to various scenarios
CLO #7	Identify a range of conflict resolution techniques to determine underlying causes and possible solutions

Upon successful completion of this course, students will be able to:

CLO #8 Implement strategies that maintain positive work and life balance

Instructional

Strategies:

Lectures, labs, group work, tutorials, guest speakers, field visits, role play

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:

S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25	weekly written assignments, weekly vlogs, communication exercises, bi-weekly journal entries
Midterm Exam	20	
Final Exam	25	
Assignments	20	individual and group presentations
Participation	10	active participation and engagement in course activities

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

2. Check all instruction types that could be applicable for this course.

3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Hours in Category 1: 35

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Hours in Category 2: 15

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

assertive communication strategies
 time and stress management
 problem-solving and conflict resolution
 work/life balance
 wellness plans
 self-awareness and self-assessment

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 for Essential Employment Skills Certificate (EESC)

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:18 pm

Viewing: **DHHR 0626 : Employment Skills 2**

Last edit: 08/08/23 11:55 am

Changes proposed by: mtanaka

Programs
referencing this
course

[103: Deaf and Hard of Hearing Essential Employment Skills Certificate \(FEESC\)](#)

Course Name:

Employment Skills 2

Effective Date: September 2024

School/Centre: Arts & Sciences

Department: Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. **1902 Leader**
2. **SAS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/19/23 9:13 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/31/23 4:45 pm
Shirley Lew (slew):
Approved for SAS Dean
3. 08/17/23 3:29 pm
Todd Rowlett (trowlett): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka	mtanaka@vcc.ca	7782272000

Banner Course Name: Employment Skills 2

Subject Code: DHHR - Deaf&Hard of Hearing Adult Pgm

Course Number: 0626

Year of Study: Post-secondary Preparatory

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course builds on the skills learned in DHHR 0616. Students demonstrate effective employment literacy, job search and interview skills to increase employability options.

Course Pre-Requisites (if applicable):

DHHR 0616.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: exams, professional portfolios, interviews, performance assessments, or other evaluations.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Evaluate a company's commitment to inclusivity and equity during their job search
CLO #2	Complete resume templates relating to personal resume and specific job postings
CLO #3	Complete cover letter templates relating to specific job postings
CLO #4	Identify and address gaps in their interview skills
CLO #5	Demonstrate the set up and use of an interpreter in providing support during a workplace interview
CLO #6	Initiate contact and request permission to include referees on a job reference list
CLO #7	Create a personal employment portfolio checklist and prepare components

Instructional

Strategies:

Lectures, labs, group work, tutorials, guest speakers, field visits, role play

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	guided resume and job application assignments, company research assignment
Assignments	30	presentation, job interview practice
Final Exam	30	
Participation	10	active participation and engagement in course activities

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Hours in Category 1: 30

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Rehearsal

Hours in Category 2: 20

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Job applications and resumes
 cover letters
 interview questions relating to self
 communication skills
 interpreting and accommodations
 employment portfolio

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 for Essential Employment Skills Certificate (EESC)

Additional Information

Provide any additional information if necessary.

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:18 pm

Viewing: **DHHR 0627 : Career Explorations 2**

Last edit: 08/08/23 11:55 am

Changes proposed by: mtanaka

Programs
referencing this
course

[103: Deaf and Hard of Hearing Essential Employment Skills Certificate \(FEESC\)](#)

Course Name:

Career Explorations 2

Effective Date: September 2024

School/Centre: Arts & Sciences

Department: Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. **1902 Leader**
2. **SAS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/19/23 9:13 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/31/23 4:45 pm
Shirley Lew (slew):
Approved for SAS Dean
3. 08/17/23 3:29 pm
Todd Rowlett (trowlett): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka	mtanaka@vcc.ca	7782272000

Banner Course Name: Career Explorations 2

Subject Code: DHHR - Deaf&Hard of Hearing Adult Pgm

Course Number: 0627

Year of Study: Post-secondary Preparatory

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course builds on the skills learned in DHHR 0617. Students refine their career options based on personal interest, lifestyle, skills and experiences.

Course Pre-Requisites (if applicable):

DHHR 0617.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: exams, professional portfolios, interviews, performance assessments, or other evaluations.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Classify the results of their personality self-assessment and use to review and evaluate suggested career options
CLO #2	Define headings and summarize content of various employment postings
CLO #3	Identify work options within multiple employment industries
CLO #4	Compare and contrast industry trends, workplace culture, and hiring patterns related to employability
CLO #5	Present examples of workplace diversity and equity based on employment experience
CLO #6	Identify principles of professional behaviour, including workplace conduct and etiquette, in various workplace scenarios

Upon successful completion of this course, students will be able to:

CLO #7	Identify key characteristics of the Employment Equity Act
CLO #8	Apply knowledge of BC Employment Standards Act to workplace situations

Instructional

Strategies:

Lectures, labs, group work, tutorials, guest speakers, field visits, role play

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	weekly in-class assignments, case study summary, computer lab exercises related to job search, career plan
Midterm Exam	20	
Final Exam	30	
Participation	10	active participation and engagement in course activities

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Hours in Category 1: 30

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Hours in Category 2: 20

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Employment case studies
 BC Employment Standards
 Career assessment/self-assessment
 Professional behaviour
 Workplace conduct
 Company management
 Computer research/literacy

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 for Essential Employment Skills Certificate (EESC)

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:19 pm

Viewing: **DHHR 0628 : Workplace Literacy Skills 2**

Last edit: 08/08/23 11:55 am

Changes proposed by: mtanaka

Programs
referencing this
course

[103: Deaf and Hard of Hearing Essential Employment Skills Certificate \(FEESC\)](#)

Course Name:

Workplace Literacy Skills 2

Effective Date: September 2024

School/Centre: Arts & Sciences

Department: Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. 1902 Leader
2. SAS Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

Approval Path

1. 07/19/23 9:13 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/31/23 4:45 pm
Shirley Lew (slew):
Approved for SAS Dean
3. 08/17/23 3:29 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka	mtanaka@vcc.ca	7782272000

Banner Course Name: Workplace Literacy Skills 2

Subject Code: DHHR - Deaf&Hard of Hearing Adult Pgm

Course Number: 0628

Year of Study: Post-secondary Preparatory

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course builds on the skills learned in DHHR 0618. Students further develop foundational knowledge and proficiency in reading, writing, numeracy and digital literacy in preparation for their work experience placements.

Course Pre-Requisites (if applicable):

DHHR 0618.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: exams, professional portfolios, interviews, performance assessments, or other evaluations.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Use employment language and concepts to assess workplace needs
CLO #2	Summarize key categories of the BC Employment Standards Act
CLO #3	Apply vocabulary to various interpersonal workplace scenarios
CLO #4	Apply basic digital skills to compare and contrast career options
CLO #5	Write messages to employer providing or requesting workplace information
CLO #6	Complete employment documentation templates
CLO #7	Summarize common workplace policies and procedures

Upon successful completion of this course, students will be able to:

CLO #8 Interpret numerical information in workplace documents

Instructional

Strategies:

Lectures, labs, group work, tutorials, guest speakers, field visits, role play

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:

S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	35	weekly in-class reading and writing assignments, vocabulary exercises, computer lab assignments
Assignments	10	presentations
Midterm Exam	20	
Final Exam	25	
Participation	10	active participation and engagement in course activities

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

2. Check all instruction types that could be applicable for this course.

3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Hours in Category 1: 30

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

- Lab
- Rehearsal

Hours in Category 2: 20

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

- Computer literacy
- Resumes
- Workplace policies
- Employment standards
- Workplace vocabulary
- Job postings

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 for Essential Employment Skills Certificate (EESC)

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:19 pm

Viewing: **DHHR 0629 : EESC Work Experience 2**

Last edit: 08/08/23 11:55 am

Changes proposed by: mtanaka

Programs
referencing this
course

[103: Deaf and Hard of Hearing Essential Employment Skills Certificate \(EESC\)](#)

Course Name:

Essential Employment Skills Work Experience 2

Effective Date: September 2024

School/Centre: Arts & Sciences

Department: Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. 1902 Leader
2. SAS Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

Approval Path

1. 07/19/23 9:13 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/31/23 4:40 pm
Shirley Lew (slew):
Approved for SAS Dean
3. 08/17/23 3:29 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka	mtanaka@vcc.ca	7782272000

Banner Course Name: EESC Work Experience 2

Subject Code: DHHR - Deaf&Hard of Hearing Adult Pgm

Course Number: 0629

Year of Study: Post-secondary Preparatory

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Building on DHHR 0619 and the courses in Term 2, students further develop their professional and communication skills in a second 4-week work experience placement.

Course Pre-Requisites (if applicable):

DHHR 0619.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Demonstrate characteristics of professionalism in class and during their work experience
CLO #2	Engage appropriately in workplace interactions using communication strategies and skills taught in class
CLO #3	Study policies and procedures as they relate to their work experience
CLO #4	Demonstrate the ability to collaborate with diverse teams in a workplace setting
CLO #5	Define work instruction and standards and ask for clarification and repetition as needed
CLO #6	Discuss, and demonstrate basic conflict resolution strategies
CLO #7	Demonstrate increasing levels of autonomy and initiative relating to work tasks and responsibilities
CLO #8	Reflect and discuss ways in which work experience training may apply to future employment
CLO #9	Demonstrate the ability to incorporate feedback from instructor, supervisor and employer

Instructional

Strategies:

Work experience training on site, instruction and demonstration by staff and employer on site, workshops, meetings, weekly instructor visit and review

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	written assignments, weekly reflective assignments, self-assessment, role play practice
Field Experience	60	employer evaluation, instructor evaluation, student self-evaluation

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 80

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Hours in Category 1: 20

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Rehearsal

Hours in Category 2: 10

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Practicum

Hours in Category 3: 50

Course Topics

Course Topics:

Work experience evaluations

Professionalism

Company research

Communication strategies

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 for Essential Employment Skills Certificate (EESC)

Provide a rationale
for this proposal:

Are there any:

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:20 pm

Viewing: **DHHR 0631 : Self Awareness and Advocacy**

Last edit: 08/17/23 10:39 am

Changes proposed by: mtanaka

Programs
referencing this
course

[103: Deaf and Hard of Hearing Essential Employment Skills Certificate \(FEESC\)](#)

Course Name:

Self Awareness and Advocacy

Effective Date:

May 2024

School/Centre:

Arts & Sciences

Department:

Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. **1902 Leader**
2. **SAS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/19/23 9:13 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/31/23 4:35 pm
Shirley Lew (slew):
Approved for SAS Dean
3. 08/17/23 3:29 pm
Todd Rowlett (trowlett): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka	mtanaka@vcc.ca	7782272000

Banner Course
Name:

Self Awareness and Advocacy

Subject Code:

DHHR - Deaf&Hard of Hearing Adult Pgm

Course Number

0631

Year of Study

Post-secondary Preparatory

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Building on the skills learned in DHHR 0620, students are provided with opportunities to further evaluate their strengths, areas of growth, interests and values, enabling them to advocate more confidently for workplace needs.

Course Pre-Requisites (if applicable):

DHHR 0620 or department permission.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: exams, professional portfolios, interviews, performance assessments, or other evaluations.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Determine how equity and diversity workplace policies impact personal needs and accommodations
CLO #2	Evaluate professional development plans based on case studies and personal work experience
CLO #3	Evaluate your well-being plan and how it contributes to overall work-life success
CLO #4	Engage in actions that enhance positive work and life balance
CLO #5	Apply and adjust stress and time management approaches
CLO #6	Apply assertive communication strategies and modify as needed across different contexts
CLO #7	Evaluate and build on constructive feedback skills during communication exchanges

Upon successful completion of this course, students will be able to:

CLO #8 Describe how self relates to the overall work culture and team dynamics in the workplace

Instructional

Strategies:

Lectures, guest speakers, online activities, group work, presentations

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:

S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25	weekly assignments
Assignments	35	personal employment plan
Reflection	25	self-assessment
Other	15	peer feedback

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Hours in Category 1: 40

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Rehearsal

Hours in Category 2: 10

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

communication strategies

professional behaviour and attitude

self-assessment

work-life balance

stress and time 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

Provide a rationale
for this proposal:

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:20 pm

Viewing: **DHHR 0632 : Employment Search**

Literacy

Last edit: 08/17/23 10:39 am

Changes proposed by: mtanaka

Programs
referencing this
course

[103: Deaf and Hard of Hearing Essential Employment Skills Certificate \(FEESC\)](#)

Course Name:

Employment Search Literacy

Effective Date:

May 2024

School/Centre:

Arts & Sciences

Department:

Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. **1902 Leader**
2. **SAS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/19/23 9:13 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/31/23 4:36 pm
Shirley Lew (slew):
Approved for SAS Dean
3. 08/17/23 3:29 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka	mtanaka@vcc.ca	7782272000

Banner Course
Name:

Employment Search Literacy

Subject Code:

DHHR - Deaf&Hard of Hearing Adult Pgm

Course Number

0632

Year of Study

Post-secondary Preparatory

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Building on the skills learned in DHHR 0626 and DHHR 0628, students will evaluate and utilize effective job search skills and apply professional language for success in transitioning, maintaining and enhancing employment.

Course Pre-Requisites (if applicable):

DHHR 0626 and DHHR 0628, or department permission.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: exams, professional portfolios, interviews, performance assessments, or other evaluations.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Update and edit resumes to suit chosen posts and applications
CLO #2	Compose, modify and edit a cover letter to match chosen job postings
CLO #3	Complete hiring documents, online applications, tax forms and work profiles
CLO #4	Effectively communicate relevant skills, qualifications, and experience during a job interview.
CLO #5	Evaluate the advantages and disadvantages of transitioning to a new position or career
CLO #6	Write or sign communication relating to a requests for change in the workplace or notification to transition to a new career

Upon successful completion of this course, students will be able to:

CLO #7 Modify and update personal employment portfolio with current experiences

Instructional

Strategies:

Lectures, guest speakers, case studies, research, online activities, group work, presentations

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:

S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	weekly assignments
Portfolio	30	update employment portfolio
Participation	10	active participation and engagement in course activities
Lab Work	30	letter compositions, and completed application and hiring documents

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

2. Check all instruction types that could be applicable for this course.

3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 30

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Hours in Category 2: 20

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

employment documents

job post comprehension

transitioning to new positions or careers

interview skills

resources

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: 07/18/23 3:20 pm

Viewing: **DHHR 0633 : Career Networking and Resource**

Last edit: 08/17/23 10:39 am

Changes proposed by: mtanaka

Programs
referencing this
course

[103: Deaf and Hard of Hearing Essential Employment Skills Certificate \(FEESC\)](#)

Course Name:

Career Networking and Resources

Effective Date:

May 2024

School/Centre:

Arts & Sciences

Department:

Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. **1902 Leader**
2. **SAS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/19/23 9:13 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/31/23 4:46 pm
Shirley Lew (slew):
Approved for SAS Dean
3. 08/17/23 3:29 pm
Todd Rowlett (trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka	mtanaka@vcc.ca	7782272000

Banner Course
Name:

Career Networking and Resource

Subject Code:

DHHR - Deaf&Hard of Hearing Adult Pgm

Course Number

0633

Year of Study

Post-secondary Preparatory

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Building on the skills learned on DHHR 0627, students will update network base and resources relating to their career direction and personal employment goals.

Course Pre-Requisites (if applicable):

DHHR 0627 or department permission.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: exams, professional portfolios, interviews, performance assessments, or other evaluations.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Compare and contrast various networks and resources relating to career transition
CLO #2	Request company networks and resources that will support internal workplace mobility
CLO #3	Search and compile networks and resources relating to employment support and advocacy
CLO #4	Locate and compile networks and resources relating to employment standards and equity rights in BC
CLO #5	Prepare a resource package to be applied to future employment and need for support

Instructional

Strategies:

Lectures, lab, guest speakers, online activities, group work, presentations

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25	weekly research assignments
Lab Work	40	weekly lab research
Portfolio	35	resource and networking portfolio

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online

Hours in Category 1: 25

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Hours in Category 2: 25

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Course Topics

Course Topics:

Networking and Resources
Career Transitions
Internal Workplace Mobility
Resource Portfolios

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

Badge Information

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:21 pm

Viewing: **DHHR 0634 : Workplace Conflict Resolution**

Last edit: 08/17/23 10:39 am

Changes proposed by: mtanaka

Programs
referencing this
course

[103: Deaf and Hard of Hearing Essential Employment Skills Certificate \(FEESC\)](#)

Course Name:

Workplace Conflict Resolution

Effective Date:

May 2024

School/Centre:

Arts & Sciences

Department:

Deaf & Hard of Hearing (1902)

Contact(s)

In Workflow

1. **1902 Leader**
2. **SAS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/19/23 9:13 am
Marcia Tanaka (mtanaka):
Approved for 1902 Leader
2. 07/31/23 4:37 pm
Shirley Lew (slew):
Approved for SAS Dean
3. 08/17/23 3:29 pm
Todd Rowlett (trowlett): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Marcia Tanaka	mtanaka@vcc.ca	7782272000

Banner Course
Name:

Workplace Conflict Resolution

Subject Code:

DHHR - Deaf&Hard of Hearing Adult Pgm

Course Number

0634

Year of Study

Post-secondary Preparatory

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students will use employment experience to examine scenarios of conflict and resolution approaches.

Course Pre-Requisites (if applicable):

DHHR 0631 or department permission.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: exams, professional portfolios, interviews, performance assessments, or other evaluations.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Examine the possible reasons for conflict and discuss the difference between conflict and perspectives
CLO #2	Define the five possible approaches to conflict and resolution processes (avoiding, accommodating, compromising, competing, collaborating) and apply to various workplace scenarios
CLO #3	Balance personal accommodations while understanding the needs and responsibilities of the company
CLO #4	Develop a personal conflict resolution plan enabling them to address workplace conflicts with professionalism and confidence
CLO #5	Create a community service resiliency resource package for ongoing conflict resolution guidance and support

Instructional

Strategies:

Lectures, guest speakers, online activities, group work

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	35	Written and signed weekly assignments
Lab Work	15	Computer-based case studies, rehearsals, resiliency plan development
Assignments	25	Paired group work/rehearsals/self-assessments
Portfolio	25	Resiliency portfolio resource

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 50

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online
Seminar

Hours in Category 1: 35

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Lab

Hours in Category 2: 15

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Conflict Resolution Terminology

Perspectives on Workplace Operations

Methods of Resolution

Action Plan and Guide for Resiliency

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



DECISION NOTE

PREPARED FOR: Education Council

DATE: September 12, 2023

ISSUE: Significant Revision of the Dental Hygiene Diploma Program

BACKGROUND:

The Dental Hygiene department is proposing a significant revision to their diploma program. The revisions incorporate the revised Entry-to-Practice Canadian Competencies for Dental Hygienists and align our program with similar programs in terms of length, hours, and credits. Prior to this revision, the program had over 120 credits (typical diplomas have between 60–75 credits). The changes will both prepare students for success within the Canadian framework for Dental Hygienists and reduce the hour and credit requirements they previously had to meet.

DISCUSSION:

Amber Ariss, Department Head of Dental Hygiene, presented the proposal. The Committee had no significant concerns about the curriculum. The Registrar's Office requested some adjustments to the progression, graduation and re-insertion language in the Evaluation of Student Learning section. Those changes have been agreed upon and completed.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, revisions to the Dental Hygiene diploma program and 24 new course outlines; and recommend the Board of Governors approve the implementation of this significantly revised program.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: August 17, 2023

Program Change Request

Date Submitted: 07/18/23 12:21 pm

Viewing: **Dental Hygiene Diploma**

Last approved: 03/15/23 4:01 pm

Last edit: 08/31/23 10:45 am

Changes proposed by: aariss

Catalog Pages Using
this Program
[Dental Hygiene Diploma](#)

Program Name:

Dental Hygiene Diploma

Credential Level: Diploma

Effective Date: September ~~2022~~ 2024

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**

Approval Path

1. 08/02/23 2:41 pm
Amber Ariss (aariss): Approved for 5101 Leader
2. 08/09/23 8:47 am
Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
3. 08/17/23 3:53 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Dec 18, 2017 by clmig-jwehrheim
2. Jan 11, 2018 by Todd Rowlatt (trowlatt)
3. Aug 21, 2019 by Nicole Degagne (ndegagne)
4. Dec 11, 2019 by Nicole Degagne (ndegagne)
5. Jun 8, 2020 by Nicole Degagne

518
(ndegagne)

6. Oct 20, 2020 by
Nicole Degagne
(ndegagne)

7. Mar 4, 2021 by
Darija Rabadzija
(drabadzija)

8. Jun 7, 2021 by
Darija Rabadzija
(drabadzija)

9. Nov 17, 2021 by
Amber Ariss (aariss)

10. Dec 9, 2021 by
Nicole Degagne
(ndegagne)

11. Sep 20, 2022 by
Amber Ariss (aariss)

12. Sep 23, 2022 by
Darija Rabadzija
(drabadzija)

13. Dec 15, 2022 by
Nicole Degagne
(ndegagne)

14. Mar 15, 2023 by
Leszek Apouchtine
(lapouchtine)

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Program Content Guide

The Dental Hygiene Diploma Program is designed to provide learners with ~~assist students to learn foundation knowledge which forms~~ the knowledge, skills, judgement and attitudes to perform the full range of competencies as identified in the Entry-to-Practice Canadian Competencies basis for Dental Hygienists (EPCCoDH) dental hygiene theory and practice, critical thinking, professionalism, and the British Columbia College of Oral Health Professionals (BCCOHP) Practice Standards. The program provides a learning experience that is integrated, professional, collaborative, and culturally sensitive with an aim to prepare graduates to care for individuals and communities across the life-span, in a variety of practice settings, and in partnership with other health care professionals. ~~the promotion of health/wellness.~~

Upon successful completion of the VCC Dental Hygiene Diploma Program, learners will possess the competencies to complete the National Dental Hygiene Certification Examination (NDHCE) and to apply for licensure as a Registered Dental Hygienist with BCCOHP. Licensure is required before being able to practice as a dental hygienist in BC.

~~The curriculum also encourages social responsibility, life-long learning, and the creation of independent learners. The faculty of the VCC dental hygiene program is committed to facilitating learning through sound, current and varied educational approaches such as: abilities/outcomes-based education, diversity of learning strategies, teaching and learning in context, learner-centred perspective, and authentic evaluation.~~

Admission to the Dental Hygiene Program is through a competitive selection process. Successful applicants are identified through a combined evaluation of grade point average (GPA) based on program pre-requisites, and an online, open-response, situational judgement test (Casper).

Application advice:

The Dental Hygiene Diploma is an annual selection-based program. You must meet all your education requirements by the date posted on the website.

If you do not meet the educational requirements on time, your application will be cancelled.

If you meet the requirements but do not receive an offer of admissions, you must reapply and resubmit academic information if you want to apply for another intake.

Under specific circumstances, an applicant who receives an offer of admission may request a one year deferral.

Please review the [defer request form](#) for details

Admission Requirements:

Applicants must have successfully completed at least 30 credits in first-year university level courses, or equivalents, with an overall GPA grade point average (GPA) of 3.0 ('B'). ~~('B'): 3 credits in Electives~~ Where the academic standing of applicants who have completed 2nd, 3rd, or 4th year courses in the required subject(s) is higher than that of the 1st year courses, the higher grade will be considered.

Minimum 6 credits in English *an academic writing course is strongly recommended.

~~Knowledge of English as demonstrated by one of the following (minimum 6 credits): ENGL 1100 & ENGL 1200, or ENGL 1101 & ENGL 1001; and ENGL 1102 & ENGL 1002~~ Minimum 6 credits in Human Anatomy & Physiology (must include labs):

~~BIOL 1120 & BIOL 1220~~ Minimum 6 credits in Chemistry (must include labs):

~~labs): CHEM 1121 & CHEM 1223~~ 6 credits in Psychology

~~Psychology: PSYC 1100 & PSYC 1200~~ 3 credits in Statistics:

3 credits in Electives

Submission of a Casper score. Casper Test scores are only valid for one admission cycle.

~~MATH 1111 3 credits in Electives Where the academic standing of applicants who have completed 2nd, 3rd, or 4th year courses in the required subject(s) is higher than that of the 1st year courses, the higher grade will be considered. Each year the top 40 applicants with the highest grade point average will be selected to participate in an online candidate's questionnaire which assesses their knowledge of the dental hygiene profession. Those selected will be contacted by the Dental Hygiene department at the beginning of March with information and next steps. If your educational documents are not from a Canadian or American institution, you must submit an evaluation of foreign credentials. A comprehensive evaluation report, from the International Credential Evaluation Service (ICES) ~~(ICES)~~ located at the the British Columbia Institute of Technology (BCIT) including an ICES VCC Dental Hygiene Supplemental Report is required.~~

Upon Acceptance:

A current Cardiopulmonary Resuscitation Health Care Provider (CPR HCP) or Basic Life Support (BLS) certification.

Annual re-certification is required during the program. ~~certification.~~

~~Annual renewal is required while in the program and for registration as a dental hygienist in British Columbia.~~ Criminal Records Check (CRC): Students in this program are required to complete a CRC. The CRC must be completed according to VCC's Criminal Record Check instructions. Students whose CRC results indicate they pose a risk to

vulnerable populations will not be able to complete the requirements of the program (e.g. practicums) or graduate. Submission of a **recent** negative tuberculosis (TB) test completed within 6 months of program start date. **test.** If the test is positive, submission of a negative TB chest x-ray report is required.

VCC School of Health Sciences Immunization record must be completed. Immunizations in the following are **strongly recommended** and *may be required* for practice placement in the program:

Diphtheria

Tetanus

Pertussis

Poliomyelitis

Measles, Mumps and Rubella (MMR)

Varicella (Chicken Pox)

Hepatitis B

Meningococcal

Influenza Vaccination (annually)

COVID-19 Vaccination

N95 mask fit testing will be required prior to clinical rotations to health authority locations during the final year of the program. Information, fee payment, and scheduling related to mask fit testing will be provided during the program. Mask fit testing is valid for 1 year and should only be completed when directed during the dental hygiene program.

Students will be required to submit proof to the department of a dental examination from a licensed British Columbia dentist within 6 months of the program start date. It is preferred that your dental and dental hygiene healthcare be complete and current.

Information specific to the Dental Hygiene program is available online at www.vcc.ca.

Prior Learning Assessment & Recognition (PLAR)

Students may request formal recognition of prior learning attained through informal education, work, or other life experience, including Indigenous ways of knowing. **knowing.** Credits **Credits** may be granted to students who are able to sufficiently demonstrate the learning outcomes of specific courses.

PLAR is available in **for** the following courses: **course:**

DHYG 2120

DHYG 2135

DHYG 2145

DHYG 2255

DHYG 2260

See individual Course Outlines regarding additional details of PLAR.

~~DHYG 2144 Oral Health Sciences 1 - see Course Outline for details.~~ Tuition and fees **may still** apply to PLAR candidates. Please contact the Department for details.

See VCC's D.3.5 ~~See VCC's D.3.5~~ Prior Learning Assessment and Recognition Policy and Procedures for more information.

The dental hygiene program is two years full-time. Students ~~are eligible to write the National Dental Hygiene Certification Exam (NDHCE) during Term 4 of the program.~~ Students have a maximum of 3 years to complete all program requirements.

Under exceptional circumstances and at the approval discretion of the Department Head and the Registrar's Office, Dean, a student may be granted an extension.

Program Learning

Outcomes

Upon successful completion of this program, graduates will be able to:	
<u>PLO #1</u>	<u>Demonstrate commitment to the health of the public and the profession by integrating high ethical standards, best practices and legislative requirements in their provision of care (Professionalism).</u>
<u>PLO #2</u>	<u>Apply critical thinking, problem-solving, and evidence informed decision-making in the delivery of oral health care (Evidence-informed practice).</u>
<u>PLO #3</u>	<u>Apply communication principles to provide culturally safe and relevant care (Communication).</u>
<u>PLO #4</u>	<u>Collaborate as a member of an interdisciplinary health care team to provide safe, effective, and ethical person-, family-, and community-centred care (Collaboration).</u>
<u>PLO #5</u>	<u>Implement national and provincial practice standards and policies in a variety of community and clinical practice environments (Practice Management).</u>
<u>PLO #6</u>	<u>Promote health and wellness using an inclusive and intercultural approach by applying the ADPIE framework (Prevention, Education, and Health Promotion).</u>
<u>PLO #7</u>	<u>Provide preventative, therapeutic and supportive dental hygiene care to deliver safe and comprehensive person-centred care for diverse people across the lifespan using the Assess Diagnose Plan Implement Evaluate (ADPIE) framework (Clinical Therapy).</u>

A graduate has met the goals of the VCC Dental Hygiene Diploma program based on the Entry-to-Practice Canadian Standards and Competencies for Canadian Dental Hygienists* by Hygienists* by reliably demonstrating knowledge, skills, and attitudes in the following domains:

Professionalism: Graduates demonstrate a commitment to Professional: Use elements of the health of the public arts and science of dental hygiene in the service of the profession by integrating high ethical standards, best practices, public such as the application of codes of ethics and legislative requirements. Competent dental hygienists exhibit professional behaviour, demonstrate a commitment to serving society, integrate professional responsibilities into practice, conduct, the development of safe practice environments, and demonstrate a commitment to lifelong learning. the responsibility/accountability for decisions and actions appropriate for a self-regulating profession.

Evidence Informed Practice: Graduates demonstrate a commitment to excellence in practice through critical thinking continuous learning, and application of evidence-informed decision-making. Competent dental hygienists demonstrate critical thinking, problem-solving, and reasoning skills; apply and evident-informed approach to decision-making; and use various methods of inquiry.

Communication: Graduates demonstrate the ability to form relationships with individuals, families, groups, Communicator/Collaborator: Use effective verbal, non-verbal, visual, written, and communities to facilitate the gathering electronic communication methods in the exchange of ideas, opinions and sharing of essential information for culturally safe and relevant care. to dental hygiene practice: Competent dental hygienists demonstrate effective oral and non-verbal communication, and use written communication effectively.

Collaboration: Graduates demonstrate the ability to work as integral members of the healthcare team, working in partnership As well as influence and work with others to provide safe, effective and ethical person-, family-, to improve the health and community-centred approaches to care. Competent dental hygienists collaborate with people accessing dental hygiene services, oral health professionals, and others. well-being of the public.

Practice Management: Graduates demonstrate the ability to manage a professional practice environment, utilizing organization, administration, and decision-making skills that facilitate high-quality care, efficient use of time and personnel, and enhanced professional and personal satisfaction. Competent dental hygienists fulfill administrative responsibilities, integrate legislative and professional responsibilities within organizational policies, and engage in entrepreneurial activities.

Prevention, Education, –Use health promotion principles and Health Promotion: Graduates demonstrate an inclusive strategies to enable individuals and intercultural approach to health groups to increase their control over and wellness. to improve their health. Critical Thinker: –Invoke systematic inquiry, reasoning, problem-solving and decision-making strategies in the provision of all dental hygieneservices. Advocate: –Speak, write, or act in support of causes, policies, individuals, or groups that aid to reduce inequities in health status or improve access to healthservices. Coordinator: –Support client needs and outcomes through the coordination and management of services, actions andresources. ClinicalTherapist: –Provide primary, interceptive, therapeutic, preventive, and supportive care procedures that enable individuals and groups to achieve optimal oral health that contributes to overallhealth. Oral Health Educator: Using health promotion, education, –Apply teaching and disease learning principles to facilitate the development and injury prevention activities, dental hygienists help expansion of skills, attitudes, knowledge and behaviour which support other’s ability to achieve and maintain optimal oral health. Competent dental hygienists lead the development of health literacy health and oral self-care abilities; engage in prevention, education, and health promotion activities; and engage in advocacy to address oral health inequities.

general health:

Clinical Therapy: Graduates demonstrate the ability ~~–Provide primary, interceptive, therapeutic, preventive, and supportive care procedures that enable individuals and groups to provide preventive, therapeutic, and supportive dental hygiene care. achieve optimal oral health that contributes to overall health. Using the ADPIE framework to support safe~~ Critical Thinker: Invoke systematic inquiry, reasoning, problem-solving and comprehensive person-centred care for diverse people across the lifespan. Competent decision-making strategies in the provision of all dental hygienists assess oral and general health status, formulate a dental hygiene diagnosis, create a dental hygiene care plan, implement the dental hygiene care plan, and evaluate the effectiveness of dental hygiene care. services:
~~HealthPromoter: Use health promotion principles and strategies to enable individuals and groups to increase their control over and to improve their health.* Canadian Dental Hygienists Association(CDHA).*~~Federation of Entry-To-Practice Competencies and Standards for Canadian Dental Hygiene Regulators of Canada (FDHRC). Entry-to-Practice Canadian Competencies for Dental Hygienists. Ottawa, ON: Hygienists: FDHRC, 2021. Available from: https://www.fdhrc.ca/sites/files/EPCCoDH_FDHRC_November_2021.pdf
~~Ottawa,ON:CDHA,2010.Available from: https://www.cdha.ca/pdfs/Competencies_and_Standards.pdf~~

Instructional Strategies, Design, and Delivery Mode

~~The Dental Hygiene Program integrates the Entry-to-Practice National and Provincial standards and the National Competencies. These support the dental hygiene process of care by more clearly articulating the abilities inherent in the assessment, diagnosis/decision-making, planning, implementation and evaluation of dental hygiene services. There is a focus on biomedical sciences, dental hygiene theory of practice, and behavioural sciences in the program. Instruction builds upon the knowledge and abilities of the first year university pre-requisite courses and introduces more advanced community and client care entry-to-practice level concepts in the final year. Learning is fostered through a variety of classroom and online (blended) settings, including active learning lab activities, clinical practice sessions, group work, independent study, case-based ~~case-based~~ learning, community outreach, and clinical rotations.~~

~~Students have opportunities to apply knowledge and practice various abilities while working with the public in the VCC Dental Clinic. In addition, rotations to a wide variety of health care and community facilities are organized for students to learn and apply abilities and knowledge in context.~~ Course work focuses on the development of informed decision-making ~~decision-making~~ skills, communication skills and intra- and interprofessional teamwork strategies; as well as proficiency in self and peer evaluation. Other important curriculum threads are development of evidence-based inquiry skills, critical thinking and problem-solving ~~problem-solving~~ abilities. This focus is designed to foster the development of professionalism, a commitment to lifelong ~~life-long~~ learning, and dedication to an autonomous, a self-regulating helping profession.

Students have opportunities to apply knowledge and practice various abilities while working with the public in the VCC Dental Clinic. In addition, rotations to a wide variety of health care and community facilities are organized for students to learn and apply abilities and apply abilities and knowledge in knowledge in context.

Evaluation of learning includes written examinations, case-based ~~case-based~~ learning, laboratory and didactic assignments, self-directed learning contracts, demonstration of clinical abilities, analytical papers, in-class and community projects and presentations. Evaluation methods are selected based on the nature of the learning outcome. ~~outcome. Professional conduct forms an integral part of the evaluation process. See individual course outlines for details. Professional conduct forms an integral part of the evaluation process.~~ Students must receive a minimum program ~~The passing~~ grade point average of 'C' (2.0) to successfully graduate, and a minimum grade point average of 'C' (2.0) in each theory course and a grade of 'S' in each clinical course to advance into subsequent courses/terms in the program. ~~is a C (60%).~~

~~A grade of 'Satisfactory' (S) is required for all clinical courses. A 50% passing grade must be achieved for all final examinations; with the exception of the DHYG-2144 Final Objective Structured Clinical Examination (OSCE), DHYG 3254 Final Exam Part B (Local Anesthetic), and DHYG 4414 Radiography OSCE which require 60% to pass. Select assessments require a minimum passing grade of 60% to progress as indicated within the Course Outlines. Students must pass all courses in a term to progress to the next term. Students who are required to withdraw from the program for~~ If a course is not meeting program progression requirements and/or students who have taken a break from their studies ~~completed successfully, a student may seek program~~ apply to reinsert into the program and repeat the course the next time it is offered, providing there is space available. As part of the re-entry plan, the student may be required by the Dental Hygiene Curriculum Committee to repeat or audit additional courses to ensure up-to-date knowledge and safe practice. Enrollment in a term's clinical course is mandatory upon re-entry. Eligibility to re-enter after withdrawing is determined by the department leader or designate. Requests for re-entry into the Dental Hygiene Diploma program will be considered only if there is space in the program. Students who are re-entering the program are required to retake any unsuccessfully completed courses. Students re-entering into a partially completed term will also be required to retake the Dental Hygiene Clinical Practice course for the term they are registering in, whether or not the course was initially successfully completed, to ensure clinical skills are up-to-date. Student re-entering into a partially completed term will retake one of the following courses:

- DHYG 2110 Dental Hygiene Clinical Practice 1
- DHYG 2210 Dental Hygiene Clinical Practice 2
- DHYG 3110 Dental Hygiene Clinical Practice 3
- DHYG 3210 Dental Hygiene Clinical Practice 4

All evaluations are consistent with the VCC grading standard described in the Grading, Progression and Withdrawal Policy and Procedures (C.1.1).

Students receive a VCC diploma upon successful completion of the program.

Caring, considerate and empathetic

Good interpersonal communication skills

~~Excellent communication abilities~~ Digital literacy

Ability to work well and collaboratively with others

Interest in health promotion and community service

Ability to complete tasks that require manual dexterity and fine motor skills

~~Self-directed learner~~ ~~Attention to detail~~ ~~Willingness to receive and apply feedback~~ Willingness to receive ~~Effective time management~~ and apply feedback

Considerations: ~~study skills~~ **Cautions:**—Students must be physically and psychologically able ~~to attend~~ to meet the demands ~~rigors~~ of the program and perform the fine psychomotor skills needed to practice as a dental hygienist. The physical demands of the profession may worsen back, wrist or shoulder problems. Materials used in oral health care may affect persons living with conditions such as latex sensitivity or other allergies. Students are encouraged ~~advised~~ ~~that~~ Fitness to review Practice guidelines are established by the BC College of Oral Health Professionals' Fitness Professionals to Practice guidelines. ensure that dental hygiene practice is carried out in a competent, safe, and ethical manner. The guidelines serve to ensure that dental hygiene practice is carried out in a competent, safe, and ethical manner.

VCC actively collaborates with students to develop innovative ways to ensure accessibility and create a respectful, accountable culture through our confidential and specialized supports offered through Disability Services. Please contact Disability Services in advance of your program to explore the services offered.

Note: ~~Students are expected to have regular access to email and internet services and the capability to print necessary documents.~~ Some ~~In addition, some vehicular~~ travel is required between the VCC Downtown campus and community agencies for rotation requirements.

~~Students will be required to submit proof to the department of a recent dental examination from a licensed British Columbiadentist. It is preferred that your dental and dental hygiene healthcare be complete and current.~~

Courses

Plan of Study Grid

Term One	Credits
<u>DHYG 2100 Foundations of Dental Hygiene 1</u>	<u>4</u>
<u>DHYG 2110 Dental Hygiene Clinical Practice 1</u>	<u>4</u>
<u>DHYG 2120 Radiography 1</u>	<u>1.5</u>
<u>DHYG 2135 Head and Neck Anatomy</u>	<u>3</u>
<u>DHYG 2145 Dental Anatomy</u>	<u>3</u>
<u>DHYG 2150 Dental Hygiene Professional Practice 13</u>	
Credits	18.5
Term Two	
<u>DHYG 2200 Foundations of Dental Hygiene 2</u>	<u>4</u>
<u>DHYG 2210 Dental Hygiene Clinical Practice 2</u>	<u>6</u>
<u>DHYG 2220 Radiography 2</u>	<u>1.5</u>

<u>DHYG 2250Dental Hygiene Professional Practice 23</u>	
<u>DHYG 2260Pathology 1: Periodontology</u>	<u>2</u>
<u>DHYG 2255Nutrition for Oral Health</u>	<u>2</u>
<u>DHYG 2270Pharmacology in Dental Hygiene 1</u>	<u>3</u>
Credits	21.5

Term Three

<u>DHYG 3100Foundations of Dental Hygiene 3</u>	<u>5</u>
<u>DHYG 3110Dental Hygiene Clinical Practice 3</u>	<u>6</u>
<u>DHYG 3160Pathology 2: Oral Pathology</u>	<u>2</u>
<u>DHYG 3170Pharmacology in Dental Hygiene 2</u>	<u>2</u>
<u>DHYG 3180Dental Hygiene in Community 1</u>	<u>3</u>
Credits	18

Term Four

<u>DHYG 3200Foundations of Dental Hygiene 4</u>	<u>3</u>
<u>DHYG 3210Dental Hygiene Clinical Practice 4</u>	<u>6</u>
<u>DHYG 3250Dental Hygiene Professional Practice 33</u>	
<u>DHYG 3265Dental Biomaterials</u>	<u>3</u>
<u>DHYG 3275Transition to Practice</u>	<u>3</u>
<u>DHYG 3280Dental Hygiene in Community 2</u>	<u>3</u>
Credits	21
Total Credits	79

Plan of Study Grid

Term One	Credits
DHYG 2114Dental Hygiene Care 1	7.5
DHYG 2124Clinical Foundations	6.5
DHYG 2134Professional Practice 1	6
DHYG 2144Oral Health Sciences 1	7
- Credits	0
Term Two	
DHYG 2214Dental Hygiene Care 2	8.5
DHYG 2224Clinical Practice 1	8.5
DHYG 3244Oral Health Sciences 2	8.5
DHYG 3254Health Sciences	9.5
- Credits	0
Term Three	
DHYG 3314Dental Hygiene Care 3	8
DHYG 3324Clinical Practice 2	6.5
DHYG 4344Oral Health Sciences 3	6.5
DHYG 3364Community Foundations7	
- Credits	0
Term Four	

DHYG-4414	Dental Hygiene Care 4	8
DHYG-3424	Clinical Practice 3	9
DHYG-3434	Professional Practice 2	8.5
DHYG-4464	Community Practice	8.5
-	Credits	0
-	Total Credits	0

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65	Minimum Pass	2.00
C-	56-60		1.67
D	50-55		1.00
F	0-49	Failing Grade	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	

Grade Point Average (GPA)

The course grade points shall be calculated as the product of the course credit value and the grade value.

The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Rationale and Consultations

Provide a rationale for this proposal.

This program re-write was undertaken to incorporate the revised Entry-to-Practice Canadian Competencies for Dental Hygienists, review program alignment with similar Dental Hygiene Diploma Programs across the province (including length, hours, and credits), and create an opportunity for a tuition reset for a new or substantially changed program.

Are there any expected costs to this proposal.

Costing should be similar to the existing program, with a potential for increased tuition. If additional intakes are considered, and/or the intake numbers increase, additional storage space for student equipment will be required.

Consultations

Consultated Area	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	The DH Curriculum Committee worked with CTLR throughout the process of curriculum rewrite. CTLR supported mapping and review of competencies, planning evaluation and balancing across the program.
Registrar's Office	Discussion on planned academic terms, credits/hours, alignment with diploma credits policy, discussion on admission requirements. Considered international credential evaluation methods - including consultation with International and Admissions - and decided to continue with ICES, with a VCC Supplemental for the short term. Discussion and rationale provided for increased hour:credit ratio for clinical courses.
Disability Services	Review of Recommended Characteristics of Students and incorporation of feedback. Recommendation to include a statement regarding supports in DS.
Advising & Recruitment	Discussion on change to intake cycle and revision to information on pre-requisites. Advising supports the more flexible listing of pre-requisites and the new intake cycle; with the provision that it will be 'grandfathered' in for students applying in 2024.

Consultated Area	Consultation Comments
Faculty/Department	Rounds of feedback within the department and changes incorporated throughout the process.
PAC/CEG	Discussion with PAC members regarding proposed changes in the areas of research, radiography, community. Consideration given to PAC recommendation to consider increasing intakes or offering more intakes as DH graduates are in demand.
Affiliation, Articulation, and/or Accreditation Bodies	Consultation with BCCAT community regarding implementation of revised EPCCoDH. Discussion on program hours devoted to various curriculum areas, alignment of credits/hours of programs and opportunities for course review and implementation of transfer credit.
Other Department(s)	School of Health Sciences Curriculum Committee reviewed and provided feedback on the complete proposal.

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

These fields are NOT required for governance approval. The wording in these fields is written by Marketing for a specific purpose and must be consistent with all other College publications. If changes are needed, contact webmaster@vcc.ca.

This program is for:

Marketing Description

Get hands-on training to provide dental care including examinations, cleaning, polishing, and assessments while working with the public at VCC's dental clinic.

What you will learn

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 12:38 pm

Viewing: **DHYG 2100 : Foundations of DH 1**

Last edit: 08/08/23 3:17 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Foundations of Dental Hygiene 1

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:42 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:47 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: Foundations of DH 1

Subject Code: DHYG - Dental Hygiene

Course Number: 2100

Year of Study: 2nd Year Post-secondary

Credits: 4

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course is designed to provide learners with theoretical knowledge required for novice clinical dental hygiene practice. Emphasis will be placed on infection prevention and control, client assessment, instrumentation skills, and preventive dentistry.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

DHYG 2110.

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 primary routes of microbial transmission and accepted standards for infection prevention and control and safety.
CLO #2	Describe medical health considerations and their impact on oral health and the provision of dental hygiene care.
CLO #3	Explain basic clinical assessments important to dental hygiene care.
CLO #4	Demonstrate and discuss basic communication techniques to support the collection of comprehensive assessment data.
CLO #5	Describe the process of obtaining thorough and accurate clinical assessment data.
CLO #6	Describe principles of clinical instrumentation skills associated with clinical dental hygiene care.
CLO #7	Describe the use of preventive oral self-care aids and therapeutic agents.
CLO #8	Demonstrate accurate clinical annotations and records management in a simulated environment.
CLO #9	Explain the types of dental deposits and how to detect, quantify, and document them.

Instructional

Strategies:

Instructional strategies include active, collaborative learning; lecture; experiential learning in simulation, group work; discussion; and self-reflection.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	20%	2-4 quizzes
Assignments	20%	Communication Assignment
Exam	15%	Written Midterm Exam
Project	15%	Dental Products Project
Exam	30%	Written Final Exam
Assignments	S/U	WHMIS Module

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 63

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Hours in Category 1: 63

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Infection Prevention & Control;
 Medical and Dental History;
 Vital Signs;
 Ergonomics;
 Surgical Magnification;
 Clinical Assessments;
 Instrument Theory;
 Ultrasonic Theory;
 Brushing and Flossing;
 Oral Self-care;
 Dentifrices and Gums;
 Oral Rinses and Gels;
 Annotations and Dental Records;
 Dental Deposits and Plaque Index;

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 12:42 pm

Viewing: **DHYG 2110 : DH Clinical Practice 1**

Last edit: 08/08/23 3:17 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Dental Hygiene Clinical Practice 1

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:42 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:47 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: DH Clinical Practice 1

Subject Code: DHYG - Dental Hygiene

Course Number: 2110

Year of Study: 2nd Year Post-secondary

Credits: 4

Bridge College Code	UT
Bridge Billing Hours	3.85
Bridge Course Level	01

Course Description:

This introductory course facilitates the learners integration of foundational knowledge and the development of attributes and clinical skills essential for novice clinical dental hygiene practice. Emphasis is placed on critical thinking, decision-making, and the development of psychomotor skills, interpersonal communication, and professionalism in the clinical context.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

DHYG 2100.

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply infection prevention and control standards and best practices to support client and clinician safety in the clinical practice environment.
CLO #2	Demonstrate safe, novice instrumentations skills, oral health examinations, and balanced ergonomic positioning associated with clinical dental hygiene therapy.
CLO #3	Integrate principles of critical thinking, problem-solving skills, and evidence-informed approaches into clinical practice decisions.
CLO #4	Self-assess strengths and limitations and reflect on opportunities for improvement to support integration of new knowledge and skills.
CLO #5	Demonstrate novice level coordination, collaboration, and time management skills within the clinical practice environment.
CLO #6	Demonstrate accurate documentation and management of client records in accordance with legal and regulatory requirements, and professional practice standards.

Instructional

Strategies:

Instructional strategies include active, collaborative learning; lecture; experiential learning in simulation, lab, and clinical settings; small group and student partner work; discussion; and self-reflection.

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:

S - all components of the evaluation plan must be completed successfully

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Clinical Examination	S	Formative quality assurance checks per rubric
Clinical Examination	S	Periodontal probe assessment per rubric
Clinical Examination	S	Universal cures assessment per rubric
Other	S	All professional documentation must be complete according to VCC Clinic and Regulatory Standards.

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 168

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Clinical

Lab

Simulation

Hours in Category 2: 168

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to Clinical Protocols

Infection prevention and control

Dental ergonomics and surgical magnification

Management of the practice environment, including management of documentation and client records utilizing dental software systems

Instrumentation principles

Client and oral health assessments including: Medical history, dental health history, vital signs, and head and neck, intra-oral soft tissue, periodontal, dental and occlusal examinations

Self-reflection and self-assessment of strengths and limitations

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 12:49 pm

Viewing: **DHYG 2120 : Radiography 1**

Last edit: 08/08/23 3:18 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:
Radiography 1

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:42 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:47 am
Jo-Ellen Zakoor
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for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course
Name:

Radiography 1

Subject Code:

DHYG - Dental Hygiene

Course Number

2120

Year of Study

2nd Year Post-secondary

Credits:

1.5

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces learners to basic principles of dental radiology, radiography, and radiation safety procedures. Learners will apply radiation safety procedures to acquire bitewing and periapical images in a simulated clinical environment.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR is applied in alignment with the Procedures of Policy D.3.5 - Prior Learning Assessment and Recognition.

Proof of certification to expose dental radiographs in British Columbia; and a Clinical Challenge Exam, designed to validate skills and abilities to perform in the clinical environment.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain introductory principles of dental radiology, radiography, and radiation safety procedures.
CLO #2	Explain the basic concepts of digital radiography.
CLO #3	Describe features of normal dental anatomy related to dental radiography.
CLO #4	Explain projection geometry, shadow casting principles and paralleling techniques.
CLO #5	Demonstrate proficiency in bitewing and periapical dental imaging techniques in a simulated clinical environment.
CLO #6	Demonstrate correct mounting techniques.

Upon successful completion of this course, students will be able to:

CLO #7 Apply radiation safety procedures in a simulated clinical environment.

Instructional

Strategies:

Instructional strategies include active, collaborative learning; lecture; experiential learning in simulation, lab, and clinical settings; group work; discussion; and self-reflection.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	20%	Dental Radiology Assignment
Exam	20%	Written Final Exam
Clinical Examination	30%	Full Mouth Radiographic Survey
Clinical Examination	30%	Radiographic Placement Exercises

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 30

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Hours in Category 1: 15

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Clinical

Lab

Simulation

Hours in Category 2: 15

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Radiation biology;
 Radiation safety and protection and Quality Assurance;
 Digital radiography;
 Mounting and normal anatomy;
 Radiation characteristics and principles, and projection geometry;
 Shadow casting principles;
 Bitewing theory and practice
 Paralleling technique;
 Periapical theory and practice;

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 1:14 pm

Viewing: **DHYG 2135 : Head & Neck Anatomy**

Last edit: 08/08/23 3:18 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Head and Neck Anatomy

Effective Date: September 2024

School/Centre: Health Sciences

Is this a non-credit course?

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:42 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:47 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: Head & Neck Anatomy

Subject Code: DHYG - Dental Hygiene

Course Number: 2135

Year of Study: 2nd Year Post-secondary

Credits: 3

Bridge College Code	UT
Bridge Billing Hours	4.15
Bridge Course Level	01

Course Description:

This course is designed to assist learners to learn dental terminology and nomenclature, and integrate knowledge of anatomy, physiology, embryology, histology, of the head and neck region as it relates to human function and health.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR is applied in alignment with the Procedures of Policy D.3.5 - Prior Learning Assessment and Recognition.

Students will be assessed by a Challenge Exam, including both written and Objective Structured Clinical Exam (OSCE) components, designed to validate the knowledge of the candidate as it relates to the course learning outcomes.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Identify the stages of prenatal development.
CLO #2	Identify the location and anatomical features using the correct terminology for the bones of the head and neck
CLO #3	Describe the components, functions, and abnormalities of the temporomandibular joint.
CLO #4	Identify the properties of the muscles of mastication and facial expression, including determination of abnormalities of these muscles.
CLO #5	Describe cranial nerve innervation and manifestation of deficits.

Upon successful completion of this course, students will be able to:

	Upon successful completion of this course, students will be able to:
CLO #6	Describe normal and abnormal properties of glandular tissues of the head and neck.
CLO #7	Describe the vascular supply and lymphatic drainage in the head and neck and explain disease processes or abnormalities that can compromise these vessels.
CLO #8	Explain the significance of normal and abnormal anatomy in relation to oral function and overall health.
CLO #9	Explain how fascia, spaces, and the vascular system are involved in the spread of dental infections to other parts of the body.

Instructional

Strategies:

Instructional strategies include hands-on experiential individual and group work, cooperative learning group discussion, lecture/seminar sessions, and objective structured clinical examination (OSCE) to integrate knowledge into dental hygiene practice.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Exam	20	Midterm Exam
Exam	5	Midterm OSCE
Final Exam	25	Final exam
Clinical Examination	15	Final OSCE *must achieve 60% to pass the course
Assignments	15	
Quizzes/Tests	20	2-4 quizzes

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 51

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 39

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

- Clinical
- Lab
- Simulation

Hours in Category 2: 12

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Terminology
Bones of the head and neck
Temporomandibular joint
Prenatal development
Muscles of mastication and facial expression
Cranial nerves

Course Topics:

Vascular supply of the head and neck

Lymphatics

Glandular tissues

Fascia, spaces and spread of dental infection

Normal and abnormal anatomy

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be provided by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Hygiene Diploma Program PCG

Provide a rationale
for this proposal:

Are there any
expected costs as a
Consultation

Additional Information

Provide any additional information if necessary.

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 1:15 pm

Viewing: **DHYG 2145 : Dental Anatomy**

Last edit: 08/08/23 3:19 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:
Dental Anatomy

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:42 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:47 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: Dental Anatomy

Subject Code: DHYG - Dental Hygiene

Course Number: 2145

Year of Study: 2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces the learner to dental anatomy and histology and embryology of orofacial tissues as it relates to human function and health. Orofacial development, developmental anomalies and conditions, tooth eruption, and tooth morphology including identification, crown and root anatomy features, and associated dental terminology and nomenclature are studied with an emphasis on clinical considerations and its relevance to the provision of dental hygiene care.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR is applied in alignment with the Procedures of Policy D.3.5 - Prior Learning Assessment and Recognition.

Students will be assessed by a Challenge Exam, including both written and Objective Structured Clinical Exam (OSCE) components, designed to validate the knowledge of the candidate as it relates to the course learning outcomes.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply dental terminology and anatomical terms to describe intraoral positions of teeth for documentation in the clinical context.
CLO #2	Describe anatomy, morphology, and function of each tooth in the permanent and primary dentition.
CLO #3	Apply nomenclature coding systems for each tooth in the primary and permanent dentition.

Upon successful completion of this course, students will be able to:

CLO #4	Explain the stages of tooth development and the histological development of orofacial tissues including dental anomalies and conditions .
CLO #5	Describe tooth eruption and patterns for eruption and exfoliation of primary and permanent teeth.
CLO #6	Identify and describe the clinical significance and histological features of tooth tissues, and supporting structures and tissues of the periodontium.

Instructional

Strategies:

Instructional strategies include hands-on experiential individual and group work, cooperative learning group discussion, lecture/seminar sessions to integrate knowledge into dental hygiene practice.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	10	Dental Anatomy Presentation
Quizzes/Tests	25	3-5 Formative quizzes
Assignments	15	
Midterm Exam	20	Written Exam
Final Exam	30	Written Exam

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 51

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 39

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

- Clinical
- Lab
- Simulation

Hours in Category 2: 12

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Embryology and histological development of orofacial tissues

Dental terminology, anatomical terms, and nomenclature coding systems

Dental morphology, anatomy, and function of permanent and primary dentition

Developmental and regressive/acquired anomalies of the head, neck and oral tissues

Tooth eruption and exfoliation

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Course Change Request

New Course Proposal

Date Submitted: 08/02/23 4:04 pm

Viewing: **DHYG 2150 : DH Professional Practice 1**

Last edit: 08/02/23 4:04 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Dental Hygiene Professional Practice 1

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 4:05 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:47 am
Jo-Ellen Zakoor
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for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Arris	aariss@vcc.ca	604-443-8505

Banner Course Name: DH Professional Practice 1

Subject Code: DHYG - Dental Hygiene

Course Number: 2150

Year of Study: 2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course will introduce learners to the foundational concepts of dental hygiene practice, including ethical standards, best practices, and legislative requirements required in the provision of culturally safe and person-centered approaches to care. The course focuses on communication principles related to enhancing interpersonal and intra-professional collaboration, and building trusting relationships with individuals and communities from diverse backgrounds.

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 professional presence in the context of dental hygiene practice and professional health regulation.
CLO #2	Identify professional responsibilities as they relate to the dental hygiene code of ethics, practice standards and legislative requirements.
CLO #3	Identify dental hygiene conceptual models of practice and approaches to decision-making.
CLO #4	Identify the role and importance of various professional organizations, associations and other professional stakeholders.
CLO #5	Describe challenges, barriers, and strategies impacting effective interpersonal and intra-professional communication and collaboration.
CLO #6	Identify the influence of the determinants of health on oral health access and health inequities.

Upon successful completion of this course, students will be able to:

CLO #7	Reflect on personal and systemic biases impacting culturally safe, comprehensive and person-centered dental hygiene care.
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Instructional

Strategies:

Instructional strategies include active, collaborative learning; lecture; experiential learning in simulation, case-based learning; group work; discussion; self-reflection; and guest speakers.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	15%	Glossary of Terms
Other	30%	Communication Scenario Role Play
Project	30%	Self-Reflection Journal
Project	25%	Practice Philosophy Statement

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 48

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 48

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Professional Presence
 Codes of Professional Conduct
 Health Regulation in BC
 Ethical Codes, Practice Standards, Dental Hygiene Scope of Practice
 Professional Associations and Organizations
 Dental Hygiene Conceptual Models of Practice
 Evidence-informed Decision-making Models
 Determinants of Health
 Health Equity
 Learning Styles and Collaborative Learning
 Communication/Social Styles
 Giving and Receiving Feedback
 Cultural Safety & Humility
 Trauma-informed Care
 Diversity and Inclusion in Healthcare
 Team functioning, Group Dynamics and Processes
 Interpersonal and Intraprofessional communication

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 1:19 pm

Viewing: **DHYG 2200 : Foundations of DH 2**

Last edit: 08/08/23 3:19 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Foundations of Dental Hygiene 2

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:42 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:47 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: Foundations of DH 2

Subject Code: DHYG - Dental Hygiene

Course Number: 2200

Year of Study: 2nd Year Post-secondary

Credits: 4

Bridge College Code	UT
Bridge Billing Hours	5.83
Bridge Course Level	01

Course Description:

This course will assist learners in gaining knowledge to provide oral health education, oral health promotion, disease prevention, and periodontal management strategies. Learners will gain further knowledge about professionalism, communication and collaboration strategies, and principles of client advocacy relevant to dental hygiene practice.

Course Pre-Requisites (if applicable):

DHYG 2100.

Course Co-requisites (if applicable):

DHYG 2210.

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe characteristics of instrument sharpening and root morphology as they relate to instrumentation principles.
CLO #2	Discuss appropriate prevention, education, and health promotion activities.
CLO #3	Identify appropriate situations for client referrals and interprofessional collaboration to promote oral and general health
CLO #4	Identify evidence-informed strategies to develop health literacy and personal oral self-care abilities
CLO #5	Recognize personal and systemic conditioned biases, and power imbalances inherent in health care, to maintain trust and respectful relationships with diverse clients and populations.

Instructional

Strategies:

Instructional strategies include active, collaborative learning; lecture; experiential learning in simulation, group work; discussion; and self-reflection.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	25	Health compromising behaviour role play
Project	30	Self-reflection of health psychology theories to practice
Quizzes/Tests	50	3-5 Formative quizzes

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 63

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online
Seminar

Hours in Category 1: 63

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Health Psychology
 Health compromising behaviours
 Promoting healthy behaviour change
 Culturally safe dental hygiene care
 Family violence
 Trauma informed care
 Instrument sharpening
 Root morphology/instrumentation
 Cariology and fluoride and mechanisms of action
 Dentinal hypersensitivity
 Polishing techniques and professionally applied topical fluoride
 Power toothbrushes, promoting personal self care
 Fixed and removable prosthesis

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Hygiene Diploma Program PCG

Pro

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 1:28 pm

Viewing: **DHYG 2210 : DH Clinical Practice 2**

Last edit: 08/08/23 3:21 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Dental Hygiene Clinical Practice 2

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:42 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:47 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: DH Clinical Practice 2

Subject Code: DHYG - Dental Hygiene

Course Number: 2210

Year of Study: 2nd Year Post-secondary

Credits: 6

Bridge College Code	UT
Bridge Billing Hours	5.83
Bridge Course Level	01

Course Description:

This course will enable the learner to integrate foundational knowledge, and further develop the attributes, and psychomotor skills required for the provision of preventative, therapeutic, and supportive person-centered dental hygiene care while utilizing the ADPIE process of care. Emphasis will be placed on the integration of evidence-informed decision making into dental hygiene practice, including the recognition of client values and the influence of the determinants of health on oral and overall health. Practicing as a member of a health care team, the learner will begin to develop communication, collaboration, and practice management abilities to deliver culturally safe, inclusive, and relevant care. Learners provide dental hygiene care for clients from a novice to a beginner level by the end of the course.

Course Pre-Requisites (if applicable):

DHYG 2110.

Course Co-requisites (if applicable):

DHYG 2200.

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply evidence-informed decision-making approaches that reflect critical thinking, reasoning, and problem-solving skills to support clinical practice decisions.
CLO #2	Develop a dental hygiene care plan that supports safe and comprehensive person-centered care.
CLO #3	Apply appropriate health promotion strategies and interventions as an oral health educator and client advocate at the novice level recognizing the influence of the determinants of health.
CLO #4	Implement interceptive, therapeutic, and preventive clinical therapy utilizing the ADPIE process of dental hygiene care to support the client in achieving oral and overall health.
CLO #5	Demonstrate novice skills associated with integration of professional responsibilities that reflects best practices, integration of ethical standards, accountability for actions and decision-making, and a

Upon successful completion of this course, students will be able to:

	commitment to serving others including placing the interests of others above self.
CLO #6	Demonstrate and prepare a self-assessment of strengths and limitations and reflect on opportunities for improvement through continual evaluation to support integration of new knowledge and skills.
CLO #7	Demonstrate novice skills associated with organization and management of the clinical practice environment to support the provision of person-centered care.
CLO #8	Demonstrate effective oral, nonverbal, and written communication approaches when gathering and sharing pertinent information in the provision of culturally safe, inclusive, and relevant care.
CLO #9	Collaborate with healthcare professionals and others involved in the health, well-being, and continuity of care for individuals, groups, and communities.
CLO #10	Maintain accurate documentation and management of client records in accordance with legal and regulatory requirements, and professional practice standards.

Instructional

Strategies:

Instructional strategies include experiential learning through clinical demonstrations, the provision of dental hygiene services, student partner work, self-assessment, and self-reflections on clinical performance.

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:

S *all clinical evaluations must be successfully completed to pass the course

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Clinical Examination	S	Care Plan Case Presentation
Clinical Examination	S	Therapeutic Debridement
Clinical Examination	S	Formative quality assurance checks per rubric
Clinical Examination	S	Promote Oral Self-Care
Other	S	All professional documentation must be complete according to VCC Clinic and Regulatory Standards.

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 240

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Clinical

Lab

Simulation

Hours in Category 2: 240

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Management of the clinical practice environment.

Dental hygiene care planning utilizing the ADPIE process of dental hygiene care model (ADPIE) and in compliance with Dental Hygiene Regulation, Code of Ethics, and regulatory practice standards.

Provide interceptive, therapeutic, and preventive dental hygiene therapies for individuals, groups, and communities with diverse needs.

Implement health promotion strategies and interventions utilizing educational principles.

Course Topics:

Collaboration with healthcare professionals and others involved in the health and continuity of care for individuals, groups, and communities.

Evaluation of dental hygiene care using code of ethics and regulatory practice standards.

Self-reflection and self-assessment of strengths and limitations to support integration of new knowledge and skills.

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Hygiene Diploma Program PCG

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 1:58 pm

Viewing: **DHYG 2220 : Radiography 2**

Last edit: 08/08/23 3:21 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:
Radiography 2

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:42 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:48 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course
Name:

Radiography 2

Subject Code:

DHYG - Dental Hygiene

Course Number

2220

Year of Study

2nd Year Post-secondary

Credits:

1.5

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course will further develop learners' knowledge, skills, and attitudes in providing radiographic prescription, implementation, and interpretation. This course will enable learners to develop their critical thinking skills in the provision of dental hygiene care, as it relates to dental hygiene radiographic services.

Course Pre-Requisites (if applicable):

DHYG 2120.

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 role of a dental hygienist in radiographic prescription and planning, and in radiographic interpretation as it applies to the dental hygiene process of care.
CLO #2	Demonstrate novice skills in radiographic image planning.
CLO #3	Analyze quality of radiographic images, identify common errors and how to correct them.
CLO #4	Distinguish the difference between normal anatomy and the appearance of pathology, anomalies, restorative materials, and periodontal disease in radiographic images.
CLO #5	Interpret radiographic images as it applies to the dental hygiene process of care.
CLO #6	Apply descriptive terminology to describe oral pathologies and anomalies.

Instructional

Strategies:

Instructional strategies include active, collaborative learning; lecture; experiential learning in simulation, lab, and clinical settings; group work; discussion; and self-reflection.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	35	Radiographic interpretation
Project	30	Full Mouth Survey per rubric
Exam	35	Cumulative written exam

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 30

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online
Seminar

Hours in Category 1: 15

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Clinical
Simulation

Hours in Category 2: 15

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Radiographic prescription and the role of the dental hygienist
 Full mouth series (FMS) planning, coding errors, and how to correct
 DXTR/Mannikin FMS assessment
 Radiographic Interpretation of periodontal diseases
 Normal anatomy, descriptive terminology, appearance of restorative materials, and developmental anomalies

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Hygiene Diploma Program PCG

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 2:06 pm

Viewing: **DHYG 2250 : DH Professional Practice 2**

Last edit: 08/08/23 3:21 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Dental Hygiene Professional Practice 2

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:43 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:48 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: DH Professional Practice 2

Name:

Subject Code: DHYG - Dental Hygiene

Course Number: 2250

Year of Study: 1st Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course builds on concepts learned in the Professional Practice 1 course and integrates evidence-informed practice to explore practice trends affecting the dental hygiene profession. This course also focuses on ethical decision-making frameworks used to manage ethical challenges, and communication strategies to manage conflict and demonstrate professional conduct necessary in oral healthcare and inter-professional settings.

Course Pre-Requisites (if applicable):

DHYG 2150.

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 ethical decision-making frameworks to manage ethical challenges common to dental hygiene practice.
CLO #2	Use critical thinking and evidence-informed approach to explore dental hygiene professional issues and practice trends.
CLO #3	Use communication principles and strategies to enhance teamwork, resolve conflict, and provide culturally safe and person-centered approaches to care.
CLO #4	Collaborate with oral health professionals and others to provide safe, effective and ethical person-centered approaches to care.
CLO #5	Integrate educational methodologies of teaching and learning into oral health promotion activities.

Instructional

Strategies:

Instructional strategies include active, collaborative learning; lecture; experiential learning in simulation, case-based learning; group work; discussion; self-reflection; and guest speakers.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30%	Argumentative Essay (Professional Issues/Trends)
Assignments	30%	Ethical Dilemma Analysis
Project	30%	Mini-Lesson
Other	5%	Inter-professional Education Online Module
Other	5%	Intro to Gender Diversity Online Module

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar
- Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Academic Writing
 Practice trends affecting DH regulation in BC.
 Ethical decision-making frameworks
 Relational Practice-BCCOHP Patient Relations Program
 Professional misconduct and 'Fitness to Practice'
 Social media in healthcare
 Managing conflict in communication
 Facilitation of Learning for Health Promotion
 Collaborative Teamwork Strategies
 Instructional competence
 Inter-professional Collaboration

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be provided by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 2:07 pm

Viewing: **DHYG 2255 : Nutrition for Oral Health**

Last edit: 07/18/23 2:07 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Nutrition for Oral Health

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:43 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:48 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: Nutrition for Oral Health

Subject Code: DHYG - Dental Hygiene

Course Number: 2255

Year of Study: 2nd Year Post-secondary

Credits: 2

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course prepares learners to identify dietary contributors to oral and systemic disease. Learners will be able to assist clients in improving their oral and general health through dietary assessment and nutritional counselling that is culturally relevant, and within the dental hygiene scope of practice.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR is applied in alignment with the Procedures of Policy D.3.5 - Prior Learning Assessment and Recognition.

Students will be assessed by a Challenge Exam, designed to validate the knowledge of the candidate as it relates to the course learning outcomes.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Assess nutritional status for a diversity of people accessing dental hygiene care, using Canada's Dietary Guidelines.
CLO #2	Integrate nutritional assessment information to form a dental hygiene diagnosis.
CLO #3	Plan person-centered nutrition counseling within the dental hygiene scope of practice, using Canada's Dietary Guidelines.
CLO #4	Compare nutritional needs of various client populations including variations in nutrition requirements throughout the life span.

Upon successful completion of this course, students will be able to:

CLO #5	Implement person-centered and culturally relevant nutrition counseling that utilizes principles of motivational interviewing.
CLO #6	Evaluate outcomes of nutrition counseling according to standards of practice and relevant legislation.

Instructional

Strategies:

Instructional strategies include active, collaborative learning; lecture; experiential learning in simulation, case-based learning; group work; discussion; and self-reflection.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	60%	4-6 Written Quizzes
Project	30%	Dietary assessment & Nutrition Counseling (NC) Role-play
Other	10%	Self & Peer Assessment of NC Role-Play

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 30

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 30

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Canada's Food Guidelines
 Cariogenic Foods and Beverages
 Nutrition Throughout the Lifespan
 Macro and Micronutrients
 Food Skills & Food Literacy
 Dietary Assessment
 DH Role in Nutritional Counseling

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Hygiene Diploma Program PCG

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 2:10 pm

Viewing: **DHYG 2260 : Path 1: Periodontology**

Last edit: 07/18/23 2:10 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Pathology 1: Periodontology

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:43 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:48 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: Path 1: Periodontology

Subject Code: DHYG - Dental Hygiene

Course Number: 2260

Year of Study: 2nd Year Post-secondary

Credits: 2

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course will assist learners in gaining knowledge about the relationship between health and disease of the oral tissues. Particular emphasis will be placed on immunology, microbiology, periodontology, and associated treatment modalities.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR is applied in alignment with the Procedures of Policy D.3.5 - Prior Learning Assessment and Recognition.

Students will be assessed by a Challenge Exam, designed to validate the knowledge of the candidate as it relates to the course learning outcomes.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe the features and etiology of periodontal and peri-implant diseases.
CLO #2	Describe classification of periodontal disease, including staging and grading.
CLO #3	Develop diagnostic statements of periodontal disease using knowledge of microbiology and clinical presentation.
CLO #4	Describe microbiological processes related to periodontal disease.
CLO #5	Describe the role of the host immune response in periodontal disease.
CLO #6	Identify and describe the etiology of abscesses of the periodontium.

Upon successful completion of this course, students will be able to:

CLO #7	Assess systemic and local risk factors for periodontal disease.
CLO #8	Integrate knowledge of periodontology and microbiology to support dental hygiene phases of care in a case study.

Instructional

Strategies:

Instructional strategies include active, collaborative learning; lecture; experiential learning in simulation, group work; case-based learning, discussion; and self-reflection.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30%	2-4 Quizzes
Assignments	10%	
Exam	35%	Written Cumulative Final Exam
Project	25%	Case-Based Learning Series

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 30

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online

Seminar

Hours in Category 1: 30

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Diseases affecting the periodontium;

Classification of periodontal disease;

Pediatric periodontal diseases;

Microbial growth and periodontal disease;

Host immune response;

Oral Biofilms;

Etiology of periodontal disease;

Peri-implant disease;

Traumatic occlusion and mucogingival deformities related to periodontal disease;

Abscesses of the periodontium;

General and local risk factors;

Dental hygiene phases of care and outcomes of non-surgical periodontal therapy;

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Hygiene Diploma Program PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer

Comments

Badge Information

NOT REQUIRED FOR GOVERNANCE APPROVAL.

For use when a Badge is offered for this course. If you have any questions, contact the Registrar's Office.

Is a Badge being offered for this course?

Badge Effective

Date

Badge Name

Badge Description

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 2:19 pm

Viewing: **DHYG 2270 : Pharmacology in DH 1**

Last edit: 07/18/23 2:19 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Pharmacology in Dental Hygiene 1

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:44 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:48 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: Pharmacology in DH 1

Subject Code: DHYG - Dental Hygiene

Course Number: 2270

Year of Study: 2nd Year Post-secondary

Credits: 3

Bridge College Code	UT
Bridge Billing Hours	6.51
Bridge Course Level	01

Course Description:

This course will provide learners with knowledge in pharmacology related to analgesic and local anesthesia pain control and experience in the administration local anesthesia for the provision of dental hygiene 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	Explain how drugs are administered, distributed, metabolized and excreted, and the purpose and uses of nutraceuticals.
CLO #2	Explain the action of analgesic drugs and their indication/contraindications for use.
CLO #3	Explain the effects autonomic drugs have on the nervous system.
CLO #4	Explain neuroanatomy and the pharmacology of local anesthetics and vasoconstrictors and how they produce conduction blockade.
CLO #5	Explain concepts of pain and how to manage, and the armamentarium used in the delivery of local anesthesia.
CLO #6	Explain client medical considerations and prevention and/or management of local and systemic complications related to the administration of local anesthesia.
CLO #7	Demonstrate how to calculate the maximum safe dosage of local anesthetics and vasoconstrictors.
CLO #8	Explain the site of tissue penetration, area of local anesthetic solution deposition, dosage of anesthetic, and tissues anesthetized for each dental injection.

Upon successful completion of this course, students will be able to:

CLO #9	Demonstrate maxillary and mandibular injection techniques and documentation of treatment according to the dental hygiene practice standards
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Instructional

Strategies:

Instructional strategies are used such as dental laboratory sessions, demonstrations, synchronous and asynchronous online sessions, and small group presentations.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:

C and successful completion of all clinical evaluations

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Exam	25	Written midterm examination
Exam	35	Local Anesthetic (LA) Exam *must achieve 60% on the exam to pass the course
Quizzes/Tests	30	2-3 Quizzes
Project	10	Case Study Group Presentation
Clinical Examination	S	LA Clinical Injections

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 48

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 36

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

- Clinical
- Lab

Hours in Category 2: 12

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:
Nutraceutical remedies
Drug action and handling
Analgesic drugs
Autonomic drugs and the nervous system
Neuroanatomy and pharmacology of local anesthetics and vasoconstrictors
Concepts of pain management
Local anesthetic armamentarium
Client evaluation and local and systemic complications from local anesthesia
Calculation of local anesthetic dosage
Maxillary and mandibular injection techniques

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 2:26 pm

Viewing: **DHYG 3100 : Foundations of DH 3**

Last edit: 08/08/23 3:23 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Foundations of Dental Hygiene 3

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:44 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:48 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: Foundations of DH 3

Subject Code: DHYG - Dental Hygiene

Course Number: 3100

Year of Study: 3rd Year Post-secondary

Credits: 5

Bridge College Code	UT
Bridge Billing Hours	4.58
Bridge Course Level	01

Course Description:

This course will further develop the learners' knowledge, skills and attitudes for the provision of preventive, therapeutic, and supportive dental hygiene care. This course will explore topics of professional responsibility, risk assessment, provision of care and advocacy for clients with diverse and complex needs, and advanced periodontal management strategies to provide preventive, therapeutic, and supportive dental hygiene care to individuals and groups from vulnerable populations throughout the lifespan.

This course is part of the full time Dental Hygiene Diploma program.

Course Pre-Requisites (if applicable):

DHYG 2200.

Course Co-requisites (if applicable):

DHYG 3110.

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Evaluate health promotion, prevention and educational strategies utilizing the ADPIE framework and the influence of the determinants of health to support optimal oral health.
CLO #2	Evaluate the physical risk of dental hygiene care for the provision of safe and comprehensive person-centered care.
CLO #3	Evaluate the outcomes of therapeutic and behavioural dental hygiene interventions to support ongoing comprehensive care and optimal oral health.
CLO #4	Demonstrate critical reflection of the relationship between personal values and health beliefs, professional ethical standards, and dental hygiene practice.
CLO #5	Analyze the need for advanced dental hygiene interventions to support dental hygiene care in complex cases.

Instructional

Strategies:

Instructional strategies include active, collaborative learning; lecture; experiential learning in simulation; group work; discussion; self-reflection; and guest speakers.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	35	Critical reflection essay * must achieve 60% to pass the course
Project	35	Literature Review
Quizzes/Tests	30	2-3 Formative Quizzes

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

2. Check all instruction types that could be applicable for this course.

3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 75

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Hours in Category 1: 75

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Course Introduction

Physical Risk Assessment and the provision of Dental Hygiene Care

Sealants

Personal Values and Dental Hygiene Practice

Dental Hygiene Areas of Specialization

Women's Health Issues

Social Gerontology

Clients with Compromised Health Conditions

The Aging Process: Oral and General Health

Older Adults in Assisted Living

Advanced Instrumentation

Periodontal Chemotherapeutics

Evaluation of Dental Hygiene Therapeutic and Behavioural Outcomes

Alternative Pain Management

Impressions

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 2:29 pm

Viewing: **DHYG 3110 : DH Clinical Practice 3**

Last edit: 08/08/23 3:23 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Dental Hygiene Clinical Practice 3

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:44 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:48 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: DH Clinical Practice 3

Subject Code: DHYG - Dental Hygiene

Course Number: 3110

Year of Study: 3rd Year Post-secondary

Credits: 6

Bridge College Code	UT
Bridge Billing Hours	3.71
Bridge Course Level	01

Course Description:

This course provides learners the opportunity to further develop knowledge and skills to provide safe and effective person-centered dental hygiene care for diverse people across the life span. Participating as members of the health care team, students will foster communication and collaboration abilities to support culturally safe and relevant care. The provision of clinical dental hygiene services for people with diverse needs, while integrating client values and the influence of determinants of health, and managing a professional presence, will enable learners to progress from a supported beginner to meeting basic competency by the end of this course.

Course Pre-Requisites (if applicable):

DHYG 2210.

Course Co-requisites (if applicable):

DHYG 3100.

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Demonstrate professional behaviour that reflects accountability for actions, integration of ethical standards, regulatory requirements, and a commitment to the health and well-being of others
CLO #2	With guidance, integrate critical thinking, problem-solving and a systematic approach to care into clinical practice to provide evidence-informed care
CLO #3	Apply effective communication and collaboration in partnership with others to provide accessible, culturally safe and relevant care
CLO #4	With guidance, apply evidence-informed health promotion strategies, education, and disease and injury prevention interventions to promote optimal oral health
CLO #5	Provide the basic process of dental hygiene care for others using the ADPIE framework to support safe, inclusive and person-centered care

Upon successful completion of this course, students will be able to:

CLO #6	Manage client care, safety and comfort in a timely manner within all practice environments
CLO #7	Integrate the determinants of health on oral health in provision of safe, inclusive and person-centered care for diverse people, across the lifespan
CLO #8	Evaluate bisecting angle and localization radiographic techniques to support comprehensive dental hygiene practice.
CLO #9	Self-assess clinical knowledge, abilities and attitudes and create learning plans to address learning needs and support provision of comprehensive dental hygiene practice.

Instructional

Strategies:

Instructional strategies include active, collaborative learning; experiential learning in simulation, lab, and clinical settings; teamwork; practicum rotation; discussion; and self-reflection.

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:

S *all clinical evaluations must be completed satisfactorily to pass the course

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Clinical Examination	S	Diagnose and plan treatment
Clinical Examination	S	Therapeutic debridement
Clinical Examination	S	Full mouth radiographic survey
Clinical Examination	S	Local anesthesia
Clinical Examination	S	Peer assessment
Clinical Examination	S	Sealant placement
Clinical Examination	S	Formative quality assurance checks
Other	S	All professional documentation must be complete according to VCC Clinic and Regulatory Standards.

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 240

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Clinical

Lab

Simulation

Hours in Category 2: 240

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Provide clinical dental hygiene services for clients with diverse needs; basic and advanced clinical therapies

Integrate health promotion, educational strategies and determinants of health for clients with diverse needs

Utilize collaboration and communication strategies related to inter and intra-professional teams and client advocacy

Integrate critical thinking, problem-solving and a systematic approach to care

Apply dental imaging theory

Course Topics:

Self-assessment

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Hygiene Diploma Program PCG

Prov

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer

Comments

Badge Information

NOT REQUIRED FOR GOVERNANCE APPROVAL.

For use when a Badge is offered for this course. If you have any questions, contact the Registrar's Office.

Is a Badge being offered for this course?

Badge Effective

Date

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 2:36 pm

Viewing: **DHYG 3160 : Path 2: Oral Pathology**

Last edit: 08/15/23 2:10 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Pathology 2: Oral Pathology

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:44 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:48 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: Path 2: Oral Pathology

Subject Code: DHYG - Dental Hygiene

Course Number: 3160

Year of Study: 3rd Year Post-secondary

Credits: 2

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course will assist learners in gaining knowledge about pathologies of the oral cavity. Particular emphasis will be placed on histology, oral manifestations of disease, oral cancers, and associated management.

Course Pre-Requisites (if applicable):

DHYG 2260.

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	Compare differential and definitive diagnoses.
CLO #2	Describe the inflammation and repair processes of soft tissues.
CLO #3	Explain core concepts of immunopathology, including autoimmune diseases and immunodeficiency.
CLO #4	Describe the oral manifestations related to immunological conditions and genetic disorders.
CLO #5	Compare the oral manifestations related to fungi, viruses and infectious diseases.
CLO #6	Explain oral cancer histology, etiology, and risk factors.
CLO #7	Describe oral cancer screening processes and the role of the dental hygienist.
CLO #8	Describe non-neoplastic diseases of the bone.

Instructional

Strategies:

Instructional strategies include active, collaborative learning; lecture; case-based learning; group work; discussion; self-reflection; and guest speakers.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30%	2-3 Quizzes
Assignments	10%	
Exam	35%	Final Exam
Project	25%	Case-based Learning Series

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 30

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online
Seminar

Hours in Category 1: 30

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

The diagnostic process;

Inflammation and repair;

Immunopathology;

Oral manifestations of immunological conditions;

Viruses, fungi and infectious diseases;

Oral conditions associated with genetic disorders;

Developmental cysts;

Neoplasia;

Non-neoplastic diseases of bone;

Oral manifestations of systemic diseases;

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 2:42 pm

Viewing: **DHYG 3170 : Pharmacology in DH 2**

Last edit: 08/08/23 3:25 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Pharmacology in Dental Hygiene 2

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:45 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:48 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604 443-8505

Banner Course Name: Pharmacology in DH 2

Subject Code: DHYG - Dental Hygiene

Course Number: 3170

Year of Study: 3rd Year Post-secondary

Credits: 2

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides an in-depth exploration of the pharmacologic principles needed for safe and effective clinical dental hygiene treatment. The focus of this course is on accessing and analyzing information on drug properties, mechanisms of action, dosages, intended effects, interactions, and adverse reactions that impact dental hygiene care.

Course Pre-Requisites (if applicable):

DHYG 2270.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Discuss a variety of chronic conditions and diseases that require the use of prescribed pharmacological agents.
CLO #2	Describe the classifications, mechanisms of action, adverse reactions, contraindications and dental hygiene considerations associated with commonly prescribed drugs and those used in dentistry.
CLO #3	Identify the oral health implications associated with commonly prescribed drugs, including the contraindications to dental hygiene treatment, vasoconstrictor use, and their relationship to periodontal disease.
CLO #4	Evaluate the implications of providing dental hygiene care to a variety of complex situations including clients with a substance use disorder.
CLO #5	Describe common oral conditions and the pharmacological agents used in their treatment.
CLO #6	Discuss possible drug interactions and oral side effects produced by pharmacologically active ingredients that are contained in herbal and/or alternative medicines.

Instructional

Strategies:

Instructional strategies includes online case-based; collaborative learning; group work; and discussion.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	70%	6-8 Knowledge Assessments/Module
Final Exam	30%	Case-based Group Exam

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 30

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Online

Seminar

Hours in Category 1: 30

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Drugs used in the Treatment of Cardiovascular Disease
 Antimicrobial Agent used in Dentistry
 Respiratory and Gastrointestinal Drugs
 Endocrine/Metabolic Disorders and Anti-Neoplastic Drugs
 Neurological and Psychiatric Drugs
 Common Oral Conditions and Drugs Used in Their Treatment
 Special Considerations-Substance use disorders, Pregnancy and Herbal Remedies

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Hygiene Diploma Program PCG

Provide a rationale
for this proposal:

Are there any

suggested changes to
the proposal?

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 2:44 pm

Viewing: **DHYG 3180 : DH in Community 1**

Last edit: 08/08/23 3:25 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Dental Hygiene in Community 1

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:46 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:48 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: DH in Community 1

Subject Code: DHYG - Dental Hygiene

Course Number: 3180

Year of Study: 3rd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course enables learners to develop and apply foundational knowledge, skills and attitudes in population and public health principles and strategies to a novice level that enable individuals, groups, communities and populations to improve their health and well-being and reduce inequities. This course prepares the learner for Dental Hygiene in Community 2.

Course Pre-Requisites (if applicable):

DHYG 3180.

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 community approaches to health promotion and disease prevention.
CLO #2	Compare health promotion strategies in a diverse population.
CLO #3	Describe the ADPIE process of care in community.
CLO #4	Explore advocacy approaches to address oral health inequities.
CLO #5	Explain the dental hygienist's role in improving the oral and overall health of communities, including the provision of culturally safe and trauma informed care.
CLO #6	Debate policy designed to promote community health and wellness.
CLO #7	Identify epidemiologic approaches to evaluating population health.
CLO #8	Develop knowledge, self-awareness, and skills in Indigenous cultural safety and humility in preparation for communication or working directly and indirectly with Indigenous Peoples.

Upon successful completion of this course, students will be able to:

CLO #9	Explain public health care systems, public health policy, and the role of the dental hygienist in public policy development.
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Instructional

Strategies:

Instructional strategies include active, collaborative learning; lecture; experiential learning in simulation; group work; debate and discussion; self-reflection; and guest speakers.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	20	Fluoride Debate
Assignments	20	Political Social Advocacy Report
Assignments	15	Self-reflection
Project	15	Epidemiology project
Final Exam	30	Cumulative Written Exam

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online

Seminar

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Determinants of Health

Health promotion and disease prevention

Advocacy

Social responsibility

Jordan's Principle

Population health

Epidemiology

Trauma Informed Care

Cultural Safety and Humility

Principles of social justice and equity

Public policy use and development

Theories and models in community practice

Course Topics:

Roles and responsibilities of federal, provincial, First Nations, and regional public health jurisdictions.

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Hygiene Diploma Program PCG

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Badge Information

NOT REQUIRED FOR GOVERNANCE APPROVAL.

For use when a Badge is offered for this course. If you have any questions, contact the Registrar's Office.

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 2:58 pm

Viewing: **DHYG 3200 : Foundations of DH 4**

Last edit: 08/08/23 3:26 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Foundations of Dental Hygiene 4

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:46 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:48 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:54 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: Foundations of DH 4

Subject Code: DHYG - Dental Hygiene

Course Number: 3200

Year of Study: 3rd Year Post-secondary

Credits: 3

Bridge College Code	UT
Bridge Billing Hours	5.65
Bridge Course Level	01

Course Description:

This theory course will enable learners to advance their knowledge, skills, and attitudes to support the provision of safe, ethical and patient-centered dental hygiene care for individuals with diverse and complex needs. Learners will explore concepts related to the care of vulnerable population groups, further knowledge of radiographic techniques, discuss elements of oral cancer management and screening, and explore clinical therapy techniques to support comprehensive dental hygiene care across the lifespan. Learners will utilize critical thinking, problem-solving, and reasoning skills to manage evidence-informed dental hygiene practice decisions as they transition into professional practice.

Course Pre-Requisites (if applicable):

DHYG 3100.

Course Co-requisites (if applicable):

DHYG 3210.

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	Examine varied radiographic imaging strategies.
CLO #2	Interpret behavioural, biological, and oral sciences to inform dental hygiene care planning in the promotion of optimal oral health.
CLO #3	Analyze concepts related to oral cancer screening, head and neck cancer, oral medicine and cancer therapy, and the provision of dental hygiene care.
CLO #4	Explore clinical therapy techniques to manage diverse needs in the provision of comprehensive dental hygiene care.
CLO #5	Present a health-related message using effective communication and evidence-informed decision-making to support others to achieve and maintain optimal oral health.

Upon successful completion of this course, students will be able to:

CLO #6	Present an analysis of the ADPIE framework and outcomes of care for diverse people that reflects integration of evidence-informed practice to optimize oral health care.
--------	--

Instructional

Strategies:

Instructional strategies include active, collaborative learning; lecture; group work; discussion; self-reflection; and guest speakers.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:

C *and successful completion of clinical evaluations

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Exam	20%	Written Exam
Project	25%	Special Health Care Needs presentation and report
Project	20%	Health Promotions Project and Infographic
Project	35%	Case presentation

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 48

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online
Seminar

Hours in Category 1: 48

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Radiology principles and dental imaging techniques

Oral care considerations for clients with diverse needs - care for clients with head and neck cancer, pediatrics, alternate Local Anesthetic,

Dental photography techniques

Autofluorescence Visualization

Social determinants of health and advocacy in provision of care for clients with complex needs

Inter-professional practice

Case study presentation strategies

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:02 pm

Viewing: **DHYG 3210 : DH Clinical Practice 4**

Last edit: 08/08/23 3:27 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Dental Hygiene Clinical Practice 4

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:46 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:48 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:55 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course: DH Clinical Practice 4

Name:

Subject Code: DHYG - Dental Hygiene

Course Number: 3210

Year of Study: 3rd Year Post-secondary

Credits: 6

Bridge College Code	UT
Bridge Billing Hours	6.35
Bridge Course Level	01

Course Description:

This course offers learners the opportunity to further expand their knowledge, skills, attitudes, behaviours and judgements to meet entry to practice competencies. Learners will experience the provision of dental hygiene care in varied practice settings. Learners will use the ADPIE framework, while practicing as part of intra- and inter-professional health teams to provide safe and comprehensive, person-centered care for diverse people across the lifespan. Learners will integrate multiple concepts, models and theories into the assessment, planning and evaluation of dental hygiene services for people with diverse needs. Learner's progress to basic proficiency as a consciously competent practitioner in preparation for entry-to-practice by the end of the course.

Course Pre-Requisites (if applicable):

DHYG 3110.

Course Co-requisites (if applicable):

DHYG 3200.

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Demonstrate competent professional behaviour that reflects accountability for actions, integration of ethical standards, regulatory requirements, and a commitment to the health and well-being of self and others.
CLO #2	Integrate comprehensive critical thinking, problem-solving and a systematic approach to care into clinical practice to provide evidence-informed care.
CLO #3	Apply comprehensive communication and collaboration in partnership with others to provide accessible, culturally safe, and relevant person-centered care.
CLO #4	Apply evidence-informed health promotion strategies, education, and disease and injury prevention interventions to promote optimal oral health.

Upon successful completion of this course, students will be able to:

CLO #5	Integrate principles of radiographic imaging for alternate radiographic techniques.
--------	---

Upon successful completion of this course, students will be able to:

CLO #6	Manage the influence of determinants of health on oral health.
CLO #7	Provide the process of dental hygiene care for others using the ADPIE framework to support safe, inclusive, and person-centered care.
CLO #8	Manage client care, safety, and comfort in a timely manner within all practice environments.
CLO #9	Self-assess clinical knowledge, abilities and attitudes and create learning plans to address learning needs and support provision of comprehensive dental hygiene practice.

Instructional

Strategies:

Instructional strategies include active, collaborative learning; experiential learning in simulation, lab, and clinical settings; teamwork; practicum rotation; discussion; and self-reflection.

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:

S *all clinical evaluations must be completed successfully

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Clinical Examination	S	Compound Client Care
Clinical Examination	S	Case Study Client Care
Clinical Examination	S	Full Mouth Radiographic Survey
Clinical Examination	S	Local Anesthesia
Clinical Examination	S	Formative quality assurance checks
Other	S	All professional documentation must be complete according to VCC Clinic and Regulatory Standards.

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 240

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Clinical

Lab

Simulation

Hours in Category 2: 240

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

ADPIE model for provision of preventive, interceptive, and therapeutic clinical therapy for diverse clients in varied practice settings

Health promotion and educational principles and learning strategies for clients with diverse needs

Collaboration strategies for advocacy and referral into the community to support client health and wellness

Evaluation of dental hygiene care using practice standards and codes of ethics

Advanced clinical therapies

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Hygiene Diploma Program PCG

Provide

Additional Information

Provide any additional information if necessary.

Supporting

documentation:

Reviewer

Comments

Badge Information

NOT REQUIRED FOR GOVERNANCE APPROVAL.

For use when a Badge is offered for this course. If you have any questions, contact the Registrar's Office.

Is a Badge being offered for this course?

Badge Effective

Date

Badge Name

Badge Description

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:06 pm

Viewing: **DHYG 3250 : DH Professional Practice 3**

Last edit: 08/08/23 3:28 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Dental Hygiene Professional Practice 3

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:46 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:48 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:55 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: DH Professional Practice 3

Subject Code: DHYG - Dental Hygiene

Course Number: 3250

Year of Study: 3rd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course prepares learners for integration into regulated dental hygiene practice by applying ethical standards, best practices, and legislative requirements necessary for entry-level practice. This course includes basic practice management and business principles including ethics, economics, marketing, and entrepreneurship applied to a variety of practice settings. Political action and advocacy initiatives to address oral health inequities are also explored.

Course Pre-Requisites (if applicable):

DHYG 2250.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Integrate regulatory standards, and legislative and professional responsibilities when fulfilling practice management or administrative responsibilities.
CLO #2	Demonstrate cultural safety, and principles of equity and inclusion in dental hygiene practice management.
CLO #3	Use effective communication approaches that articulate and maintain a professional image and presence.
CLO #4	Reflect on professional performance in relation to the national dental hygiene entry-to-practice competencies.
CLO #5	Analyze opportunities for continuing competence in relation to quality assurance requirements in dental hygiene practice.

Upon successful completion of this course, students will be able to:

CLO #6	Integrate basic principles of business management including business ethics, economics, marketing, and entrepreneurship into a variety of practice settings.
CLO #7	Explore dental hygiene advocacy initiatives that address oral health inequities.

Instructional

Strategies:

Instructional strategies include both online and in-person cooperative group work, lectures, seminars, large group discussions, case-based learning, self-reflection, and other experiential learning activities.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	50%	Business Plan (Project 30%; Pres 20%)
Project	30%	Advocacy Initiative Activity
Assignments	20%	Inquiry Case Analysis

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Documentation and Billing Practices
 Dental Practice Economics and Marketing
 Professional Presence (incl. social media)
 Entrepreneurship and Business Concepts
 Alternative Practice Models
 Post-diploma Dental Hygiene Education
 Dental Hygiene Regulation (practice standards, code of ethics and legislation)
 Ethical Decision-making
 Cultural Safety & Humility
 Quality Assurance, Continuing Competence and Jurisprudence
 Fitness to Practice, Duty to Report and Reflective/Reflexive Practice
 Advocacy in Dental Hygiene Practice
 Governability, Professionalism and Preparation for Entry to Practice
 Evaluation of Care

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:12 pm

Viewing: **DHYG 3265 : Dental Biomaterials**

Last edit: 08/08/23 3:28 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:
Dental Biomaterials

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:48 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:48 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:55 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: Dental Biomaterials

Subject Code: DHYG - Dental Hygiene

Course Number: 3265

Year of Study: 3rd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces learners to common dental biomaterials and procedures used in the fabrication and placement of provisional restorations and custom-made oral appliances. Learners will apply evidence-informed decision-making to fabricate and deliver a sports mouthguard and perform other prosthodontic procedures within the dental hygiene scope of practice, using principles of infection prevention, risk management and safe handling of dental materials and lab equipment.

Course Pre-Requisites (if applicable):

DHYG 3100.

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 principles of risk management, lab safety and infection prevention in dental laboratory settings.
CLO #2	Describe properties and safe handling of dental materials.
CLO #3	Apply evidence-informed decision-making to the selection, safe-handling and maintenance of biomaterials used for oral care and dental hygiene services.
CLO #4	Determine the need for various types of custom made oral appliances, including sports mouthguards.
CLO #5	Fabricate and deliver custom made oral appliances.
CLO #6	Educate clients on the prevention of orofacial injuries and use and maintenance of sports mouthguards.
CLO #7	Explain restorative procedures and treatment options to assist client understanding and decision-making.

Upon successful completion of this course, students will be able to:

CLO #8 Place and remove provisional prosthodontic restorations and recontour/polish restorations.

Instructional

Strategies:

Instructional strategies include active, collaborative learning; lecture; experiential learning in simulation, lab, and clinical settings; group work; discussion; and self-reflection.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	15	
Assignments	15	Properties of Biomaterials Presentation
Quizzes/Tests	30	Written Exam
Clinical Examination	10	Sports Mouthguard
Clinical Examination	10	Provisional Restoration
Clinical Examination	10	Amalgam Restoration
Clinical Examination	10	Provisional Crown

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 52

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online
Seminar

Hours in Category 1: 27

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Clinical
Lab
Simulation

Hours in Category 2: 25

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Lab safety and Risk Management

Dental Lab Equipment & Materials.

Dental Amalgam & Mercury Hygiene.

Finishing, polishing, maintaining biomaterials

Cements, bases, liners.

Dental waxes and custom trays.

Tooth coloured restorations and polymers.

Interim restorations. (includes fillings & temporary crowns)

Placement and removal of rubber dam and matrices/wedges

Metals and alloys

Course Topics:

Impressions materials

Impression Review

Gypsum Products

Sports Mouthguard Fabrication and Delivery

Amalgam recontour

Tooth whitening

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Hygiene Diploma Program PCG

Provide a rationale
for this proposal:

Are there any

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:16 pm

Viewing: **DHYG 3275 : Transition to Practice**

Last edit: 08/08/23 3:29 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:
Transition to Practice

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:48 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:48 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:55 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: Transition to Practice

Subject Code: DHYG - Dental Hygiene

Course Number: 3275

Year of Study: 3rd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course prepares learners with workplace readiness skills necessary for obtaining employment as a licensed dental hygienist. This course includes the opportunity for graduating students to develop a professional portfolio for use in their career planning and position search, designed to showcase their experience, capabilities, potential for employment, and to reflect on opportunities for professional development. The role of the dental hygienist in inter-professional collaboration with certified dental specialists will also be explored.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Self-reflect on attainment of entry-to-practice competencies and opportunities for professional development in the provision of safe and ethical dental hygiene care for diverse people, across the lifespan.
CLO #2	Apply the ADPIE framework and evidence informed decision-making to deliver dental hygiene services in a variety of practice settings.
CLO #3	Collaborate with certified oral health specialists for the purposes of ensuring optimal client care outcomes, safe practices and mutual respect and trust.
CLO #4	Develop a professional portfolio that includes relevant experience, accomplishments, capabilities, and practice philosophy that can be used in career planning.
CLO #5	Discuss successful strategies for conflict management and resolution that contribute to a positive workplace culture.

Upon successful completion of this course, students will be able to:

CLO #6	Develop a professional resume for entry into dental hygiene practice.
CLO #7	Prepare for a job interview by creating a list of personal statements, questions, and considerations relevant to professional practice.
CLO #8	Discuss employment standards, rights and conditions in relation to a variety of dental hygiene practice environments.

Instructional

Strategies:

Instructional strategies include active, collaborative learning; lecture; experiential learning in simulation, case-based learning; group work; discussion; self-reflection; and guest speakers.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Portfolio	45%	Professional (Exit) E-Portfolio & Presentation
Assignments	20%	Professional Resume & Cover Letter
Project	10%	Role-play: Simulated Job Interview
Assignments	25%	Self-Reflection Journal (Re: clinical/community experiences)

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Dental Specialties & Inter-professional Collaboration
 Community/Clinical/Preference Rotations
 Terms and Conditions of Employment, Employment Contracts, Employment Rights
 Career Planning and Workplace Readiness Skills
 Interview Skills
 Resume Writing Skills
 Positive Workplace Culture
 Conflict Resolution & Negotiation
 DH Certification and NDHCE Orientation
 DH Licensing and Registration Requirements for Employment
 Professional Portfolio Development

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

Course Change Request

New Course Proposal

Date Submitted: 07/18/23 3:22 pm

Viewing: **DHYG 3280 : DH in Community 2**

Last edit: 08/08/23 3:29 pm

Changes proposed by: aariss

Programs
referencing this
course

[35: Dental Hygiene Diploma](#)

Course Name:

Dental Hygiene in Community 2

Effective Date: September 2024

School/Centre: Health Sciences

Department: Dental Hygiene (5101)

Contact(s)

In Workflow

1. **5101 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 08/02/23 2:48 pm
Amber Ariss
(aariss): Approved
for 5101 Leader
2. 08/09/23 8:49 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 08/17/23 3:55 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Amber Ariss	aariss@vcc.ca	604-443-8505

Banner Course Name: DH in Community 2

Subject Code: DHYG - Dental Hygiene

Course Number: 3280

Year of Study: 3rd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course enables learners to further develop and apply knowledge, skills, attitudes in population and public health principles and strategies at an advanced beginner level within authentic experiences in community-based and interprofessional settings to enable individuals, families, and communities to improve their health and well-being and to reduce inequities. Learners work in teams using theoretical frameworks to assess, diagnose, plan, and implement community programming.

Course Pre-Requisites (if applicable):

DHYG 3180.

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	Develop and deliver a community program using the ADPIE process.
CLO #2	Develop and deliver an educational program for healthcare professionals using the ADPIE process.
CLO #3	Participate in advocacy activities that address inequities and promote oral and overall health and wellness.
CLO #4	Recognize health care needs and health disparities of diverse populations and consider interventions that take cultural diversity into account.
CLO #5	Demonstrate effective communication within a dental hygiene team and with community partners.
CLO #6	Integrate principles of cultural safety, diversity, equity, and inclusion into community practice.
CLO #7	Evaluate resources to support effective community programming.
CLO #8	Adhere to Tri-council Policy Statement principles for ethical conduct involving research with humans as part of a course-based, minimal risk, research project.

Instructional

Strategies:

Instructional strategies include active, collaborative learning; lecture; experiential learning in authentic environments; group work; discussion; and self-reflection.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	15	Audio-Visual Resource Critique
Practicum	35	Community Program Presentation and Infographic
Practicum	35	Education Program for Healthcare Professionals Presentation
Assignments	15	Research Ethics Certificate

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 63

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online
Seminar

Hours in Category 1: 27

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Practicum

Hours in Category 3: 36

Course Topics

Course Topics:

Application of Community Foundation Theory

Community needs assessment, data collection

Community diagnosis/decision-making

Community program planning

Community implementation

Community evaluation

Advocacy, social responsibility

Cultural safety & humility

Diversity, equity, and inclusion

Informed consent

Research ethics

Community centred approaches to care

Health policies and procedures in community practice.

Interprofessional practice and education

Course resource information will be supplied by the department/instructor.

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Hygiene Diploma Program PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer

Comments

Badge Information

NOT REQUIRED FOR GOVERNANCE APPROVAL.

For use when a Badge is offered for this course. If you have any questions, contact the Registrar's Office.

Is a Badge being offered for this course?

Badge Effective

Date

Badge Name

Badge Description



DECISION NOTE

PREPARED FOR:	Education Council
DATE:	September 12, 2023
ISSUE:	Provisional approval of the new Automotive Parts and Service Technology Diploma program

BACKGROUND:

The School of Trades, Technology and Design is proposing a new credential: the Automotive Parts and Service Technology Diploma. The program is designed to train students for jobs in automotive businesses focused on inventory, sales and distribution of parts, along with management of the service side. A survey of automotive dealerships identified a lack of qualified candidates for parts and service management positions as a major challenge. The student audience will be primarily international to begin with but will include domestic students. The program will potentially attract a diverse group of students, both those new to the automotive field and those looking to advance in their current careers.

If approved, VCC will have the only program of this kind in the Lower Mainland. BCIT only offers a single course related to service and auto parts.

The School has requested that the program be approved provisionally. As a new department will be established for this program, the School feels it will benefit from the additional support of a provisional approval committee.

DISCUSSION:

Feras Ghesen, Operations Manager for the School of Trades, Technology and Design, presented the proposal. There were four points of discussion:

- The English admission requirement was raised from Grade 11 English to Grade 12 English with a minimum grade of C minus. This matches the Grade 12 graduation requirement.
- This program seems well-suited for Prior Learning Assessment and Recognition (PLAR) opportunities. Following the meeting, it was agreed to provide a PLAR option for all courses, up to a maximum of 6 credits per term. This should allow international students to fulfill the minimum number of credits per term required by IRCC (Immigration, Refugees and Citizenship Canada). The PCG also refers international students to connect with International Education Advising before requesting PLAR.
- The level of communications courses or activities in Year 1 of the program is low. The program is mapped to the SkilledTradesBC outcomes, but as the primary audience for this program initially will be international students, the Committee is concerned students will struggle once they

move into Year 2. In addition, communications is a key outcome to this program as graduates will need to communicate with customer, vendors and employees to be successful.

- Some additional edits to expand and clarify course learning outcomes were suggested and completed. In addition, the assessment plans are consistently 30 percent assignments and 70 percent exams throughout the program. As instructors are added to the department, the Committee hopes more specific and authentic course assessment plans are developed.

RECOMMENDATION:

THAT Education Council provisionally approve, in the form presented at this meeting, the new program content guide for the Automotive Parts and Service Technology Diploma program, including 20 new courses; and recommend the Board of Governors approve the credential and program implementation.

PREPARED BY: Todd Rowlett, Chair, Curriculum Committee

DATE: August 17, 2023

Program Change Request

New Program Proposal

Date Submitted: 07/06/23 2:25 pm

Viewing: **Automotive Parts and Service Technology Diploma**

Last edit: 08/28/23 4:40 pm

Changes proposed by: fghesen

Program Name:

Automotive Parts and Service Technology Diploma

Credential Level: Diploma

Effective Date: September 2024

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Trades, Technology & Design

Department: Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Ministry Review
6. Board of Governors

Approval Path

1. 07/06/23 1:50 pm
Feras Ghesen (fghesen): Approved for 4361 Leader
2. 07/06/23 2:01 pm
Brett Griffiths (bgriffiths): Rollback to 4361 Leader for CTT Dean
3. 07/06/23 2:04 pm
Feras Ghesen (fghesen): Rollback to Initiator
4. 07/06/23 2:26 pm
Feras Ghesen (fghesen): Approved for 4361 Leader
5. 07/06/23 2:56 pm
Brett Griffiths (bgriffiths): Approved for CTT Dean
6. 08/30/23 10:52 am
Todd Rowlatt (trowlatt): Approved

Name	E-mail	Phone/Ext.
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204
Feras Ghesen	fghesen@vcc.ca	7788794138

Program Content Guide

Purpose

In the Automotive Parts and Service Technology Diploma program, students learn the knowledge and skills to work effectively as automotive service advisors or automotive parts persons. Special attention is paid to advanced technology in the automotive field such as zero emissions vehicles and advanced driver assist systems. Graduates will also have a strong foundation of knowledge to prepare for future management roles within the industry.

Admission Requirements

Grade 12 graduation or equivalent

Knowledge of English demonstrated by one of the following:

Composition 12 with a minimum 'C-' grade or equivalent, or

[English Language Proficiency](#) at an English 12 'C-' level

Workplace Math 10 with a minimum 'C-' grade or equivalent

Prior Learning Assessment & Recognition (PLAR)

Students may request formal recognition of prior learning attained through informal education, work, or other life experience, including Indigenous ways of knowing. Credits may be granted to students who are able to sufficiently demonstrate the learning outcomes of specific courses.

PLAR is available for all courses in the program, up to a maximum of 6 credits per term.

Methods of PLAR vary by course, and may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

See the [D.3.5 Prior Learning Assessment](#) Policy and Procedures for more information.

*International Students requesting PLAR, please contact [VCC International Education Advising](#) to learn how PLAR can impact immigration status, prior to proceeding with the PLAR request.

Program Duration & Maximum Time for Completion

Two years with a maximum time of completion of five years.

Outcomes

	Upon successful completion of this program, graduates will be able to:
PLO #1	Select and resell replacement parts for a variety of automotive applications.
PLO #2	Manage automotive parts inventory.
PLO #3	Manage the customer experience in an automotive shop as a service advisor.
PLO #4	Explain the operation of a variety of automotive parts and service businesses.
PLO #5	Explain the function and operation of automotive parts.
PLO #6	Determine appropriate preventative maintenance and service for a variety of automotive applications.
PLO #7	Communicate effectively with stakeholders in the automotive industry.
PLO #8	Explain the function and operation of emerging automotive technology including zero emission vehicles and advanced driver assist systems.

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities.

Evaluation of Student Learning

Students are evaluated by both theory and practical evaluations for a combined mark to be assigned for each course. Theory is evaluated by: Course work and competency tests and final examinations.

Practical is assessed by: rubrics to evaluate the students' performance of their competency, work habits, safety, participation, teamwork, and the ability to follow instructions.

Students must receive a minimum program grade point average of 'C' (2.0) to successfully graduate, and a minimum grade point average of 'C' (2.0) in each course to advance into subsequent courses/terms in the program.

Recommended Characteristics of Students

Basic computer skills

Good general health and respiratory condition

Physical strength and stamina compatible with the handling of parts and equipment as required by the program

Ability to tolerate noise and vibration

Good manual dexterity

Good hand-eye co-ordination

Good eyesight and normal colour vision

Courses

Plan of Study Grid

Term One	Credits
<u>APST 1101</u> Introduction to the Partsperson Trade	3
<u>APST 1102</u> Warehousing Tasks and Parts Catalogues	3
<u>APST 1103</u> Counter Duties and Basic Vehicle Systems	3
<u>APST 1104</u> Introduction to Mechanical Parts	3
<u>APST 1105</u> Standard Stock, Lubricant & Shop Supplies	3
Credits	15
Term Two	
<u>APST 1201</u> Catalogues and Engine Components	3
<u>APST 1202</u> Engine Support Systems	3
<u>APST 1203</u> Canadian Occupational Health & Safety	3
<u>APST 1204</u> Automotive Service Systems and Shop Safety	3
<u>APST 1205</u> Automotive Workplace	3
Credits	15
Term Three	
<u>APST 2101</u> Emerging Transportation Technologies 1	3
<u>APST 2102</u> Introduction to Management	3
<u>APST 2103</u> Organizational Performance	3
<u>APST 2104</u> Project Management in Automotives	3
<u>APST 2105</u> Automotive Operations Management	3
Credits	15
Term Four	
<u>APST 2201</u> Automotive Managerial Accounting	3
<u>APST 2202</u> Service Advising	3
<u>APST 2203</u> Emerging Transportation Technologies 2	3
<u>APST 2204</u> Merchandising & Inventory Management	3
<u>APST 2205</u> Digital Marketing for Automotives	3
Credits	15
Total Credits	60

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.

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		2.67
F	0-69		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.

There is strong evidence of demand for individuals with training in automotive parts and service management. Automotive businesses rely on skilled professionals to manage their inventory, sales, and distribution of parts, as well as oversee the service and repair of vehicles. The automotive parts and service management diploma program would provide students with a comprehensive education in this field, covering topics such as automotive systems and technology, business management, and customer service. According to WorkBC NOC 621 (includes the jobs listed above), has 12230 projected jobs in the lower mainland needed between now and 2031.

According to the latest data from Statistics Canada, the automotive industry in British Columbia employs over 80,000 people, making it a significant contributor to the province's economy.

Within this industry, there is a growing need for professionals with strong management skills to oversee parts and service departments.

A recent survey of automotive dealerships in the province found that more than 60% of respondents identified a lack of qualified candidates for parts and service management positions as a major challenge. The development of the automotive parts and service management diploma program would also provide several benefits to the college and the community. It would allow the college to meet the demand for skilled professionals in the automotive industry, while providing students with the opportunity to pursue a fulfilling and in-demand career. Additionally, the program could potentially attract a diverse group of students, including those who are looking to enter the automotive industry and those who are already working in the field and want to advance their careers.

Overall, the development of a automotive parts and service management diploma program would be a valuable investment for the college and the community, meeting a significant educational need and providing students with the skills they need to succeed in the automotive industry.

Are there any expected costs to this proposal.

Consultations

Consultated Area	Consultation Comments
Registrar's Office	see attached file- comments have been addressed
International Education	see attached file- comments have been addressed
Centre for Teaching, Learning, and Research (CTLR)	see attached file - comments have been addressed

Additional Information

Provide any additional information if necessary.

the program and courses were sent to VCC community for feedback. See attached file

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:41 pm

Viewing: **APST 1101 : Intro to the Partsperson Trade**

Last edit: 08/28/23 4:42 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Introduction to the Partsperson Trade

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:50 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:02 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	778-879-4138
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course
Name:

Intro to the Partsperson Trade

Subject Code:

APST - Auto Parts and Service Technology

Course Number

1101

Year of Study 1st Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course will provide students with a foundational understanding of the parts person trade. Students will be able to measure using a variety of specialty tools and techniques. They will identify and select appropriate automotive service specific tools to perform a variety to tasks. Additionally, students will learn the applicable regulations, safe operation required for IVES forklift certification.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Use ethical behaviour in a warehouse environment
CLO #2	Interpret the human rights statutes in British Columbia
CLO #3	Apply basic warehouse terminology and operations
CLO #4	Apply warehouse skills requirements to safely handle, store, and distribute automotive parts
CLO #5	Use warehouse technology to manage, organize, and locate automotive parts
CLO #6	Explain the relationship of the warehouse to other divisions within an enterprise

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	5 quizzes 5% each
Assignments	30	3 assignments 10% each
Midterm Exam	15	
Final Exam	30	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

2. Check all instruction types that could be applicable for this course.

3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Warehouse environment

Interpret the human rights statutes in British Columbia

Apply basic warehouse terminology and operations

Apply warehouse skill requirements

Use warehouse technology

Explain the relationship of the warehouse to other divisions within an enterprise

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

Automotive Parts and Service Technology Diploma

Additional Information

Provide any additional information if necessary.

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:42 pm

Viewing: **APST 1102 : Warehousing & Parts**

Last edit: 08/28/23 4:42 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Warehousing Tasks and Parts Catalogues

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:50 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:03 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	7788794138
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course Name: Warehousing & Parts

Subject Code: APST - Auto Parts and Service Technology

Course Number: 1102

Year of Study 1st Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students will be introduced to the different kinds of warehouse systems. They will set up a simulated warehouse and stock items based on two types of stocking procedures. Students will become familiar with the many different catalogue systems available and be able to locate accurate part numbers for a variety of applications.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Identify and explain various types of warehouse systems.
CLO #2	Apply knowledge to set up a simulated warehouse.
CLO #3	Explain and perform different types of stocking procedures.
CLO #4	Utilize various catalogue systems to locate accurate part numbers for a variety of applications.

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities, simulation

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	5 quizzes worth 5% each
Assignments	30	3 assignments worth 10% each
Midterm Exam	15	
Final Exam	30	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar
- Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to warehouse systems
 Setting up a simulated warehouse
 Types of stocking procedures
 Catalogue systems for part numbers
 Application of knowledge in a simulated warehouse setting

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Parts Technician: First Period: Complete Alberta Package Product: #7850000331

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

Automotive Parts and Service Technology Diploma

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:42 pm

Viewing: **APST 1103 : Counter Duties & Basic Vehicle**

Last edit: 08/28/23 4:42 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Counter Duties and Basic Vehicle Systems

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Is this a non-credit course?

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:50 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:03 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	778-879-4138
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course
Name:

Counter Duties & Basic Vehicle

Subject Code:

APST - Auto Parts and Service Technology

Course Number

1103

Year of Study 1st Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces students to the principles of good inventory control and inventory management. They will understand how to complete work orders and parts sales invoices, price calculations including chain discounts, mark-ups, and pricing structures. Learners will also be aware of basic engine theory and operation.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Identify engine components
CLO #2	Explain basic engine theory and operation
CLO #3	Use catalogue information sourcing to identify and source automotive parts replacements
CLO #4	Provide cost quotation and sell related parts
CLO #5	Use inventory control systems to maintain and manage inventory

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	5 quizzes 5% each
Assignments	30	3 assignments 10% each
Midterm Exam	15	
Final Exam	30	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

2. Check all instruction types that could be applicable for this course.

3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Parts catalogs
 Inventory management
 Costing and selling
 Engine parts
 Basic engine theory

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

Automotive Parts and Service Technology Diploma

Provide a rationale
 for this proposal:

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:42 pm

Viewing: **APST 1104 : Intro to Mechanical Parts**

Last edit: 08/28/23 4:43 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Introduction to Mechanical Parts

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:51 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:03 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	778-879-4138
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course
Name:

Intro to Mechanical Parts

Subject Code:

APST - Auto Parts and Service Technology

Course Number

1104

Year of Study 1st Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students will become familiar with the construction and operation of engine belts, hoses, filters, bearings, and batteries. They will learn to select the correct belt, hose, filter, bearing, or battery for a specific application from a variety of parts catalogues. Students will learn the requirements for storage of seals and gaskets. They will study the application and operation of a variety of automotive service technician's specialty tools including pullers, cooling system tools, brake tools, and air tools.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain the construction and operation of engine belts, hoses, filters, bearings, and batteries.
CLO #2	Select the correct belt, hose, filter, bearing, or battery for a specific application from a variety of parts catalogues.
CLO #3	Explain the requirements for storage of seals and gaskets.
CLO #4	Explain the application and operation of pullers, cooling system tools, brake tools, and air tools.

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	5 quizzes 5% each
Assignments	30	3 assignments 10% each
Midterm Exam	15	
Final Exam	30	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online
Seminar
Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Construction and operation of basic parts
 Selection of parts for specific vehicle operations
 Various parts catalogs
 Seals and gaskets
 Automotive service tools

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

Automotive Parts and Service Technology Diploma

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:42 pm

Viewing: **APST 1105 : Stock, Lubricant & Supplies**

Last edit: 08/28/23 4:43 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Standard Stock, Lubricant & Shop Supplies

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:51 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:03 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	778-879-4138
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course
Name:

Stock, Lubricant & Supplies

Subject Code:

APST - Auto Parts and Service Technology

Course Number

1105

Year of Study 1st Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students will learn to identify and measure threaded fasteners and fittings, and to select the appropriate items needed from parts catalogues. They will learn about friction and lubrication as it relates to the automotive trade, and will be able to select the correct engine, transmission and gear oil based on the API and SAE classification ratings.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Identify and measure threaded fasteners and fittings
CLO #2	Select the appropriate items needed from parts catalogues
CLO #3	Explain friction and lubrication as it relates to the automotive trade
CLO #4	Select the correct engine, transmission and gear oil based on the API and SAE classification ratings

Instructional

Strategies:

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	5 quizzes 5% each
Assignments	30	3 assignments 10% each
Midterm Exam	15	
Final Exam	30	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar
- Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Fasteners

Fittings

Catalog selection

Friction and lubrication

Lubricant selection

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

Automotive Parts and Service Technology Diploma

Provide a rationale
for this proposal:

Are there any

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:42 pm

Viewing: **APST 1201 : Catalogue & Engine**

Components

Last edit: 08/28/23 4:43 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Catalogues and Engine Components

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:51 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:04 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	778-879-4138
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course
Name:

Catalogue & Engine Components

Subject Code:

APST - Auto Parts and Service Technology

Course Number

1201

Year of Study 1st Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students will gain a comprehensive understanding of dealer catalogue part numbers, as well as the design and function of engine blocks and internal components. They will be equipped with the skills necessary to accurately select the correct part numbers for basic engine components using various catalogues.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Use a computer, microfiche, and parts catalogues to locate replacement part numbers.
CLO #2	Explain the design and function of engine blocks and internal components.
CLO #3	Explain the design and function of cylinder heads.
CLO #4	Explain the design and function of oil pans and systems.
CLO #5	Explain the design and function of valve covers.
CLO #6	Explain the design and function of engine related retail items.

Upon successful completion of this course, students will be able to:

CLO #7 Select the correct part number from a variety of catalogues for basic engine components.

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	5 quizzes 5% each
Assignments	30	3 assignments 10% each
Midterm Exam	15	
Final Exam	30	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Computer based parts systems

Microfiche

Parts catalogs

Engine blocks and internal components, cylinder heads, oil pans, valve covers, and related items

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

Automotive Parts and Service Technology Diploma

Provide a rationale
for this proposal:

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:43 pm

Viewing: **APST 1202 : Engine Support Systems**

Last edit: 08/28/23 4:43 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Engine Support Systems

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:51 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:04 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	778-879-4138
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course
Name:

Engine Support Systems

Subject Code:

APST - Auto Parts and Service Technology

Course Number

1202

Year of Study 1st Year Post-secondary

670

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students will learn the function and operation of components in the lubrication system, cooling system, fuel system, and exhaust and emission control systems on automobiles. They will practice selecting, from catalogues, the correct part for applications for these systems.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain the function and operation of components in the lubrication system
CLO #2	Explain the function and operation of components in the cooling system
CLO #3	Explain the function and operation of components in the fuel system
CLO #4	Explain the function and operation of components in the exhaust system
CLO #5	Explain the function and operation of components in the emissions system
CLO #6	Select the correct replacement parts for applications for lubrication systems, cooling systems, fuel systems, and exhaust and emission control systems

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	5 quizzes 5% each
Assignments	30	3 assignments 10% each
Midterm Exam	15	
Final Exam	30	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

2. Check all instruction types that could be applicable for this course.

3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Lubrications systems

Cooling systems

Fuel systems

Emissions systems

Exhaust systems

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

Automotive Parts and Service Technology Diploma

Provide a rationale
for this proposal:

Are there any

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:43 pm

Viewing: **APST 1203 : Canadian Occup Health & Safety**

Last edit: 08/28/23 4:44 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Canadian Occupational Health & Safety

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:51 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:04 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	778-879-4138
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course
Name:

Canadian Occup Health & Safety

Subject Code:

APST - Auto Parts and Service Technology

Course Number

1203

Year of Study 1st Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course will provide students with an in-depth understanding of health & safety practices and risk management principles in occupational workplaces. Topics include rights and responsibilities of firms and employees, economic impact of loss control, hazard recognition, assessment and controls for physical, chemical and biological agents, accident prevention, safety metrics, emergency preparedness, Workplace Hazardous Materials Information System (WHMIS), WorksafeBC Legislation, and Occupational Health & Safety Regulations.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain the rights and responsibilities of firms and employees in occupational workplaces with regards to health and safety practices.
CLO #2	Analyze the economic impact of loss control and evaluate risk management principles in the workplace.
CLO #3	Recognize and assess hazards in the workplace, including physical, chemical, and biological agents, and identify appropriate controls to mitigate risk.

Upon successful completion of this course, students will be able to:

CLO #4	Develop and implement effective accident prevention strategies to reduce the likelihood of workplace injuries and incidents.
CLO #5	Apply safety metrics to evaluate the effectiveness of health and safety programs and identify areas for improvement.
CLO #6	Develop emergency preparedness plans that effectively respond to potential workplace hazards and incidents.
CLO #7	Interpret and apply regulations related to the Workplace Hazardous Materials Information System (WHMIS), WorksafeBC Legislation, and Occupational Health & Safety Regulations.

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	5 quizzes 5% each
Assignments	30	3 assignments 10% each
Midterm Exam	15	
Final Exam	30	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

2. Check all instruction types that could be applicable for this course.

3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS:

45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar
- Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to occupational health and safety practices and principles
 Legal frameworks and regulations governing health and safety in the workplace
 Rights and responsibilities of firms and employees
 Economic impact of loss control and risk management principles
 Hazard recognition, assessment, and control for physical, chemical, and biological agents
 Accident prevention strategies and incident reporting
 Safety metrics and program evaluation
 Emergency preparedness planning and response
 Workplace Hazardous Materials Information System (WHMIS)
 WorksafeBC Legislation and Occupational Health & Safety Regulations.

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:43 pm

Viewing: **APST 1204 : Service Systems & Shop Safety**

Last edit: 08/28/23 4:44 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Automotive Service Systems and Shop Safety

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:51 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:04 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	778-879-4138
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course
Name:

Service Systems & Shop Safety

Subject Code:

APST - Auto Parts and Service Technology

Course Number

1204

Year of Study 1st Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students will learn safe work practices and the required protocol/procedures they must follow in the shop(s) throughout the transportation industry. Topics include the purpose and fundamentals of safe work practices, and the use of personal protection equipment. The course emphasizes incorporating safe practices in the usage of these various pieces of equipment.

Additionally, students will learn the effective operation and function of information technology applicable to business environments in the transportation industry. Students will use software applications to prepare appropriate business communications, schedule service and repair activities, and manage and track merchandise and inventory. Students will also explore financial and accounting software commonly used in the automotive service sector.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Explain safe work practices and the required protocols/procedures appropriate to automotive industry shop(s).

Upon successful completion of this course, students will be able to:

CLO #2	Explain the purpose and fundamentals of safe work practices and the use of personal protective equipment (PPE) in the workplace.
CLO #3	Incorporate safe work practices in the use of various pieces of equipment in the automotive industry.
CLO #4	Use information technology applicable to business environments in the automotive industry.
CLO #5	Utilize software applications to prepare appropriate business communications, schedule service and repair activities, and manage and track merchandise and inventory.
CLO #6	Use financial and accounting software commonly used in the automotive service sector to manage budgets and finances.

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System:

Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	5 quizzes 5% each
Assignments	30	3 assignments 10% each
Midterm Exam	15	
Final Exam	30	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS:

45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Introduction to safe work practices and protocols/procedures in the automotive industry shop(s)
 Purpose and fundamentals of safe work practices and personal protective equipment (PPE)
 Incorporating safe practices in the usage of various equipment in the automotive industry
 Introduction to information technology applicable to business environments in the automotive industry
 Introduction to software applications for preparing appropriate business communications, scheduling service and repair activities, and managing and tracking merchandise and inventory
 Introduction to financial and accounting software commonly used in the automotive service sector to manage budgets and finances.

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: 07/06/23 1:43 pm

Viewing: **APST 1205 : Automotive Workplace**

Last edit: 08/28/23 4:44 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Automotive Workplace

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:57 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:04 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

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Feras Ghesen	fghesen@vcc.ca	778-879-4138
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course
Name:

Automotive Workplace

Subject Code:

APST - Auto Parts and Service Technology

Course Number

1205

Year of Study 1st Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces students to the necessary knowledge, skills and abilities required to be successful in seeking and gaining employment in the Canadian marketplace

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Recognize recruitment processes used in the automotive workplace
CLO #2	Demonstrate effective communication skills required for success in the automotive workplace
CLO #3	Demonstrate professionalism in their role as an automotive service and/or parts advisor
CLO #4	Discuss cultural differences and similarities in workplace attitudes, beliefs and values
CLO #5	Identify career goals and design a career plan
CLO #6	Identify specific employability requirements related to career paths
CLO #7	Develop a professional online presence

Upon successful completion of this course, students will be able to:

CLO #8 Identify how networking can support their career goals

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	10	Assignment 1: Resume & Cover Letter Writing (as per rubric)
Assignments	25	Assignment 2: Communication Skills (as per rubric)
Assignments	25	Assignment 3: Professionalism and Cultural Differences (as per rubric)
Assignments	20	Assignment 4: Career Planning and Goal Setting (as per rubric)
Assignments	10	Assignment 5: Interviewing Techniques (as per rubric)
Assignments	10	Assignment 6: Building a Professional Online Profile (as per rubric)

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Career Plans & Goals

Resume & Cover Letters

Online Branding and Social Presence

Interview Techniques and Recruitment Processes

Cultural Differences within the Community and Workplace

Communication Skills

Intercultural Competencies

Networking

Professionalism & Business Etiquette

Employability Skills

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:44 pm

Viewing: **APST 2101 : Emerging Transportation
Tech 1**

Last edit: 08/28/23 4:44 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Emerging Transportation Technologies 1

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:51 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:04 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	778-879-4138
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course
Name:

Emerging Transportation Tech 1

Subject Code:

APST - Auto Parts and Service Technology

Course Number

2101

Year of Study 2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces students to the emerging technologies within the automotive and autobody sectors. Students will learn about current vehicle structure manufacturing processes used in light weighting modern vehicles to meet the government mandated corporate average fuel economy. Students will learn the fundamentals of vehicle safety systems and advanced driver assist systems (ADAS) that automotive manufactures are incorporating into their vehicles to enhance passenger safety.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain the fundamentals of vehicle safety systems and advanced driver assist systems (ADAS) that automotive manufacturers are incorporating into their vehicles to enhance passenger safety.
CLO #2	Identify and classify ADAS systems that are designed to avoid collisions and accidents by alerting the driver to a potential problem.
CLO #3	Explain the operation of systems that are designed to avoid collisions by implementing safeguards and taking over control of the vehicle.

Upon successful completion of this course, students will be able to:

CLO #4	Evaluate and compare adaptive features such as automated lighting, adaptive cruise control, automated braking, incorporated GPS/traffic warnings, smart home connect, driver alert and lane departure.
CLO #5	Interpret and evaluate the impact of emerging technologies on the automotive and autobody industries.
CLO #6	Analyze the ethical implications of ADAS and automated vehicles.

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	5 quizzes 5% each
Assignments	30	3 assignments 10% each
Midterm Exam	15	
Final Exam	30	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
 Online
 Seminar
 Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

ADAS history
 ADAS overview
 ADAS operation
 Additional features
 Ethical implications

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

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:44 pm

Viewing: **APST 2102 : Introduction to Management**

Last edit: 08/28/23 4:45 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Introduction to Management

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Is this a non-credit course?

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:51 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:05 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

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Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course
Name:

Introduction to Management

Subject Code:

APST - Auto Parts and Service Technology

Course Number

2102

Year of Study 2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course involves detailed study of management principles, concepts, and techniques. Students will examine applications and problems from actual business cases and focus on management practices that can be applied in a regional, national, or global environment. Special attention will be paid to applications relevant to the automotive industry.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain how modern management evolved
CLO #2	Describe the current dynamic environment of management
CLO #3	Explain the spectrum of management from non-profit to entrepreneurial organizations around the world
CLO #4	Describe decision-making fundamentals
CLO #5	Identify and apply strategic management concepts

Upon successful completion of this course, students will be able to:

	Upon successful completion of this course, students will be able to:
CLO #6	Discuss the importance of developing organizational objectives
CLO #7	Propose organizational structures for specific businesses
CLO #8	Explain the fundamentals of human resources management
CLO #9	Explain the requirements of leadership in the workplace
CLO #10	Review the importance of communications in the workplace
CLO #11	Discuss the fundamentals of change management

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	10	
Assignments	30	3 assignments 10% each
Midterm Exam	25	
Final Exam	25	
Participation	10	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS:

45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

The Evolution of Management and Foundations of Modern Management

Managing in a Cultural and Ethical Environment

Managing Diverse Employees in a Multicultural Environment

Managing in the Global Environment

The Manager as Decision Maker, Planner and Strategist

Managing Organizational Structure and Culture

Organizational Control and Change

Human Resource Management

Motivation and Performance

Leadership

Managing Effective Groups and Teams

Promoting Effective Communication

Controlling and Building commitment

Managing Conflict, Politics, and Negotiation

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:44 pm

Viewing: **APST 2103 : Organizational Performance**

Last edit: 08/28/23 4:45 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Organizational Performance

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:52 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:05 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

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Feras Ghesen	fghesen@vcc.ca	778-879-4138
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course
Name:

Organizational Performance

Subject Code:

APST - Auto Parts and Service Technology

Course Number

2103

Year of Study 2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course explores how interactions and relationships among individuals and teams impact organizational effectiveness. Topics include motivation, performance management, organizational structure, culture, development, and change. Students will analyze the influence of values, perception, and decision making on team dynamics and leadership. They will complete a personality assessment and apply course concepts to a major case analysis.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Evaluate the opportunities that change creates for organizational behaviour
CLO #2	Evaluate a situation to determine if a person is acting ethically and professionally
CLO #3	Describe the pillars of morality and the part that empathy plays in moral behaviour
CLO #4	Explain how personality influences behaviour in organizations
CLO #5	Demonstrate motivational techniques with staff

Upon successful completion of this course, students will be able to:

CLO #6	Design an orientation program
CLO #7	Identify personal stressors in the workplace and techniques to address them
CLO #8	Follow a systematic decision-making model and demonstrate how participation can improve decision making

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	15	Group Project
Assignments	15	
Midterm Exam	20	
Final Exam	25	
Quizzes/Tests	15	3 quizzes 5% each
Other	10	Oral Presentation

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online
- Seminar
- Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Organizational structure
 Power and politics
 Strategies for effective leadership
 Motivational theories and techniques
 Diversity and inclusion
 Groups and teamwork
 Perception, personality, values, attitudes and emotions
 Conflict and negotiation

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:44 pm

Viewing: **APST 2104 : Project Management in**

Auto

Last edit: 08/28/23 4:45 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Project Management in Automotives

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Is this a non-credit course?

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:52 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:05 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	778-879-4138
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course
Name:

Project Management in Auto

Subject Code:

APST - Auto Parts and Service Technology

Course Number

2104

Year of Study 2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces students to the terminology and key concepts of project management and their application to the automotive industry. Students gain an overall understanding of project selection concepts, development approaches as well as all project management process groups, knowledge areas, and processes. Project management ethics will be discussed in this course.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain the concepts of Project, Program, and Portfolio Management
CLO #2	Describe the roles and responsibilities of the project manager and project team members
CLO #3	Explain and illustrate project lifecycle - All process groups, Knowledge areas, and processes based on the Project Management Body of Knowledge (PMBOK)
CLO #4	Explain project selection considerations and project manager competencies
CLO #5	Describe project charter, project documents, project plans, and identify key aspects of a successful project

Upon successful completion of this course, students will be able to:

CLO #6	Explain project management approaches and tailoring considerations that best meet the needs of the organization
CLO #7	Describe project management organizational structures, Project influences such as Enterprise Environmental Factors (EEFs) and Organizational Process Assets (OPAs)
CLO #8	Describe project management ethics
CLO #9	Describe the history of project management, and common project management standards, certifications, and certification bodies

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	20	Weekly planned or ad-hoc quizzes and tests
Assignments	20	Team and individual assignments and projects defined by the instructor
Midterm Exam	20	
Final Exam	30	
Participation	10	Active participation in the course lectures and discussions forums -Participation in team assignments and discussions

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

History of project management

Project, program, portfolio, and operations

Project selection considerations

Roles and responsibilities of a project management team, and project manager competencies

Project management development approaches

Project management process groups, Knowledge areas, processes, tools, and techniques

Project management organizational structures, enterprise environmental factors, organizational process

Assets, and project management ethical considerations

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:44 pm

Viewing: **APST 2105 : Automotive Operations Mgt**

Last edit: 08/28/23 4:46 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Automotive Operations Management

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:52 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:05 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	778-879-4138
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Banner Course
Name:

Automotive Operations Mgt

Subject Code:

APST - Auto Parts and Service Technology

Course Number

2105

Year of Study 2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides the students with knowledge and skills to contribute to strategic planning and scheduling of material requirements. Students will learn how to coordinate inventory needs, and the efficient handling of goods, services, materials, and related information within and between supply chains

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Determine the value-added and benefits of supply chain management and strategy implementations on overall business
CLO #2	Ensure compliance of supply chain processes with relevant legal, regulatory, and contractual obligations, and industry and organization standards and policies.
CLO #3	Define and explain inventory management and control techniques
CLO #4	Explain global supply chain management & international trade concepts
CLO #5	Recognize the role of transportation in supply chain management

Upon successful completion of this course, students will be able to:

CLO #6	Describe inventory and distribution methods and processes
CLO #7	Describe Incoterms®, the world's essential terms of trade for the sale of goods

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	20	Weekly planned or ad-hoc quizzes and tests
Assignments	30	3 assignment 10% each. Team and individual assignments and projects defined by the instructor
Midterm Exam	20	
Final Exam	30	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
 Online
 Seminar
 Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

The need for Incoterms®
 Supply chain essentials
 Inventory management
 Distribution systems
 Logistic and material handling
 Strategic planning and scheduling of material requirements, resource allocation, and inventory

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

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:45 pm

Viewing: **APST 2201 : Auto Managerial**

Accounting

Last edit: 08/28/23 4:46 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Automotive Managerial Accounting

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Is this a non-credit course?

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:52 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:05 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	778-879-4138
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course
Name:

Auto Managerial Accounting

Subject Code:

APST - Auto Parts and Service Technology

Course Number

2201

Year of Study 2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces students to the basic terminology, concepts and principles of accounting according to the International Financial Reporting Standards (IFRS). Students work through the full accounting cycle.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain the principles of accounting
CLO #2	Adjust accounts in preparation of financial statements
CLO #3	Apply the required steps in the accounting cycle
CLO #4	Describe the relationship between income statement, balance sheet, and cash flow statement
CLO #5	Explain the differences between a service enterprise and a merchandiser
CLO #6	Explain the basis for accounting for inventories and inventory cost-flow methods
CLO #7	Apply the principles of internal control and cash management

Upon successful completion of this course, students will be able to:

CLO #8 Describe accounting for fixed assets, receivables, and payables

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	40	4 quizzes; 10% each
Assignments	10	Moodle activities and group assignment
Midterm Exam	25	
Final Exam	20	
Project	5	Group project

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Basic concepts of accounting
 Analyzing transactions, accounting equation
 Preparation of financial statements
 Preparation of general journals, T-Accounts, account ledgers, trial balance
 Adjustments, preparation of an adjusted trial balance
 Fixed assets, receivables, payables
 Horizontal and vertical analysis, ratio analysis
 Accounting for merchandising operations in business
 Cash management and cash flow statement
 Accounting for equity

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:45 pm

Viewing: **APST 2202 : Service Advising**

Last edit: 08/28/23 4:46 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:
Service Advising

Effective Date: September 2024

School/Centre: Trades, Technology & Design

Department: Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:52 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:05 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	778-879-4138
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course Name: Service Advising

Subject Code: APST - Auto Parts and Service Technology

Course Number: 2202

Year of Study 2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students apply business communication and leadership and management principles and techniques to the operations of a simulated automotive service business environment. Students build on their learning by practicing their human resources, sales, and customer relations skills within an industry context

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Use shop management systems to manage workflow, including parts ordering, financial transactions, and customer communication
CLO #2	Process and code repair work for reimbursement
CLO #3	Explain results of a vehicle inspection
CLO #4	Provide advice regarding preventative maintenance
CLO #5	Demonstrate conflict resolution strategies

Upon successful completion of this course, students will be able to:

CLO #6 Interview customer to accurately represent their concerns to technicians

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	5 quizzes; 5% each
Assignments	30	3 assignments; 10% each
Midterm Exam	15	
Final Exam	30	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Repair orders
 Fleet management and payment systems
 Preventative maintenance
 Communication skills
 Labour coding
 Workflow

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rezin, A. A. (2009). Automotive Service Management: Principles into Practice. Pearson CourseSmart Archive. <https://bookshelf.vitalsource.com/books/9780136039716>

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

Automotive Parts and Service Technology Diploma

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:45 pm

Viewing: **APST 2203 : Emerging Transportation
Tech 2**

Last edit: 08/28/23 4:46 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Emerging Transportation Technologies 2

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:52 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:05 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	778-879-4138
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course
Name:

Emerging Transportation Tech 2

Subject Code:

APST - Auto Parts and Service Technology

Course Number

2203

Year of Study 2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces students to the emerging technologies within the automotive sector. Students will examine advancements in all systems across the four major areas of technology, efficiency, quality design, and safety. These advancements may include systems such as critical warning signal windshield displays; new engine and transmission design; and hybrid, electric, and hydrogen fuel cell vehicles. The course will also explore advancements in transportation technologies, including integrating GPS technology; integrating modular telematics; BUS networking; and electric, semi-autonomous, and autonomous machines.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain the function and operation of critical warning systems
CLO #2	Compare and contrast new engine and transmission designs
CLO #3	Explain the function and operation of hybrid electric, electric, and hydrogen fuel cell vehicles
CLO #4	Explain the function and operation of autonomous and semi-autonomous vehicles.
CLO #5	Explain the function and operation of connected vehicles

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	5 quizzes 5% each
Assignments	30	3 assignments 10% each
Midterm Exam	15	
Final Exam	30	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

Online

Seminar

Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Critical warning systems
 New engine designs
 New transmission designs
 Zero emission vehicles
 Autonomous and semi-autonomous vehicles
 Wireless connected vehicles

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

Automotive Parts and Service Technology Diploma

Provide a

Feedback

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:45 pm

Viewing: **APST 2204 : Merchandising & Inventory Mgt**

Last edit: 08/28/23 4:46 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Merchandising & Inventory Management

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:52 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:05 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	778-879-4138
Brett Griffiths	bgriffiths@vcc.ca	604-488-4204

Banner Course
Name:

Merchandising & Inventory Mgt

Subject Code:

APST - Auto Parts and Service Technology

Course Number

2204

Year of Study 2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course builds on the courses in the first year of this program. Focus is on parts organization and structure processes in the automotive service industry and beyond. Students will learn inventory control procedures, warehouse storage procedures, and shipping, receiving, and distribution procedures. Students will practice checking and recording inventory and will use computerized inventory control systems. Students will learn to interpret reports issued for computerized control.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Utilize advanced inventory management software
CLO #2	Implement LEAN inventory principles
CLO #3	Conduct data-driven inventory analysis
CLO #4	Develop strategic supplier relationships
CLO #5	Design targeted merchandising strategies

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	5 quizzes 5% each
Assignments	30	3 assignments 10% each
Midterm Exam	15	
Final Exam	30	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture
Online
Seminar
Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Catalogs
Trade abbreviations
Serial numbers
Product location
Inventory procedures
Inventory control systems
Forms and tags
Bar codes
Record systems
Record entry
Stock classification
Turn over analysis
Inventory management
Pricing structure
Merchandising
Parts department efficiency

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

Course Change Request

New Course Proposal

Date Submitted: 07/06/23 1:46 pm

Viewing: **APST 2205 : Digital Marketing for Auto**

Last edit: 08/28/23 4:47 pm

Changes proposed by: fghesen

Programs
referencing this
course

[184: Automotive Parts and Service Technology Diploma](#)

Course Name:

Digital Marketing for Automotives

Effective Date:

September 2024

School/Centre:

Trades, Technology & Design

Department:

Auto Parts and Service Technology (4361)

Contact(s)

In Workflow

1. **4361 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 07/06/23 1:52 pm
Feras Ghesen
(fghesen): Approved
for 4361 Leader
2. 07/06/23 2:06 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 08/30/23 10:52 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee

Name	E-mail	Phone/Ext.
Feras Ghesen	fghesen@vcc.ca	778-879-4138
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Banner Course
Name:

Digital Marketing for Auto

Subject Code:

APST - Auto Parts and Service Technology

Course Number

2205

Year of Study 2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course examines the function of digital media in marketing. The role of digital media in identifying, anticipating, and satisfying consumer needs and wants is explored. The internet impacts the way organizations communicate, conduct research, promote themselves, price, and distribute their products. These effects, as well as others, will be explored while taking into consideration legal and ethical implications.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Methods of assessment may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain techniques and strategies used in digital marketing
CLO #2	Identify and explain the use of different online business models
CLO #3	Discuss the importance of online brand management
CLO #4	Assess online pricing options and implications
CLO #5	Explain distribution considerations in an online environment

Upon successful completion of this course, students will be able to:

CLO #6	Explain the role of digital media in identifying, anticipating, and satisfying consumer needs and wants
CLO #7	Assess the legal, ethical, regulatory, and social issues impacting digital marketing initiatives
CLO #8	Explain the opportunities and challenges of conducting market research online lectures, group discussions, and case study analyses

Instructional

Strategies:

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	25	5 quizzes 5% each
Assignments	30	3 assignments 10% each
Midterm Exam	15	
Final Exam	30	

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

TOTAL COURSE HOURS: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

- Lecture
- Online

Seminar

Tutorial

Hours in Category 1: 45

Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

Course Topics

Course Topics:

Fundamentals of Web design
 Search Engine Optimization (SEO)
 Paid Search Marketing
 Email Marketing
 Social Media
 Mobile Marketing
 Online Reputation Management
 Display Advertising
 Digital Marketing Foundations

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?



INFORMATION NOTE

PREPARED FOR: Education Council

DATE: September 12, 2023

ISSUE: Edit to Procedures: C.1.3. Granting of Credentials

BACKGROUND:

The Board of Governors has requested the College implement official policy language regarding graduates wearing traditional attire at convocation. Since VCC does not have a convocation policy, a statement was incorporated into procedures C.1.3. Granting of Credentials.

This change formally enshrines current practice. Indigenous graduates have been welcome to wear ceremonial regalia in recent years.

Clay Little, Associate Director of Indigenous Education and Community Engagement, was consulted on wording.

DISCUSSION:

Dave McMullen presented the proposal at the September 6, 2023 Education Policy Committee meeting.

The committee supported the proposed change. There was a discussion about general expectations for student attire, usually cap and gown, and wording was updated to clarify that students are welcome (rather than permitted) to wear traditional regalia or other objects of cultural significance.

This information is communicated to students in advance of convocation, and there is no need to apply for permission.

The committee agreed to the following final wording:

*Graduates attending convocation ~~may~~ **are welcome to wear traditional or ancestral regalia or recognized objects of cultural significance.***

Education Policy Committee has the authority to approve changes to procedures, provided they do not conflict with policy principles. The edit was approved and is presented to Education Council for information.

PREPARED BY: Sarah Kay, Chair, Education Policy Committee

DATE: September 6, 2023



PROCEDURES

Procedures Title	Granting of Credentials
Procedures Number	C.1.3
Approval Body	Board of Governors with Education Council advice
Sponsor	Vice President, Academic & Applied Research
Next Scheduled Review Date	February 2028
Effective Date	February 8, 2023 <u>September 6, 2023</u>

Awarding Credentials

1. Confirmation of a credential is based on the end date of the final required course or other graduation requirement.
2. Convocation ceremonies are generally held twice a year in Spring and Fall.
3. Graduates attending convocation are welcome to ~~may~~ wear traditional or ancestral regalia or recognized objects of cultural significance.
4. Student requirements for requesting credentials varies by program. Departments should be aware of and inform students of these requirements. The Registrar's Office will advise departments on the correct process for student graduation requests for credentials.
5. The Registrar's Office requires a minimum of six (6) weeks to confirm a student's eligibility to receive a credential.
6. Credits from a completed credential may be applied or used for advanced entry into additional credentials, where applicable. Students must complete new credits equal to or greater than half of the credits required in the PCG of the second credential.
7. Students will not be granted the same credential that has previously been awarded at VCC.
8. Courses used for admission requirements cannot be used to meet graduation requirements.
9. Any exceptions from requirements for students or programs will be approved by the Registrar in consultation with the Dean and Department Leader. Disputes will be reviewed and decided by an Adjudication Committee.
10. Approved credit that is being granted through PLAR or Transfer Credit will be reflected on the student's transcript.

Posthumous Credential

11. The College may award a credential to a student who, upon death, had completed all or most of the necessary requirements to qualify for the credential.
12. Requests for a posthumous credential will be reviewed by the Registrar and Dean of the appropriate School. A recommendation will be forwarded to the Vice President, Academic & Research for approval.

13. The notation “posthumous” will be recorded on the student’s transcript but will not appear on the credential parchment.

Parchments

14. To ensure consistency with commonly accepted practices, the Registrar’s Office will maintain a standard for credential parchments, including naming conventions, design, and signatures.
15. A parchment will be issued after all graduation requirements are met and the student has applied for graduation where applicable.
16. Upon formal request, replacement parchments are available for graduates whose name has changed or whose credential has been lost/destroyed. Requests are submitted to the Registrar’s Office. A replacement fee may apply.

RELATED RESOURCES

Granting of Credentials Policy C.1.3



POLICY

Policy Name	Granting of Credentials
Policy Number	C.1.3
Approval Body	Board of Governors with Education Council advice
Sponsor	Vice President, Academic & Applied Research
Next Scheduled Review Date	February 2028
Effective Date	February 8, 2023

CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) recognizes student achievement by awarding credentials according to established program and course requirements.

This policy establishes the guidelines and definitions for awarding official VCC credentials to students.

DEFINITIONS

Course Exemption: The waiving of a course that is required to complete a credential.

Course Substitution: Formal recognition of course equivalency in a VCC approved course outside the program area.

Credential: A named qualification that is awarded upon completion of a program of study that has been approved by the Board of Governors of Vancouver Community College.

Cumulative Grade Point Average: A weighted average of grades earned in all courses taken at the institution.

Program Grade Point Average: A weighted average of grades earned in courses designated as eligible for inclusion in the requirements for a credential.

Parchment: The physical and legal document awarded to the recipient of a credential.

Prior Learning Assessment & Recognition (PLAR): Assessment by valid and reliable means and by a qualified specialist, of what an individual has learned outside of courses and programs.

Statement of Completion: A document provided for the successful completion of a course or group of courses that do not lead to a credential.

Transfer Credit: The granting of credit for a credit-bearing course successfully completed at another formally recognized educational institution and/or through a professional organization or other agency and/or by recognized foreign credential assessment.

VCC Award of Achievement: A document provided for the successful completion of a course or group of courses that do not lead to a credential. The course or group of courses will include a minimum of 15 hours of instruction, and successful completion will be based on assessment criteria provided in the course outline(s), including but not limited to, participation or other subject-specific criteria as determined by the program area.

SCOPE AND LIMITS

This policy applies to all formal credentials issued by the College. The policy and procedures do not apply to non formal recognition, such as Statements of Completion, VCC Awards of Achievement and non-credit courses/programs.

POLICY PRINCIPLES

1. The College develops, approves and awards credentials under the authority of the College and Institute Act.
2. In order to maximize student mobility and success, credentials are also guided by:
 - a. provincial Ministry guidelines,
 - b. professional and industry association requirements,
 - c. accreditation bodies, and
 - d. postsecondary institutions with which course and programs articulate.
3. All credentials are approved by the Board of Governors on the recommendation of Education Council.
4. Credentials will only be awarded for programs that have been approved by Education Council.
5. The College has approved the following credentials and credit ranges for each credential type. Exceptions to these credit ranges require approval by Education Council:

Credential	Description	Credit Range
Short Certificate	Usually less than one year of study.	9 to 17
Advanced Certificate	Provides students with specialized knowledge that builds on a previous credential. Usually less than one year of study. A certificate, diploma or Bachelor's degree is required as a pre-requisite.	18 to 45
Certificate	Usually one year of study.	18 to 45
Post-Degree Diploma	Provides students with specialized knowledge that builds on a previous credential. Usually two years. A Bachelor's degree is required as a pre-requisite.	40 to 75
Advanced Diploma	Provides students with specialized knowledge that builds on a previous credential. Usually one or more years. A diploma or Bachelor's degree is required as a pre-requisite.	40 to 75
Diploma	Usually two years of study.	60 to 82
Associate Degree	Two years of university-level study with an Arts or Science focus. It is equivalent to the first two years of a four-year baccalaureate degree. Please see the <i>BC Transfer Guide</i> for specific requirements.	60-65
Degree	Usually four years of study.	Diploma + minimum 60 or minimum 120 in total

6. The Registrar's Office documents and issues all credentials offered by the College, including the requirements for successful completion.
7. The Registrar's Office will assess a student's eligibility for a credential based on the following criteria for the program:
 - a. A minimum cumulative grade point average of 2.0 is achieved.
 - b. All program requirements, approved at the point the student entered the program, have been successfully completed.
 - c. Program requirements were met within the maximum program completion timeframe.
 - d. The student has no administrative holds, which may include outstanding financial debts to the College.
 - e. The residency requirement is thirty-five per cent (35%) of the prescribed program credits completed at VCC within the last half of a program. Credits obtained through PLAR or transfer credit will not be counted towards the residency requirement.

Exceptions to these minimum requirements, and/or additional criteria above the minimum established by the College, must be approved by the Registrar's Office in consultation with individual Departments.

8. The maximum duration timelines for completing approved program credentials are:
 - Advanced Certificate – three years
 - Certificate – three years
 - Post-Degree Diploma – five years
 - Advanced Diploma – five years
 - Diploma – five years
 - Associate Degree – five years
 - Degree – eight years

Shorter or longer maximum duration timelines must be approved by the Education Council.

9. The College reserves the right to deny credentials.
10. The College may issue honorary or posthumous credentials to eligible recipients.

RELATED RESOURCES

Legislation

College and Institute Act, RSBC 1996 c 52.

VCC Policies

Grading, Progression and Withdrawal C.1.1

Assignment of Credits to Courses C.1.4

Curriculum Development and Approval C.3.14

Prior Learning Assessment & Recognition D.3.5

Transfer Credit D.3.11

VCC Procedures

Granting of Credentials Procedures C.1.3



INFORMATION NOTE

PREPARED FOR: Education Council

DATE: September 12, 2023

ISSUE: Edit to Procedures:
D.1.4. Curriculum/Educational/Institutional Material Created within the College

BACKGROUND:

Policy D.1.4. Curriculum/Educational/Institutional Material Created within the College was last revised in 2019. One of the edits at the time was to move oversight of copyright agreements from the Executive Director, Finance and Chief Financial Officer (CFO) to the Dean, Library, Teaching and Learning Services. The current proposal is to return this authority to the CFO (or delegate).

DISCUSSION:

Virginia Adams, former Coordinator, Copyright, presented the proposal at the September 6, 2023 Education Policy Committee meeting.

There were questions about the rationale for the revision in 2019, which was based on changes in the Library's reporting structure at the time. Returning authority to the CFO (or delegate) aligns with the process for royalty agreements in the Purchasing policy (currently under review) and is supported by Senior Team.

The committee discussed where contracts should be housed. There are ongoing conversations around a centralized location. In the meantime, it was agreed that agreements should be stored in the office of the CFO with a copy provided to the Coordinator, Copyright.

The committee agreed to the following wording:

- Procedure #3: The Executive Director, Finance and Chief Financial Officer or delegate will represent the College in reaching an agreement. **The Coordinator, Copyright is notified about the negotiations.**
- Procedure #4: Copyright agreements between the College and employee(s) will be kept on file in the office of the ~~Dean, Library, Teaching & Learning Services~~ **Executive Director, Finance and Chief Financial Officer. A copy of agreements will be sent to the Coordinator, Copyright.**

Education Policy Committee has the authority to approve changes to procedures, provided they do not conflict with policy principles. The edits were approved and are presented to Education Council for information.

PREPARED BY: Sarah Kay, Chair, Education Policy Committee

DATE: September 6, 2023



PROCEDURES

Title	Curriculum/Educational/Institutional Materials Created within the College
Policy No.	D.1.4
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	March 2009; November 2003
Effective Date	November 27, 2019 <u>September 6, 2023</u>

1. ~~Ideally, prior~~ prior to starting an assignment or project that will produce materials, copyright ownership ~~should~~ will be established by means of a written agreement between the College and the employee(s), and the appropriate bargaining unit when applicable, especially when there is uncertainty around who owns copyright.
2. As appropriate, employee(s) will contact the Coordinator, Copyright ~~& Scholarly Communications~~ to initiate discussions around copyright ownership.
3. The ~~Dean, Library, Teaching & Learning Services~~ Executive Director, Finance and Chief Financial Officer or delegate will represent the College in reaching an agreement. The Coordinator, Copyright is notified about the negotiations.
4. Copyright agreements between the College and employee(s) will be kept on file in the office of the Executive Director, Finance and Chief Financial Officer. A copy of agreements will be sent to the ~~of the Dean, Library, Teaching & Learning Services~~ Coordinator, Copyright.
5. For print or digital materials that will be sold through the College Bookstore, the College and employee(s) will reach an agreement regarding the distribution of royalties.
6. For works that will be published as *Open Access Resources* and/or with *Creative Commons Licensing*, the agreement will outline copyright ownership.
7. It is the responsibility of employees to ensure that the materials they create are copyright compliant.
8. The Coordinator, Copyright ~~& Scholarly Communications~~ will offer copyright support to College employees who produce materials, including guidance on copyright compliance, ownership and open source licensing.
9. For works that will be published in-print or digitally, and as appropriate, the Coordinator, Copyright ~~& Scholarly Communications~~ will review the material for copyright compliance.

10. For works that contain Indigenous knowledge, there will be a written agreement among the College, Dean of Indigenous Initiatives, and the author, which respects article #31 of the UN Declaration of the Rights of Indigenous Peoples.

RELATED PROCEDURES

Refer to D.1.4 Curriculum/Educational/Institutional Materials Created within the College Policy.



POLICY

Title	Curriculum/Educational/Institutional Materials Created within the College
Policy No.	D.1.4
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	March 2009; November 2003
Effective Date	November 27, 2019

CONTEXT AND PURPOSE

To establish ownership of copyright and/or patent rights for curriculum, educational, institutional, creative and other materials created by employees of Vancouver Community College (VCC; the College).

SCOPE AND LIMITS

This policy applies to all employees of VCC, and is subject to all applicable federal and international copyright and patent laws.

STATEMENT OF POLICY PRINCIPLES

1. The College owns copyright and patent for curriculum, educational, institutional, creative and other materials, in any format, that are produced using College time, services or materials, and/or in the course of employment, unless one of the following exceptions applies

Exceptions:

- a. A written agreement has been entered into with the College which vests copyright or patent with the employee or a third party.
 - b. Where there are collective agreement provisions contrary to this Policy.
2. With regard to the respectful use and protection of Indigenous knowledge, the College will honour the United Nations Declaration on the Rights of Indigenous Peoples, Article 31 (Appendix I).

DEFINITIONS

Copyright: The sole right of the copyright owner of a work to produce, copy, perform, publish, adapt, translate or telecommunicate that work and to authorize others to do the same.

Patent: Defined in the Patent Act as “letters patent for an invention”.

Curriculum, educational, institutional, creative and other materials: Includes physical and digital versions of all materials created by College employees for instructional and College purposes, and includes books, laboratory manuals, exercises, audio and video materials, images, photos, computer software, instructional strategies, PowerPoint presentations, creative work, annual reports, strategic plans, information/decision notes, and other materials.

RELATED LEGISLATION & POLICIES

Legislation

Copyright Act, RSC 1985, c C-42 <http://laws-lois.justice.gc.ca/eng/acts/C-42/>

Patent Act, RSC 1985, c C-4 <http://laws-lois.justice.gc.ca/eng/acts/P-4/>

Policies

D.1.3 Copyright

RELATED PROCEDURES

Refer to D.1.4 Curriculum/Educational/Institutional Materials Created within the College Procedures.

APPENDIX I**United Nations Declaration on the Rights of Indigenous Peoples****Article 31**

1. Indigenous peoples have the right to maintain, control, protect and develop their cultural heritage, traditional knowledge and traditional cultural expressions, as well as the manifestations of their sciences, technologies and cultures, including human and genetic resources, seeds, medicines, knowledge of the properties of fauna and flora, oral traditions, literatures, designs, sports and traditional games and visual and performing arts. They also have the right to maintain, control, protect and develop their intellectual property over such cultural heritage, traditional knowledge, and traditional cultural expressions.
2. In conjunction with indigenous peoples, States shall take effective measures to recognize and protect the exercise of these rights.