VANCOUVER COMMUNITY COLLEGE

Vancouver Community College Education Council
Meeting Agenda
February 13, 2024
3:30–5:30 p.m. Videoconference
https://vcc.zoom.us/j/64898909292

	Topic	Action	Speaker	Time	Attachment	Page
1.	**CALL TO ORDER**		N. Mandryk			
2.	**ACKNOWLEDGEMENT**		K. Osipova			
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**					
	i. Welcome to David Kirk	Info	N. Mandryk	1 min		
	ii. Enrolment Plan	Info	N. Mandryk	5 min		
	iii. Deans & Directors – Part 2	Info	C. Munro, D. McMullen, D. Innes	30 min		
	iv. Annual Affiliation Agreements Update	Info	D. Wells	20 min	*distributed via email*	
	v. Science Admission Requirements Equivalencies	Approval	D. McMullen	5 min	✓	**9-10**
	vi. Concept Paper: Paralegal Diploma	Info	J. Chee, C. Sauvé	5 min	✓	**11-25**
7.	**COMMITTEE REPORTS**					
	a. Curriculum Committee					
	i. New Course Content Guides: Apprenticeships • Auto Body and Collision Technician • Automotive Refinishing Technician • Automotive Glass Technician • Automotive Service Technician • Baker • Hairstylist	Approval	T. Rowlatt	5 min	✓	**26-56**
	ii. Program Update: Certified Dental Assisting Certificate (Online)	Approval	L. Lo Yan	5 min	✓	**57-144**
	iii. New Program: Global Supply Chain Management Post-Degree Diploma	Approval	A. Sellwood	5 min	✓	**145-215**

	Topic	Action	Speaker	Time	Attachment	Page
	b. Policy Committee	Info	S. Kay	5 min		
	c. Education Quality Committee	Info	T. Rowlatt	5 min		
8.	**CHAIR REPORT**	Info	N. Mandryk	5 min		
9.	**STUDENT REPORT**	Info	J. Ligeralde	5 min		
10.	**NEXT MEETING & ADJOURNMENT**	Info	N. Mandryk	1 min		

Next regular meeting:
March 12, 2024, 3:30–5:30 p.m.

Special meeting – Enrolment Plan:
March 18, 3:00–4:00 p.m.

VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
DRAFT – MEETING MINUTES
January 16, 2024
3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members		
Natasha Mandryk (Chair)	Dennis Innes	Marcus Ng
Sarah Kay (Vice-Chair)	Emily Simpson	Shirley Lew
Belinda Kaplan	Jessica Ligeralde	Todd Rowlatt
Brianna Higgins	Kseniia Osipova	Vivian Munroe
Dana Valeria Rodriguez Arellano	Lisa Beveridge	
Dave McMullen	Louise Dannhauer	
Regrets		
David Wells	Heidi Parisotto	
Derek Sproston	Simranjot Kaur	
Guests		
Adrian Lipsett	Jennifer Cummins	Maureen Kelbert
Bobbi Mand	Jennifer Gossen	Michelle Wong
Brett Griffiths	Jo-Ellen Zakoor	Sonny Ho
David Kirk	John Demeulemeester	Stefan Nielsen
Dawn Cunningham Hall	Ken McMorris	Taryn Thomson
Helga Mankhof	Mark Chiarello	Willy Aroca-Aguirre
Herbie Atwal	Marnie Findlater	
Recording Secretary		
Darija Rabadzija		

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- D. Rodriguez Arellano acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓ əm (Musqueam), Sḵwx̱ wú7mesh (Squamish), and səĺ ilw̓ əta?ɬ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the January 16, 2024 agenda as amended. Item 6c) was moved later on the agenda.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the December 12, 2023 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) International Education Strategic Plan (IESP)

- J. Gossen presented the draft International Education Strategic Plan (IESP) 2024–2029 for information. The provincial and national context for the creation of the plan was outlined, including the British Columbia Ministry of Advanced Education and Skills Training International Education Framework (2021). This is a College-wide plan and not limited to the International Education department (IE). The plan outlines strategic objectives, which include Indigenous perspectives; equity, diversity, inclusion and access; student success; global experiences and partnerships; and sustainability.

- There was a discussion around various concerns facing international students, such as living conditions; English language support at VCC; the College's relationships with agents; and possible impacts of measures currently being discussed at the government level, such as a potential cap on international students. It was noted that there are significant differences between the international education sectors in Ontario and British Columbia.

- Responding to questions about the Indigenous perspectives objective, J. Gossen outlined government funding opportunities for partnerships between institutions that are working towards decolonization and reconciliation (e.g., in Canada, Mexico, New Zealand, and Australia).

- Members inquired about the consultation process for the development of this plan, particularly to capture student feedback, and expressed an interest in ongoing dialogue across the College about issues facing international students.

- The plan will be presented to the Board of Governors on February 7. The question was raised whether this strategic planning document requires Board approval (with EdCo advice) under the College & Institute Act.

b) Annual Deans' & Directors' Presentations – Part 1

- Annual updates were presented by J. Gossen, Director of International Education, and A. Lipsett, Dean of Continuing Studies. Presentations focused on providing context and themes for EdCo to consider related to curriculum and educational policy.

- One initiative in collaboration with International Education is an early intervention pilot project aimed at identifying students in need of additional supports. There were questions about post-graduate work permits (PGWP) and student outcomes. Data is available on the number of permits obtained by VCC graduates, but not on their places of employment. One challenge for the PGWP application process is that due to the non-standard structure of some VCC programs, International Education needs to provide additional letters to confirm graduates' studies have fulfilled PGWP criteria.

- Key themes in Continuing Studies include increasing domestic enrolment, micro-credentials, and collaboration across the province. Opportunities for modern apprenticeships are being explored. Modern apprenticeships are common in Europe and combine classroom instruction with paid on-the-job-training, not limited to traditional trades.

c) Affiliation Agreements Update

- Item deferred.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: LINC 0603 & 0606

MOTION: THAT Education Council approve, in the form presented at this meeting, two new courses: LINC 0603 LINC 3-5 Employment Skills and LINC 0606 LINC 6-8 Employment Skills.

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

- M. Kelbert presented the proposal for two new Language Instruction for Newcomers to Canada (LINC) courses. LINC students are generally newcomers to Canada and are looking for work. These new non-credit courses focus on employment skills for students at Levels 3–5 and 6–8. The courses were suggested by LINC students and are supported by the LINC funding body, the federal Ministry of Immigration, Refugees and Citizenship Canada (IRCC).

- T. Rowlatt added that Curriculum Committee requested minor adjustments to learning outcomes, which were completed.

ii) Program Update: Asian Culinary Arts Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the significantly revised Asian Culinary Arts Certificate program and eight new courses, and recommend the Board of Governors approve the implementation of the significantly revised program.

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

- S. Ho presented proposed significant revisions to the Asian Culinary Arts Certificate arising from the recent program renewal, based on student and industry feedback. The program was extended from five to eight months and aligned with a standard term schedule. Work experience is included at the end of the program. The number of cuisines was reduced to provide more concentrated study of specific cuisines. A tuition reset will be sought for this significantly revised program.

- Curriculum Committee requested adjustments to recommended characteristics of students, which included physical characteristics, with a view to accessibility and inclusion. This has been an ongoing conversation at the committee, and a small working group will review language used in the recommended characteristics sections of programs overall.

iii) New Program: Clean Energy Technology Diploma

MOTION: THAT Education Council provisionally approve, in the form presented at this meeting, the new Clean Energy Technology Diploma program and 20 new courses, and recommend the Board of Governors approve the credential and implementation of the new program.

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

- B. Griffiths presented the proposal for this new program, which will prepare international and domestic students for in-demand careers in environmental sustainability, clean energy systems and electrical technology. The first year of the program focuses on Electrician Level 1 curriculum; recognition will be sought from SkilledTradesBC, which would enable graduates to transition into an apprenticeship. The second year focuses on design and planning of solar cell, micro-wind turbine, and heat pump installations, mostly in a residential context.

- T. Rowlatt highlighted the inclusion of an "Indigenous Connection to the Land" course. This course was developed based in consultation with Indigenous Education and Community Engagement and David Kirk, Dean of Curriculum and Pedagogy, based on feedback from Education Council's review of the concept paper. Curriculum Committee requested edits to further strengthen this thread through the entire program, which were completed.

- The program does not have a physics admission requirement, which aligns with foundational programs in adjacent fields, and is meant to reduce barriers for students. The program also includes training in electrical fundamentals.

iv) Minor Curriculum Changes

- T. Rowlatt presented the biannual report on minor curriculum changes approved by Curriculum Committee.

b) Policy Committee

i) Annual Policy Report 2023

- S. Kay thanked T. Rowlatt for chairing the committee meeting in January. The committee reviewed a first draft of the revised Awards policy, which is undergoing a scheduled review. The Annual Policy Report 2023 was provided by N. Degagne. The committee welcomed 8 new members and thanked outgoing members for their contributions.

c) Education Quality Committee (EQC)

ii) Curriculum Development (CD) Fund 2024/25 Guidelines

- T. Rowlatt presented the guidelines for the Curriculum Development (CD) Fund 2024/25. $400,000 in funding is available. EQC will adjudicate the fund in early March and make a recommendation to VP Academic & Research D. Wells.

- The Education Services Renewal policy is undergoing a scheduled review. The committee will review proposed revisions at its next meeting.

8. CHAIR REPORT

- N. Mandryk reported that the December Education Council resolution to add a seat for an Indigenous educational administrator was approved by President & CEO A. Patel. The next step is the official appointment of the new EdCo member by the president.

9. STUDENT REPORT

- D. Rodriguez Arellano reported that SUVCC and various service areas participated in Welcome Days at both campuses.

10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on February 13, 2024, 3:30–5:30 p.m.
- The meeting was adjourned at 5:02 p.m.

Natasha Mandryk,
Chair, VCC Education Council

VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
DRAFT – SPECIAL MEETING MINUTES
January 24, 2024
3:30–4:15 p.m., Videoconference

ATTENDANCE

Education Council Members		
Natasha Mandryk (Chair)	David Wells	Marcus Ng
Sarah Kay (Vice-Chair)	Dennis Innes	Shirley Lew
Belinda Kaplan	Emily Simpson	Todd Rowlatt
Brianna Higgins	Heidi Parisotto	Vivian Munroe
Dana Valeria Rodriguez Arellano	Lisa Beveridge	
Dave McMullen	Louise Dannhauer	
Regrets		
Derek Sproston	Kseniia Osipova	
Jessica Ligeralde	Simranjot Kaur	
Guests		
Alison Rudko	Jennifer Cummins	Marnie Findlater
Chelsea Hunter	Jennifer Gossen	Reba Noel
David Kirk	John Demeulemeester	Sara Yuen
Dawn Cunningham Hall	Kate Dickerson	Willy Aroca Aguirre
Domingo Salviejo	Les Apouchtine	
Herbie Atwal	Lucia Zabrieszach	
Recording Secretary		
Darija Rabadzija		

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

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

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the January 24, 2024 agenda as presented.

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

4. BUSINESS ARISING

a) International Education Strategic Plan (IESP)

MOTION: THAT Education Council recommend the Board of Governors approve the International Education Strategic Plan (IESP) 2024–2029.

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

- J. Gossen presented the International Education Strategic Plan (IESP) 2024–2029 to Education Council for a recommendation to the Board. The plan was initially presented for information at the January 16, 2024 Education Council meeting.

- Recent government announcements around international education were discussed, including the cap on international student numbers. The sector is awaiting federal and provincial frameworks and guidelines. While there are still unknowns, the current plan is not tied to specific student numbers and is expected to position VCC well for the future. Plan objectives were intentionally not prioritized to allow for flexibility in view of changes, as well as consideration of available resources.

- Members inquired about the consultation process that informed the development of this plan, particularly to capture student feedback around issues facing international students.

- International Education plans to expand services around housing, settlement, and careers. One step will be partnering with organizations in this field, such as S.U.C.C.E.S.S., and eventually developing internal capacity at VCC to offer workshops and support around these topics.

- A key area that will require more resources is developing a mobility framework. Mobility refers to student and faculty exchange (inbound/outbound), study abroad, or short-term cultural exchanges. Acknowledging the tension between increased travel and the sustainability goal of reducing emissions to Net Zero in 2050, it was clarified that mobility can be virtual. "Internationalization at home" can include, for example, Collaborative Online Intercultural/International Learning (COIL).

- Responding to questions about the Indigenous perspectives objective, J. Gossen outlined government funding opportunities for partnerships between institutions that are working towards decolonization and reconciliation (e.g., in Canada, Mexico, New Zealand, and Australia).

- Other topics of discussion were VCC's relationships with agents and ensuring VCC is accurately represented to students; accessibility; training opportunities around intercultural competencies, such as the Intercultural Development Inventory® (IDI)®; and graduate outcomes.

- The IESP will be presented to the Board of Governors on February 7. Marketing will create a document for publication, which is expected to be shared internally and externally by the end of March, together with timelines for action items.

5. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on February 13, 2024, 3:30–5:30 p.m.
- The meeting was adjourned at 4:11 p.m.

Natasha Mandryk,
Chair, VCC Education Council

DECISION NOTE

PREPARED FOR:	Education Council
DATE:	February 13, 2024
ISSUE:	Science Admissions Requirements Equivalencies

BACKGROUND:

Some VCC programs include high school science courses (i.e. biology, chemistry, physics) as part of their admissions requirements. 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.

In September 2023, a public facing math equivalencies table was created and approved by EdCo. This single source of truth provides transparent and accessible information to VCC personnel, prospective students, and other concerned parties. Further, it simplifies the information needed in program content guides and course outlines, which no longer need to include lengthy lists of equivalencies or go through governance when there are minor changes.

Following the example of the math equivalencies table, the following sciences equivalencies table was created by the Registrar's Office in consultation with the Department Head of the Science department.

Science equivalencies for admissions purposes:

Grade 12

Admissions Requirement	Other acceptable courses or VCC assessments
Anatomy & Physiology 12	BIOL 0983 & BIOL 0993
Chemistry 12	CHEM 0983 & CHEM 0993
Physics 12	PHYS 0983 & PHYS 0993

Grade 11

Admissions Requirement	Other acceptable courses or VCC assessments
Life Sciences 11	BIOL 0861 & BIOL 0871
Chemistry 11	CHEM 0861 & CHEM 0871
Physics 11	PHYS 0861 & PHYS 0871

CONCLUSION:

The creation of a public facing science 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 science equivalencies table for admissions requirements and delegate approval of minor changes and updates to the Registrar.

PREPARED BY:

Dave McMullen, Registrar

Concept Paper: Paralegal Diploma Program

Name of Program:
Paralegal Diploma Program

School/Centre:
Continuing Studies

Credential Level:
Diploma

Anticipated Start Date:
September 2024

If this is a joint educational offering, name of other institution (refer to affiliation agreement policy C.3.10):

Contact(s)

Name	E-mail	Phone/Ext.
Janet Chee	jchee@vcc.ca	6044438649
Katarina Jovanovic	kjovanovic@vcc.ca	6044438660
Claire Sauve	csauve@vcc.ca	6044438679

PART 1: CONCEPT

Purpose and Context

1. Describe in detail the program's goals and objectives, including a list of the occupations or roles that graduates will be prepared for.

Purpose

The Paralegal Program provides paralegals and legal administrative assistants with up-to-date knowledge of paralegal practices and helps them develop and improve skills to manage their work with greater competence and/or advance their careers. The Paralegal Program is an advanced program that requires previous legal experience or education (Legal Administrative Assistant Program).

The Vancouver Community College Paralegal Diploma explores the theory and procedural aspects of legal matters that paralegals are allowed to handle, such as presenting cases before specific courts and administrative tribunals. The Paralegal Certificate Program (exit option for the Diploma) helps Legal Administrative Assistants to grow professionally by expanding their knowledge and skills to work independently and manage higher responsibilities.

Combining fundamental legal study with instruction and hands-on practice, this program develops intellectual and professional skills in the law. Students build the foundation of knowledge and skills needed to begin a career working within legal systems. Students attain an understanding of fundamental principles of law and receive theoretical and practical training in areas such as litigation, real estate, conveyancing, corporate law, and family law and estates. Classes are taught by lawyers and paralegals who hold academic and professional qualifications.

Objectives:

The students will learn the overall court process in the Supreme Court of BC; law procedures for litigation, corporate, real estate, family, and estate law; court documentation; referencing of legislative materials; legal terminology, research, and ethics; legal organization; and critical thinking.

History

(Reference: Department Records)

The Legal Assistant Certificate Program started at VCC in 1991 and consisted of four courses: Conveyancing, Corporate, Commercial, and Litigation.

The Paralegal Certificate Program started in early 2004 with four practice areas: Litigation, Conveyancing, Corporate and Commercial, and Family and Estate Law. Later that year, the Paralegal Diploma was launched for all the above areas. The admission requirements for both the certificate and the diploma are proof of English language level (Grade 12 with C+) and legal experience or a previous Legal Administrative Assistant program. The programs are recognized by the BC Paralegal Association (BCPA).

The program renewal started in May 2022 with the self-study report based on the analysis of the collected data in six areas: Program Planning and Administration, Curriculum and Instruction, Faculty and Staff, Student Outcomes, Program and Student Support Services, and Learning Environment (Physical and Online). The self-study report outlined a list of recommendations organized by Key Performance Indicators (KPI). These recommendations were reviewed and approved by the external review committee and resulted in the report which outlined the areas of improvement and the list of recommendations. The Paralegal Steering Committee met in February 2023 to review and discuss the external review report. Based on the analysis of the self-study report and the discussion from this meeting, the new recommendations for the program renewal were outlined.

Program Strengths

The program is part-time program and hybrid, mostly online, which allows working people and distance learners to continue with their education.

Roles, Occupations, and Labor Market

According to the Student Outcome Survey (DASCO, 2020-22) between 2020 and 2022, 100% of the VCC Paralegal grads who responded to the survey were employed (94% in jobs related to their program). The employment perspectives for paralegals and related occupations (jobs in law firms, record search companies, and legal departments throughout the public and private sectors) are strong.

Graduates of the Paralegal are prepared to work as Legal Administrative Assistant, Junior Paralegal and Senior Paralegal.

DASCO and VCC Survey Key Findings (from the Program Renewal)

- Many Paralegal Certificate grads continue with the Paralegal Diploma at VCC.
- The most common practice areas for the VCC grads are Litigation and Corporate Law.
- The surveys (DASCO and VCC Graduates Survey) show that students are satisfied with the program schedule, the reputation of the program in the community and profession, and the job opportunities.

Proposed Program Learning Outcomes

After completing the Paralegal Diploma, graduates will be able to:

1. Explain overall court and other dispute resolution procedures, from preparing court and dispute resolution documents through to the resolution of the dispute.
2. Comprehend principles and concepts of legal tasks performed.
3. Draft court and commercial documentation and complete law procedures for litigation, corporate /business, real estate, family, and estate.
4. Reference and apply case law and legislative materials.
5. Apply appropriate legal procedures in a variety of legal settings.
6. Use specialized legal terminology competently.
7. Utilize legal research techniques including fact-gathering and issue identification.
8. Perform paralegal-level work in a law office or other legal setting.
9. Adhere to principles of legal ethics in a work environment.
10. Practice analytical, organizational, critical thinking, and team working skills in a legal setting.

Proposed Admission Requirements

- English 12 with a B or equivalent
- Completion of the Legal Administrative Assistant (LAA) program at VCC or an equivalent institution
- Completion of Office Administration Certificate - Legal Office Skills (OACP Legal Skills).
- Minimum of one year of legal administrative assistant or paralegal experience documented in a resume and employer reference checklist.
- One year of office administration experience (documented in a resume or reference letter) plus completion of the Legal Office Skills courses.

Proposed Courses

The Paralegal Diploma (60 credits) will have 26 courses organized in the following areas (Program Map attached): Core (including two practica), Litigation, Real Estate/Conveyancing, Corporate, Family Law/Estates, and Electives (any two of the offerings).

The Paralegal Certificate (26 credits) exit pathway will involve students taking all 6 core courses (2 credits each), all four courses from one practice area (2 credits each), two electives (2 credits each) and a short practicum (2 credits).

The re-development of the Paralegal Program incorporated a consultation process with the program instructors, college services, and key industry representatives.

2. Explain how this program aligns to the principles and priorities as indicated in the College's integrated, departmental, or ministerial planning documents. Identify how the program supports VCC's mission and core values.

VCC's Strategic Innovation Plan:

This program aligns with the *Academic Innovation* priority of the college by engaging as instructors the industry professionals who practically bring the legal office into the classroom and provide the students with up-to-date materials. It contributes to the *Building Programs of the Future Priority* by connecting the students with the community and the industry for which they are trained - from the very beginning of their study. Most of the classes are online which is accommodating for the busy lives of working individuals whose goal is to upgrade their qualifications. Additionally, the program aims to establish and maintain F*inancially Stable and Sustainable* programming, aligned with the current and projected market demand. For the same reason, the program reflects the *Engaged Communities* priority.

The program appeals to a wide variety of individuals from diverse age groups and cultural backgrounds including Indigenous students, in support of D*iversity and Inclusion* (students with disabilities).

The relevance and flexibility of the program as well as its good positioning in the labour markets speaks to VCC's value of *Excellence* in teaching. Additionally, the program is one of three in BC that is endorsed by the BCPA endorsing the industry relevance of the program.

3. How does this program relate to and/or support other programs at VCC?

The programs that directly ladder in with the Paralegal Diploma are the Paralegal Certificate, the LAA, and the OACP Legal Skills Program. Connections to professional development programs such as Applied Leadership and Management Certificate Program may be explored in the future.

Needs Assessment

4. What educational need is this program intended to meet?

According to a Maclean's article from January 2016 ('*Paralegal training offers 'running start' for aspiring lawyers*'), the main educational benefit of the paralegal programs is the growth of the paralegal field which means more affordable access to legal services.

As the need and focus on access to justice grows, the demand for paralegal services may keep increasing in the future and expand in various areas of life (Raymer, E., 2021, *Canadian Lawyer*). Qualified paralegals can investigate the case by researching and collecting the documents, writing legal reports, or assisting lawyers during trials. There is an increasing number of paralegals who work independently by assisting self-represented clients or by providing services to law firms (Raymer, E.)

The 2020 Ipsos Reid survey (Law Society of BC) shows that access to justice has become so expensive that 6/10 British Columbians with legal problems are forgoing seeking help (Wood, G., 2023, Glacier Media). In September 2022, the BC government proposed the establishment of a single legal regulatory body for lawyers, notaries, and paralegals (Wood, 2023). This initiative may result in increasing the number of affordable options for receiving legal advice in BC

The introduction of a regulatory body, as laid out in the Ministry of Attorney General Intentions Paper (September 2022) will involve:

- regulating all legal service providers under a single statute and by a single regulator;
- establishing a mandate for the regulator that clarifies its duty to protect the public, including the public's interest in accessing legal services and advice;
- establishing a modernized regulatory framework that is consistent with best practices in professional regulatory governance; and
- establishing clearly defined scopes of practice for each regulated profession with procedures to allow for expanded scopes as needed.

The current VCC Paralegal program is one of three programs recognized by the 'BCPA, representing BC Paralegals in the regulatory process. The introduction of a single regulator would mean mandatory qualifications and certifications for Licensed Paralegals, taking one of the three recognized paralegal programs in the province and passing a licensing exam. The Program area is continuing to consult with the BCPA through development to ensure that the program meets upcoming requirement to remain recognized.

5. What evidence is there of labour market, professional or community demand for graduates?

As mentioned above, the employment rate in the current program is extremely high, with most graduates working in the field. Additionally, the DACSO shows that 97% are working full-time,

with 99% in permanent jobs. Of those working, 92% are working as paralegal and related occupations and 37% as Legal Administrative Assistants.

According to the Job Bank (Government of Canada) the employment outlook report for 2023-2025, in BC for paralegal professions will be moderate. Some of the labor market facts for Paralegal professionals in BC are the following:

- Approximately 6,200 people work in this sector
- The common sectors of work are provincial and territorial public administration (33%), federal government public administration (26%), legal services (19%), and local, municipal, regional, aboriginal & other public administration (18%).
- Full-time workers: 90% compared to 78% for all occupations.
- Part-time workers: 10% compared to 22% for all occupations.
- Men: 9% compared to 78% for all occupations.
- Women: 91% compared to 48% for all occupations

6. What evidence is there of student demand for the program?

According to the records of the Paralegal Department, most students hear about the program through word-of-mouth from the alumni, current students, law firms and employers, or from the BCPA's website; as a recognized program, the association endorses the VCC Paralegal Program and promotes it on their website.

The Program Renewal indicated that a strong motivator for the students to take the VCC Paralegal courses is the completion of the credential (certificate or diploma) and a strong opportunity for professional development. Affordability and flexibility and convenience of the part-time schedule were identified as key drivers for student enrollment.

Registration system data indicates that the paralegal courses are continually well subscribed, with the majority running above 80% capacity consistently between 2021 and 2023.

Competitive Analysis

7. Which related programs are available in the Lower Mainland and/or on-line: how do they compare in terms of focus, intended outcomes, length, cost and size?

There are two other post-secondary institutions that offer the Paralegal Diploma: Capilano University (North Vancouver, BC) and the University of the Fraser Valley (Abbotsford, BC).

- Capilano University: A Two-Year Diploma, on-campus, full-time, requires a minimum of two years of post-secondary education or equivalent, six-month practicum.
- University of Fraser Valley: One-year diploma, part-time, on-campus or online, supports para-legal training developed in UFV's paralegal certificate, six-month practicum.
- Vancouver Community College (proposed): Three to five years, part-time, mostly online, practicum required (length to be confirmed, in line with regulatory requirements)

For more detailed cost and comparative scan information, see attached business case.

8. Is there an existing articulation committee for the program? Is this committee recognized by the British Columbia Council on Admissions & Transfer (BCCAT)?

There are no existing articulation committees for this program.

Student Profile

9. Who are your target students (age, gender, educational background, work experience)? Where do they come from (recent high school graduates, mature students, transfers from other institutions)? Are there other characteristics applicants should have that you identify as important?
According to the DASCO student outcome survey 2017-2021 the student demographics can be outlined as follows:

- Median age is 34, with 80% of the students being over the age of 30,
- 97% of students are female
- 2% identify as Indigenous students

92% of the above-mentioned participants in the survey had taken previous post-secondary studies, with the majority (56%) being a non-trades credential below Bachelor level and a proportion of 35% having received a prior Bachelor-level degree.

The departmental Annual Program Review data shows that students come from different areas of Metro Vancouver but mostly from Vancouver (29.8%), Surrey (15.2%), Burnaby (11.2%), and Richmond (9.0%).

As reported in the Program Renewal, the students come from many different cultural backgrounds and most have prior work experience in legal settings.

10. How do you plan to recruit or attract these students?

The program's recognized quality within industry is one of the ways the students get drawn to this program: current students and alumni working within the field actively recommend it to their friends and connections. Most local law firms are familiar with the VCC Paralegal Program and it is endorsed by the BCPA and advertised on their website and in the newsletter. We will continue to highlight this program within the scope of our digital ads throughout the year.

11. Is this type of program traditionally or historically underrepresented in specific cohort groups (e.g., gender and/or age imbalance, Indigenous)? How will the program address any equity issues or systemic barriers?

Historically, there is gender imbalance within the program, with women making up the vast majority of students and graduates. By contrast, women make up 34% of practising lawyers in BC, as reported by the Law Society of BC. One of the ways that the gender imbalance has been

addressed through promotional materials over the years is to include pictures of male professionals on promotional pamphlets and to feature males in promotional stories related to the program.

The schedule and the mode of instruction are convenient for working people (evening part-time classes and online instruction) which is supportive of professional upgrading for students who experience personal, family, commute, or financial barriers. This is one of the ways the program area addresses equity issues and/or systemic barriers.

Quality

12. List all accreditations, affiliations or articulations for this program. Are you exploring any block transfer agreements?

The VCC Paralegal Program is part of the BCPA which is not an official governing body for paralegals in BC. The program does not have any accreditations or affiliations and no Articulation. The work is done under the direction of lawyers, notaries, and other legal professionals. No block transfer agreements are available or are currently being explored.

13. Is there an existing PAC/CEG for this program? What are your plans for engaging in discussion with industry, business or program-related professional groups?

A Program Advisory Committee is currently being established and includes a BCPA representative, working paralegals, lawyers from the private sector, government and/or crown, program instructors, and alumni (Program Renewal, Self-Study Report).

14. Explain how current faculty are qualified to deliver the program. If they are not qualified, how will this issue be addressed?

The majority of the Paralegal Program instructors are professional paralegals with 10 or more years of experience, although some (for example, Court of Appeal Practice, Intellectual Property, and Criminal Law Procedures) are taught by working lawyers.

The Paralegal Program Renewal Instructor Survey indicated that 62.5% of instructors have been teaching for seven years or more, 25% between three and six years, and 12.5% for less than two years.

Professional development for instructors includes Workshops delivered by the Centre for Teaching, Learning, and Research on online learning and the Provincial Instructor Diploma (PIDP) through fee waiver.

Most Program instructors work full-time as paralegals or lawyers, and this is a key strength of the program. Additional professional development for instructors is being explored as the program is developed; the Paralegal Program Renewal Instructor Survey indicated that instructors would benefit from more guidance with online teaching (Moodle), and that regular

minor, moderate, or major revisions are required for teaching and learning materials in order to remain current with frequent and common changes to the law.

15. Describe how the program incorporates work experience, practicum, clinical practice, etc. (if applicable).

Students will have a total of six months of practicum: two months in the Certificate program and an additional four months for the completion of the Diploma.

Students find their own placements, which could also be their workplace if their employers agree with that arrangement.

The Paralegal Diploma Program practicums include:

- Short Practicum (in the Certificate program): 2 credits
- Long Practicum (in the Diploma program): 4 credits

Students synthesize the experience gained from practicum placements and existing positions in legal environments and showcase their accomplishments by designing a professional portfolio for use in job interviews.

Other work experience: many students already work when entering the program or they find employment in the field while taking the program.

Admission, Delivery, and Design

16. What is the expected length of the program (in months/years)? How many intakes are you expecting per year? How many students per intake?

This program is course-based with continual intake. The expected maximum time for completion of the Paralegal Diploma is five years, with a three-year maximum for completing the Certificate.

It is not a cohort-based program, and with continual intake, the program currently receives 4-5 applications weekly. The expectation is that this number will be maintained (or possibly increased) once the new program launches.

The current maximum number of students in class is 25, and the minimum enrollment is 10-15 students, depending on the course.

17. Identify pathways for students to and from your program. This could include potential courses or programs that will prepare students for your program, or programs your student will be able to apply for after completion.

The LAA program and the OACP Legal Skills program are currently prerequisites to enter the Paralegal Program.

Paralegal Certificate graduates are automatically admitted to the Paralegal Diploma Program.

In the future, the credits from the Paralegal Diploma might be transferable to other institutions. For the time being no block transfer agreements are available.

18. Will the structure of the program allow for full-time, part-time, evening, weekend, on-line, mixed-mode delivery methods, or a combination of any of these? (Identify each as appropriate).

The program is delivered part-time in the evening and most of the courses are online. Students can take between one and five courses per term. The certificate program can be completed in two to three years, flexibly. The diploma can be completed in two to five years depending on the student's preference.

19. Will the structure of the program allow for multiple entry and exit points? If there are multiple entry points, please specify requirements for each.

These programs are not cohort-based entry/exit models. The students take the courses of their preference and get the Certificate/ Diploma credentials based on the course credits.

Operational Needs

20. Are there any large costs expected as part of the delivery or development of this program? Have you started discussing potential needs with the appropriate area? Consider the following areas in particular: Facilities: new classrooms/labs/computer labs, significant renovations, space for instructors/staff, weekend delivery, etc.; IT: new hardware (e.g. computer lab), software or licenses, etc.; Human Resources: need for new instructor or program support staff, etc.; Library: research intensive program that requires significant library resources (databases, journals, etc.); Marketing: information about planned program and anticipated implementation date so the new program becomes part of their workplan.

There are no large costs anticipated related to delivery or development of the revised program. Program administration and space utilization is anticipated to be similar to the status quo. Program staff are working with relevant departments where appropriate to consult on new program needs, including but not limited to: People Services, IR, Library, Marketing, and Facilities.

21. What resources are needed to develop the program and its curriculum (curriculum development funds, release time, project manager, etc.)?

The following resources will be required to complete the program development:

$40,000 (Year two of two-year Curriculum Development Funding request), including:

- 0.1 FTE of Program Coordinator time
- Two weeks for an instructional assistant for Moodle template support
- Approximately 350 hours of instructor and SME time for the development of teaching and

learning materials (templates) and Moodle shell standardization.

Additional resources provided by the Continuing Studies operating budget will include:

- CS Associate Director, Associate Registrar, Sr PC, Program Coordinator, Program Assistant time as required

Centre for Teaching Learning and Research resources include:

- Online Developers for Moodle standardization support
- Instructional Associate for guidance and support

22. What would be the impact (program quality, ability to market program, development time) on program implementation or development if the money isn't available for these large scale needs?

Launch of revised programming would be delayed; potential that program may not meet regulatory requirements (currently under development), resulting in a decline in student enrolment and revenue.

Phase In/Phase Out Plan

23. For existing programs that are being substantially changed (and are therefore treated as 'new programs' in development), describe in detail the phase in/phase out of new/old versions of the program (teach outs):

The department will determine the term and date of the official start of the new programs. Starting with that date, there will be no more intakes for the old Paralegal Certificate and Diploma, nor the promotion of those programs. The program area website will list the new programs with the new course numbers adding the information for the public about this curriculum change and the transition period.

The applications received after that date will be treated as new program applications and the students will be taking the revised programs. As the courses that exist in the current program will be substantially similar in their content, topics, and learning outcomes, the students who are still working to complete the old programs during the transition will complete the remaining courses in the new program and the courses that have already taken would be recognized (as equivalent) towards their Certificate or Diploma. Depending on the number and type of courses remaining to be completed, students will be advised by the Program Coordinator on an individual basis to determine their study plan in the transition period. This will apply in particular to newly developed courses that currently do not exist in the programs. The Program Assistant will assign the new program credits (by "exemption") upon the Program Coordinator's approval.

Students enrolled in the old programs at the time of the start of the new programs - will have two years to complete them under the transitional conditions. After the two year period, only

the courses from the new program will be recognized towards the Paralegal Certificate/Diploma. The students enrolled in the current programs will be notified about the change at least two months before the start of the new program.

PART 2: INITIAL BUSINESS CASE

Work with the Finance Department to develop a Business Case and financial projections. This must include: tuition/fees revenue or other sources of funding and costs; an estimate of capital required for classroom/lab renovations, IT and equipment if needed for the delivery of the new program; and a 4 year projection on tuition, fees, and other revenue, and expected operating (direct and indirect) and capital costs.

What is the source of funding for this program?

This program will be tuition-funded and operated on a cost-recovery basis, consistent with all programming in Continuing Studies. See attached business case for more details.

Attach Initial Business Case
2024-01-15 - Paralegal Diploma - Draft Costing & Business Case.pdf

PART 3: ADDITIONAL INFORMATION

Provide any additional information if necessary.

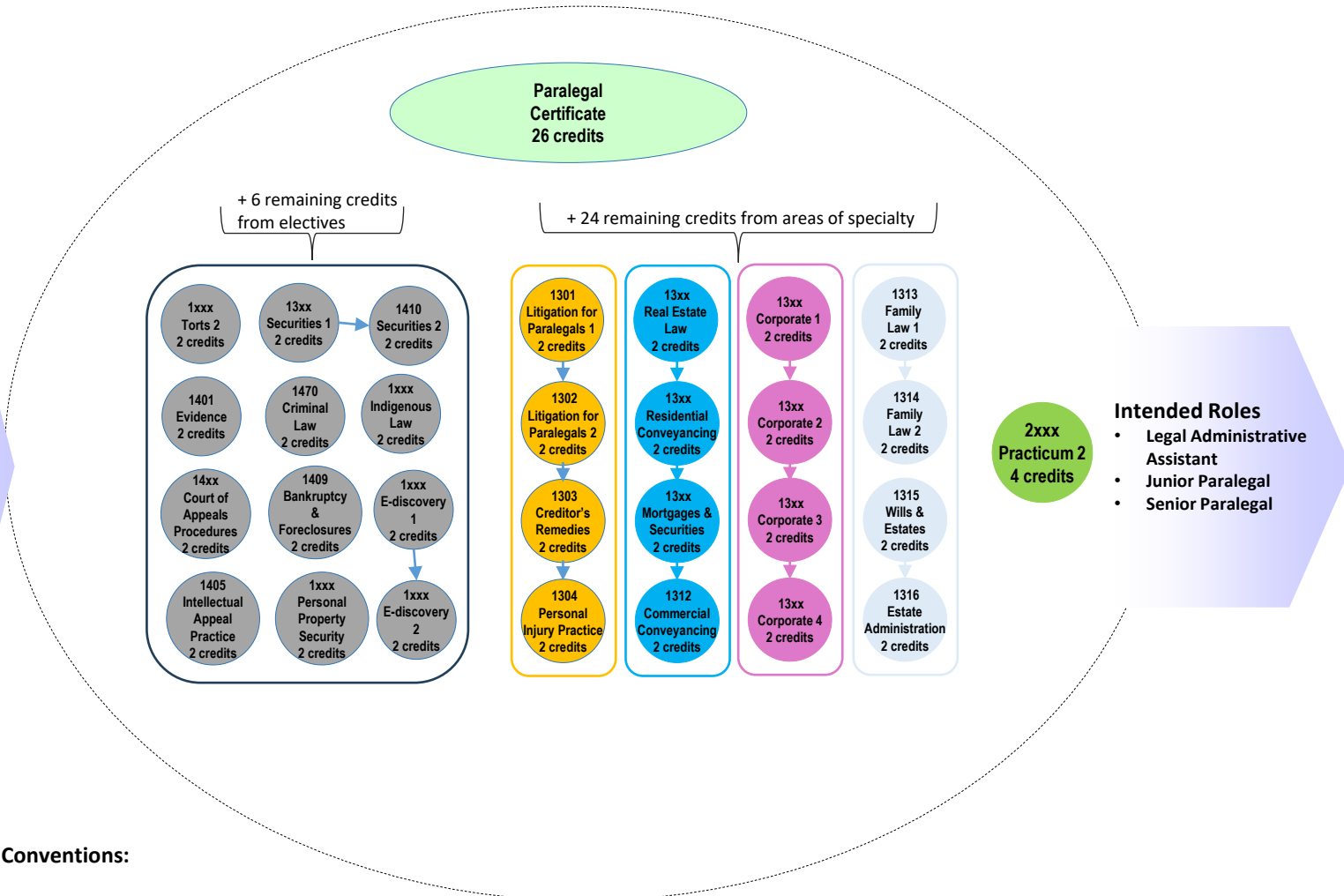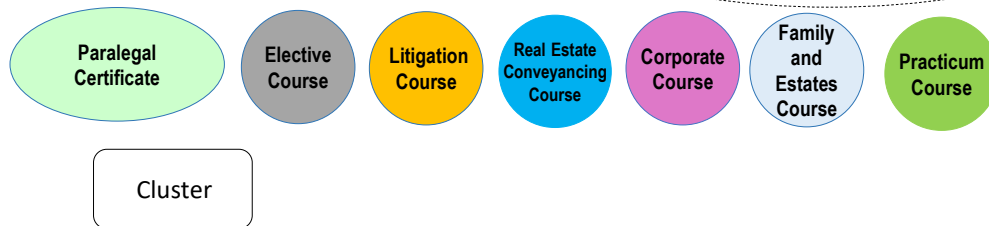Attached documents:
Program Renewal Final Report and Action Plan
Program Map

Vancouver Community College – Paralegal Diploma (60 credits)

Program Learning Outcomes (DRAFT)

Entry Requirements (DRAFT)

- English 12 with a B or equivalent, and
- One of the following:
  - Completion of the Legal Administrative Assistant program at VCC or an equivalent institution,
  - Completion of Office Administration Certificate – Legal Office Skills,
  - Minimum of one year legal administrative assistant or paralegal experience documented in a resume and employer reference checklist,
  - One year of office administration experience (documented in a resume or reference letter) plus completion of the Legal Office Skills courses.

Paralegal Certificate 26 credits

+ 6 remaining credits from electives

1xxx Torts 2 2 credits	13xx Securities 1 2 credits	1410 Securities 2 2 credits
1401 Evidence 2 credits	1470 Criminal Law 2 credits	1xxx Indigenous Law 2 credits
14xx Court of Appeals Procedures 2 credits	1409 Bankruptcy & Foreclosures 2 credits	1xxx E-discovery 1 2 credits
1405 Intellectual Appeal Practice 2 credits	1xxx Personal Property Security 2 credits	1xxx E-discovery 2 2 credits

+ 24 remaining credits from areas of specialty

1301 Litigation for Paralegals 1 2 credits	13xx Real Estate Law 2 credits	13xx Corporate 1 2 credits	1313 Family Law 1 2 credits
1302 Litigation for Paralegals 2 2 credits	13xx Residential Conveyancing 2 credits	13xx Corporate 2 2 credits	1314 Family Law 2 2 credits
1303 Creditor's Remedies 2 credits	13xx Mortgages & Securities 2 credits	13xx Corporate 3 2 credits	1315 Wills & Estates 2 credits
1304 Personal Injury Practice 2 credits	1312 Commercial Conveyancing 2 credits	13xx Corporate 4 2 credits	1316 Estate Administration 2 credits

2xxx Practicum 2 4 credits

Intended Roles
- **Legal Administrative Assistant**
- **Junior Paralegal**
- **Senior Paralegal**

Upon successful completion of this program, graduates will be able to:
1. Explain overall court and other dispute resolution procedures, from preparing court and dispute resolution documents through to resolution of the dispute
2. Comprehend principles and concepts of legal tasks performed
3. Draft court and commercial documentation and complete basic law procedures for litigation, corporate/business, real estate, family, and estate
4. Reference and apply case law and legislative materials
5. Apply appropriate legal procedures in a variety of legal settings
6. Use specialized legal terminology competently
7. Utilize legal research techniques including fact gathering and issue identification
8. Perform paralegal-level work in a law office or other legal setting
9. Adhere to principles of legal ethics in a work environment
10. Practice analytical, organizational, critical thinking, and team working skills in a legal setting

Mapping Conventions:

- Paralegal Certificate
- Elective Course
- Litigation Course
- Real Estate Conveyancing Course
- Corporate Course
- Family and Estates Course
- Practicum Course

Cluster

School of Continuing Studies
Paralegal Diploma
Business Case
January 15, 2024

Summary

The revised Paralegal Diploma is geared towards domestic students, typically working professionals, who will take courses on a part-time basis. Courses will be scheduled during evening and weekend hours accordingly. The revised program intends to launch in 2025, taking in students three times per year, with a possibility of expansion in response to demand. Maximum capacity per course is 25, and actual enrolment may vary, as courses are taken on an a-la-carte basis.

The proposed program will be a 60-credit part-time diploma program with a certificate exit point after the first 26 credits.

At this time, programming is planned to be predominantly delivered online using existing VCC digital infrastructure, with some courses offered face-to-face as appropriate. Estimated administrative and support staff labour costs are incorporated, based on current program administration needs – we do not anticipate a significant increase in labour expenses upon launching renewed programming.

Assumptions

- Tuition is set at $14,984 (10% net contribution), with a 2% increase applied annually.
- Salaries and expenses will also see a 2% increase annually.
- Costing will be reviewed and finalized prior to submitting for approval.
- CS will allocate existing staff and admin resources as follows consistent with the status quo. Stated figures may be subject to increase should the program exceed anticipated demand and require additional staff or admin FTE:
  - 0.4 FTE Program Coordinator
  - 0.4 FTE Program Assistant

Competitive Scan

Institution	Program Name	Total Tuition
Capilano	Paralegal Diploma	$13,568
VCC (Proposed)	Paralegal Diploma	$14,984
UFV	Paralegal Diploma	$19,600

Revised programming will be priced competitively among comparable local institutions, but proposed tuition constitutes a significant jump from current tuition prices (currently $7,620). Enrolment estimates have been kept conservative to account for this increase, factoring in an anticipated period of market acclimatization to the increased rate. Inclusion in the list of programs accepted for paralegal licensing (currently under development) is vital to long-term program success, and there would be a significant impact on viability and enrolment should this program not be accepted by the forthcoming licensing body.

Vancouver Community College
School of Continuing Studies

Paralegal Diploma - Draft Costing		Four-Year Projection			
Scenario		**Year One**	**Year Two**	**Year Three**	**Year Four**
Number of Students		15	16	17	18
Tuition per student - Domestic		$14,984	$15,284	$15,590	$15,901
Tuition per Student - International		-	-	-	-
Revenue					
Tuition fees	$	224,765 $	244,544 $	265,024 $	286,226
Total Revenue	$	**224,765** $	**244,544** $	**265,024** $	**286,226**
		-	-	-	-
Instructor					
Salary	$	58,800 $	59,976 $	61,176 $	62,399
Benefits	$	8,820 $	8,996 $	9,176 $	9,360
Total Instructor Costs	$	**67,620** $	**68,972** $	**70,352** $	**71,759**
Support Staff/Administrator					
Salary - Program Coordinator	$	36,439 $	37,168 $	37,911 $	38,670
Salary - Program Assistant	$	23,619 $	24,092 $	24,574 $	25,065
Benefits - Program Coordinator	$	10,203 $	10,407 $	10,615 $	10,828
Benefits - Program Assistant	$	7,204 $	7,228 $	7,372 $	7,520
Total Support Staff/Administrator Costs	$	**77,466** $	**78,894** $	**80,472** $	**82,082**
Non-Labour					
Department supplies and general expenses	$	1,500 $	1,530 $	1,561 $	1,592
Total Non-Labour Costs	$	**1,500** $	**1,530** $	**1,561** $	**1,592**
Total Direct Program Expenditures	$	**146,586** $	**149,397** $	**152,385** $	**155,432**
Indirect Program Expenditures		-	-	-	-
Indirect Support	$	55,703 $	56,771 $	57,906 $	59,064
Total Indirect Expenditures	$	**55,703** $	**56,771** $	**57,906** $	**59,064**
Total Direct and Indirect Cost	$	**202,288** $	**206,168** $	**210,291** $	**214,497**
Net contribution to VCC overhead / (Deficit)	$	**22,476** $	**38,376** $	**54,733** $	**71,730**
Net contribution to VCC overhead / (Deficit)		**10 %**	**16 %**	**21 %**	**25 %**

Gross Margin Income Statement					
Revenue from tuition	$	224,765 $	244,544 $	265,024 $	286,226
CS direct expenditures	$	146,586 $	149,397 $	152,385 $	155,432
Gross margin	$	**78,179** $	**95,147** $	**112,640** $	**130,794**
Indirect Support	$	55,703 $	55,703 $	55,703 $	55,703
Total CS Expenditures	$	**202,288** $	**202,288** $	**202,288** $	**202,288**
Net Surplus / (Deficit)	$	**22,476** $	**38,376** $	**54,733** $	**71,730**

VANCOUVER COMMUNITY COLLEGE

DECISION NOTE

PREPARED FOR: Education Council

DATE: February 13, 2024

ISSUE: Approval of six Apprenticeship Course Content Guides (CCG)

BACKGROUND:
Dawn Cunningham Hall, Assistant Registrar of Curriculum and Calendar, is proposing six course content guides (CCGs) related to apprenticeship programs:

- Auto Body and Collision Technician Apprentice
- Automotive Glass Technician Apprentice
- Automotive Refinishing Technician Apprentice
- Automotive Service Technician Apprentice
- Baker Apprentice
- Hairstylist Apprentice

CCGs are used to simplify the presentation of information for prospective and current students on the VCC website. No changes to the apprentice courses are being proposed. All relevant departments have been consulted.

DISCUSSION:
Curriculum Committee had no concerns.

RECOMMENDATION:
THAT Education Council approve, in the form presented at this meeting, six new apprenticeship course content guides: Auto Body and Collision Technician Apprentice, Automotive Glass Technician Apprentice, Automotive Refinishing Technician Apprentice, Automotive Service Technician Apprentice, Baker Apprentice, and Hairstylist Apprentice.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: January 26, 2024

Program Change Request

New Program Proposal

Date Submitted: 12/19/23 9:34 am

Viewing: **Auto Body and Collision Technician Apprentice**

Last edit: 12/19/23 9:34 am

Changes proposed by: dahall

Program Name:
   Auto Body and Collision Technician Apprentice

Credential Level: Apprentice

Effective Date: January 2024

Effective Catalog   2023-2024 Academic Calendar
Edition:

School/Centre: Trades, Technology & Design

Department   Auto Collision Apprenticeship (4314)

Contact(s)

Name	E-mail	Phone/Ext.
Keith Mew	kmew@vcc.ca	604.871.7543

Program Content Guide

Purpose

Auto Body and Collision Technicians repair and restore damaged motor vehicles. They assess body damage and develop repair estimates and repair plans. Their repair work may include repairing scratches, minor damage, dents and extensive structural damage. They replace vehicle components that are damaged beyond repair, and they align and replace suspension and steering components. They may restore interior components of vehicles and work with mechanical and electronic components such as air conditioning systems, exhaust systems, drivetrains, engine cooling systems, advanced electronic components and passenger restraint systems.

Visit SkilledTrades BC for the full Program Profile.

Admission Requirements

A valid SkilledTradesBC ID number

A current employer and sponsor*

*Note: Every registered apprentice has both an employer and a sponsor. The employer hires you and pays for your work; the sponsor commits to helping you get opportunities to learn on the job and reports on your progress. In most cases, the employer and sponsor are the same person or organization.

Prior Learning Assessment & Recognition (PLAR)

Applicants who have relevant work experience (in B.C. or elsewhere) or previous trades training may be eligible to write challenge exams for levels of technical training through SkilledTrades BC.

Program Duration & Maximum Time for Completion

The technical training (25 weeks) generally takes 4 years to complete, alongside 6450 hours of work-based training. There is no maximum time to completion.

Program Learning Outcomes

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

Additional PLO Information

N/A

Instructional Strategies, Design, and Delivery Mode

This program is offered in on-campus and online formats. On campus instruction may include hybrid (on campus/online) components. Each level must be completed in the format you registered for, but you may switch formats when starting a new level.

Evaluation of Student Learning

N/A

Recommended Characteristics of Students

Analytical
Coordinated
Resourceful
Systematic

Courses

Note: If you have completed ACRP 1101, ACRP 1102, or the Automotive Refinishing Foundation Certificate, you can go directly to Level 2.

Option 1: On campus

ACRP 1101	Automotive Collision and Refinish Common Core Apprentice Level 1	9
or ACRP 1102	Automotive Collision & Refinish Common Core Apprentice Lvl 1 (E-pprentice)	
or Automotive Collision and Refinishing Foundation Certificate		
ACAP 2002	Auto Body and Collision Technician Apprentice Level 2	8
ACAP 3002	Auto Body and Collision Technician Apprentice Level 3	8
ACAP 4002	Auto Body and Collision Technician Apprentice Level 4	8

Option 2: Online

ACRP 1101	Automotive Collision and Refinish Common Core Apprentice Level 1	9
or ACRP 1102	Automotive Collision & Refinish Common Core Apprentice Lvl 1 (E-pprentice)	
or Automotive Collision and Refinishing Foundation Certificate		
ACAP 2003	Auto Body and Collision Technician Apprentice Level 2 (E-pprentice)	9
ACAP 3003	Auto Body and Collision Technician Apprentice Level 3 (E-pprentice)	9
ACAP 4003	Auto Body and Collision Technician Apprentice Level 4 (E-pprentice)	8

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

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

Grading Standard

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

Grade Point Average (GPA)

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

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

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

Rationale and Consultations

Provide a rationale
for this proposal.

This CCG provides information about the courses and requirements for this apprenticeship, and ensures accuracy of information shared on the website and other communication channels.

Are there any
expected costs to
this proposal.

N/A

Consultations

Consultated Area	Consultation Comments
Other Department(s)	Content confirmed by the department

Additional Information

Provide any additional information if necessary.

Major code: ACRP

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

Register with SkilledTrades BC, then earn an income while you learn to assess auto body damage and perform industry-standard surface and structural repairs.

What you will learn

How to review damage reports and estimates
How to analyze and diagnose structural damage
How to fix exterior damage and replace body components
How to fix interior seats, carpets and floorboards
How to inspect and test-drive vehicles for proper alignment and handling

Program Change Request

New Program Proposal

Date Submitted: 01/15/24 2:27 pm

Viewing: **Automotive Glass Technician Apprentice**

Last edit: 01/15/24 2:27 pm

Changes proposed by: dahall

Program Name:

   Automotive Glass Technician Apprentice

Credential Level:	Apprentice
Effective Date:	January 2024
Effective Catalog Edition:	2023-2024 Academic Calendar
School/Centre:	Trades, Technology & Design
Department	Auto Glass - Apprenticeship (4324)

Contact(s)

Name	E-mail	Phone/Ext.
Keith Mew	kmew@vcc.ca	604.871.7543

Program Content Guide

Purpose

Automotive Glass Technicians remove, install, repair and generally services all types of stationary and movable glass in motor vehicles and associated equipment.

Visit SkilledTrades BC for the full [Program Profile](#).

Admission Requirements

A valid [SkilledTradesBC](#) ID number

A current employer and sponsor*

*Note: Every registered apprentice has both an employer and a sponsor. The employer hires you and pays for your work; the sponsor commits to helping you get opportunities to learn on the job and reports on your progress. In most cases, the employer and sponsor are the same person or organization.

Prior Learning Assessment & Recognition (PLAR)

Applicants who have relevant work experience (in B.C. or elsewhere) or previous trades training may be eligible to write challenge exams for levels of technical training through [SkilledTrades BC.](#)

Program Duration & Maximum Time for Completion

The technical training (3 weeks) generally takes 2 years to complete, alongside 3510 hours of work-based training. There is no maximum time to completion.

Program Learning Outcomes

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

Additional PLO Information

N/A

Instructional Strategies, Design, and Delivery Mode

This program is offered either fully face to face (on campus), or in a hybrid of on-campus and online components. Delivery modes vary by term; see schedules for details.

Evaluation of Student Learning

N/A

Recommended Characteristics of Students

Analytical
Coordinated
Resourceful
Systematic

Courses

| AGAP 1011 | Automotive Glass Technician (Apprentice) | 4 |

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

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

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
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B+	81-85		3.33
B	76-80		3.00
B-	70-75	Minimum Pass	2.67
F	0-69	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 CCG provides information about the courses and requirements for this apprenticeship, and ensures
accuracy of information shared on the website and other communication channels.

Are there any
expected costs to
this proposal.

Consultations

Consultated Area	Consultation Comments
Other	Content confirmed by the department

Additional Information

Provide any additional information if necessary.

Major code: AGAP

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

Register with SkilledTrades BC, then earn an income while you learn the latest skills in auto glass removal,
installation, and repair.

What you will learn

How to prepare vehicles for repairs and servicing
How to use glass technician tools and equipment
How to remove and install windshields and windows
How to perform windshield repair
How to prepare vehicles for delivery

Program Change Request

New Program Proposal

Date Submitted: 12/19/23 9:35 am

Viewing: **Automotive Refinishing Technician Apprentice**

Last edit: 01/16/24 11:09 am

Changes proposed by: dahall

Program Name:
 Automotive Refinishing Technician Apprentice

Credential Level: Apprentice

Effective Date: January 2024

Effective Catalog Edition: 2023-2024 Academic Calendar

School/Centre: Trades, Technology & Design

Department Automotive Refinish Prep - Voc (4321)

Contact(s)

In Workflow

1. **4321 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**

Approval Path

1. 01/16/24 11:09 am Keith Mew (kmew): Approved for 4321 Leader
2. 01/16/24 11:19 am Brett Griffiths (bgriffiths): Approved for CTT Dean
3. 01/26/24 12:59 pm Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Keith Mew	kmew@vcc.ca	604.871.7543

Program Content Guide

Purpose

Automotive Refinishing Technicians work on the surfaces of motor vehicles, primarily in restoring vehicle corrosion protection and exterior finishes once body work has been completed. They remove layers of old coatings, match colours and mix paints, prepare surfaces for painting, apply primers, sealers, base coats, clear coats and single-stages finishes, clean and polish painted surfaces, and apply protective coatings.

Many Automotive Refinishing Technicians work in close contact with Auto Body and Collision Technicians. Automotive refinishing duties may overlap between the two, particularly in small shops. In larger places of employment, Automotive Refinishing Technicians likely work as specialists, after body repairs have been completed. They may also work with estimators, partspersons, detailers, preppers, glass installers and production managers. Visit SkilledTrades BC for the full Program Profile.

Admission Requirements

A valid SkilledTradesBC ID number
A current employer and sponsor*
*Note: Every registered apprentice has both an employer and a sponsor. The employer hires you and pays for your work; the sponsor commits to helping you get opportunities to learn on the job and reports on your progress. In most cases, the employer and sponsor are the same person or organization.

Prior Learning Assessment & Recognition (PLAR)

Applicants who have relevant work experience (in B.C. or elsewhere) or previous trades training may be eligible to write challenge exams for levels of technical training through SkilledTrades BC.

Program Duration & Maximum Time for Completion

The technical training (10 weeks) generally takes 2 years to complete, alongside 3300 hours of work-based training. There is no maximum time to completion.

Program Learning Outcomes

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

Additional PLO Information

N/A

Instructional Strategies, Design, and Delivery Mode

This program is offered in on-campus and online formats. On campus instruction may include hybrid (on campus/online) components. Each level must be completed in the format you registered for, but you may switch formats when starting a new level.

Evaluation of Student Learning

N/A

Recommended Characteristics of Students

Creative
Expressive
Precise
Visual

Courses

Note: If you have completed ACRP 1101, ACRP 1102, or the Automotive Refinishing Foundation Certificate, you can go directly to Level 2.

Option 1: On campus

ACRP 1101	Automotive Collision and Refinish Common Core Apprentice Level 1	9
or ACRP 1102	Automotive Collision & Refinish Common Core Apprentice Lvl 1 (E-pprentice)	
or Automotive Collision and Refinishing Foundation Certificate		
APAP 2002	Automotive Refinishing Technician Apprentice Level 2	4

Option 2: Online

ACRP 1101	Automotive Collision and Refinish Common Core Apprentice Level 1	9
or ACRP 1102	Automotive Collision & Refinish Common Core Apprentice Lvl 1 (E-pprentice)	
or Automotive Collision and Refinishing Foundation Certificate		
APAP 2003	Automotive Refinishing Technician Apprentice Level 2 (E-pprentice)	3.5

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

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

Grading Standard

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

Grade Point Average (GPA)

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

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

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

Rationale and Consultations

Provide a rationale
for this proposal.

This CCG provides information about the courses and requirements for this apprenticeship, and ensures accuracy of information shared on the website and other communication channels.

Are there any
expected costs to
this proposal.

Consultations

Additional Information

Provide any additional information if necessary.

Major code: ARTP

Supporting
documentation:

Marketing Information

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This program is for:

Marketing Description

Register with SkilledTrades BC, then earn an income while you learn industry-leading skills including restorative and protective treatments, paint booth operations, and spray gun technology.

What you will learn

How to use color matching and paint mixing tools and equipment.
How to use refinishing tools and equipment
How to create a work plan and organize materials
How to prepare surfaces and apply finishes

What to expect

This program is offered in on-campus and online formats. On campus instruction may include hybrid (on campus/online) components. Each level must be completed in the format you registered for, but you may switch formats when starting a new level.

Program Change Request

New Program Proposal

Date Submitted: 12/19/23 9:35 am

Viewing: **Automotive Service Technician Apprentice**

Last edit: 12/19/23 9:35 am

Changes proposed by: dahall

Program Name:
  Automotive Service Technician Apprentice

Credential Level: Apprentice

Effective Date: January 2024

Effective Catalog   2023-2024 Academic Calendar
Edition:

School/Centre: Trades, Technology & Design

Department   Automotive Service Technician (4303)

Contact(s)

Approval Path

1. 12/20/23 10:21 am Michael Coard (mcoard): Approved for 4303 Leader
2. 01/10/24 9:23 am Lucy Griffith (lgriffith): Approved for CTT Dean
3. 01/26/24 12:59 pm Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Michael Coard	mcoard@vcc.ca	604.871.7631

Program Content Guide

Purpose

Automotive Service Technicians possess the full range of knowledge and abilities required to perform preventative maintenance, diagnose problems and repair vehicle systems including engines, vehicle management, hybrids, steering, braking, tires, wheels, drivetrains, suspension, electrical, electronics, heating, ventilation and air conditioning (HVAC), restraints, trim and accessories of automotive vehicles and light trucks with a gross vehicle weight less than 5,500 kg.

Visit SkilledTrades BC for the full [Program Profile](#).

Admission Requirements

A valid [SkilledTradesBC](#) ID number

A current employer and sponsor*

***Note**: Every registered apprentice has both an employer and a sponsor. The employer hires you and pays for your work; the sponsor commits to helping you get opportunities to learn on the job and reports on your progress. In most cases, the employer and sponsor are the same person or organization.

Prior Learning Assessment & Recognition (PLAR)

Applicants who have relevant work experience (in B.C. or elsewhere) or previous trades training may be eligible to write challenge exams for levels of technical training through [SkilledTrades BC.](#)

Program Duration & Maximum Time for Completion

The technical training (28 weeks) generally takes 4 years to complete, alongside 6360 hours of work-based training. There is no maximum time to completion.

Program Learning Outcomes

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

Additional PLO Information

N/A

Instructional Strategies, Design, and Delivery Mode

This program is offered in on-campus and hybrid formats. For the on-campus option, you will attend classes face-to-face for 7 weeks. For the hybrid option, you will attend classes online for 13 weeks, then full-time face-to-face on campus for 2 weeks.

Each level must be completed in the format you registered for, but you may switch formats when starting a new level.

Evaluation of Student Learning

N/A

Recommended Characteristics of Students

Analytical
Coordinated
Resourceful
Systematic

Courses

Option 1: On campus

On campus courses are offered face-to-face for 7 weeks.

ATAP 1011	Automotive Service Technician Harmonized Apprentice Level 1	9
ATAP 2011	Automotive Service Technician Harmonized Apprentice Level 2	9
ATAP 3011	Automotive Service Technician Harmonized Apprentice Level 3	9
ATAP 4011	Automotive Service Technician Harmonized Apprentice Level 4	9

Option 2: Online/On-campus blended

Hybrid courses are offered online for 13 weeks, then full-time face-to-face on campus for 2 weeks.

ATAP 1011	Automotive Service Technician Harmonized Apprentice Level 1	9
ATAP 2011	Automotive Service Technician Harmonized Apprentice Level 2	9
ATAP 3011	Automotive Service Technician Harmonized Apprentice Level 3	9
ATAP 4011	Automotive Service Technician Harmonized Apprentice Level 4	9

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

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

Grading Standard

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

Grade Point Average (GPA)

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

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

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

Rationale and Consultations

Provide a rationale
for this proposal.

This CCG provides information about the courses and requirements for this apprenticeship, and ensures accuracy of information shared on the website and other communication channels.

Are there any
expected costs to
this proposal.

N/A

Consultations

Consultated Area	Consultation Comments
Other	Content confirmed by the department

Additional Information

Provide any additional information if necessary.

Major code: ATAP
On campus org code: 4316
Hybrid org code: 4326

Supporting
documentation:

Marketing Information

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This program is for:

Marketing Description

Register with SkilledTrades BC, then complete the majority of your automotive service technician apprenticeship training in a flexible, collaborative, online environment.

What you will learn

How to inspect, diagnose and service cars and light trucks
How to repair engines, steering systems, braking systems, vehicle suspensions, electrical systems and more
How to use computerized diagnostic equipment to test and adjust key vehicle components
How to perform preventative maintenance, including wheel alignments, oil changes and tune-ups

Program Change Request

New Program Proposal

Date Submitted: 12/19/23 9:35 am

Viewing: **Baker Apprentice**

Last edit: 12/19/23 9:35 am

Changes proposed by: dahall

Program Name:
   Baker Apprentice

Credential Level:	Apprentice
Effective Date:	January 2024
Effective Catalog Edition:	2023-2024 Academic Calendar
School/Centre:	Hospitality, Food Studies & Applied Business
Department	Baking Apprenticeship (5305)
Contact(s)	

Name	E-mail	Phone/Ext.
Laurie Vestergaard	lvestergaard@vcc.ca	604.871.7000/8585

Program Content Guide

Purpose

Bakers prepare doughs, batters and other ingredients and then produce items such as bread, buns, cakes, pies, cookies and other baked goods. They work in a variety of food establishments, but the vast majority work in retail settings such as supermarkets, specialty bakeries, restaurants and hotels.

Visit SkilledTrades BC for the full Program Profile.

Admission Requirements

A valid SkilledTradesBC ID number

A current employer and sponsor*

*Note: Every registered apprentice has both an employer and a sponsor. The employer hires you and pays for your work; the sponsor commits to helping you get opportunities to learn on the job and reports on your progress. In most cases, the employer and sponsor are the same person or organization.

Prior Learning Assessment & Recognition (PLAR)

Applicants who have relevant work experience (in B.C. or elsewhere) or previous trades training may be eligible to write challenge exams for levels of technical training through SkilledTrades BC.

Program Duration & Maximum Time for Completion

The technical training (12 weeks) generally takes 3 years to complete, alongside 5400 hours of work-based training. There is no maximum time to completion.

Program Learning Outcomes

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

Additional PLO Information

N/A

Instructional Strategies, Design, and Delivery Mode

Courses are taught in person at the VCC downtown campus.

Evaluation of Student Learning

N/A

Recommended Characteristics of Students

Creative
Expressive
Precise
Visual

Courses

BAKP 1001	Baking and Pastry Apprentice Level 1	4
BAKP 2001	Baking and Pastry Apprentice Level 2	4
BAKP 3001	Baking and Pastry Apprentice Level 3	4

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

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

Grading Standard

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

Grade Point Average (GPA)

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

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

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

Rationale and Consultations

Provide a rationale
for this proposal.

This CCG provides information about the courses and requirements for this apprenticeship, and ensures accuracy of information shared on the website and other communication channels.

Are there any
expected costs to
this proposal.

N/A

Consultations

Consulted Area	Consultation Comments
Other	Content confirmed by the department

Additional Information

Provide any additional information if necessary.

Major code: BAPA

Supporting
documentation:

Marketing Information

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This program is for:

Marketing Description

Register with SkilledTrades BC, then earn an income while you learn all the elements of professional artisan baking and pastry arts.

What you will learn

How to prepare doughs and batters
How to decorate cakes and other treats
How to ensure consistent quality across large quantities of baked goods
How to operate large mixers, ovens and other small-scale industrial equipment
How to order, organize and store food safely

Program Change Request

New Program Proposal

Date Submitted: 12/19/23 9:36 am

Viewing: **Hairstylist Apprentice**

Last edit: 12/19/23 9:36 am

Changes proposed by: dahall

Program Name:
  Hairstylist Apprentice

Credential Level: Apprentice

Effective Date: January 2024

Effective Catalog Edition: 2023-2024 Academic Calendar

School/Centre: Trades, Technology & Design

Department Hairstyling (5202)

Contact(s)

Name	E-mail	Phone/Ext.
Louise Dannhauer	ldannhauer@vcc.ca	604.443.8485

In Workflow

1. **5202 Leader**
2. **CTT Dean**
3. **Curriculum Committee**
4. **Education Council**

Approval Path

1. 12/19/23 9:50 am Louise Dannhauer (ldannhauer): Approved for 5202 Leader
2. 01/10/24 9:23 am Lucy Griffith (lgriffith): Approved for CTT Dean
3. 01/26/24 12:59 pm Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Program Content Guide

Purpose

Hairstylists shampoo, cut, style and chemically treat hair. They may also provide other services such as scalp treatments and hairpiece services. In some jurisdictions, hairstylists may also provide additional services such as basic natural nail services, basic facial care and ear piercing.

Visit SkilledTrades BC for the full [Program Profile](#).

Admission Requirements

A valid SkilledTradesBC ID number
A current employer and sponsor*
***Note**: Every registered apprentice has both an employer and a sponsor. The employer hires you and pays for your work; the sponsor commits to helping you get opportunities to learn on the job and reports on your progress. In most cases, the employer and sponsor are the same person or organization.

Prior Learning Assessment & Recognition (PLAR)

Applicants who have relevant work experience (in B.C. or elsewhere) or previous trades training may be eligible to write challenge exams for levels of technical training through SkilledTrades BC.

Program Duration & Maximum Time for Completion

The technical training (Level 1: 10 weeks, Level 2: 5 weeks, total: 15 weeks) generally takes 2 years to complete, alongside 3150 hours of work-based training. There is no maximum time to completion.

Program Learning
Outcomes

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

Additional PLO Information

N/A

Instructional Strategies, Design, and Delivery Mode

This program is offered in person at the VCC downtown campus.

Evaluation of Student Learning

N/A

Recommended Characteristics of Students

Creative
Expressive
Precise
Visual

Courses

HSAP 1100	Hairstylist Level 1 Apprenticeship	12
HSAP 1200	Hairstylist Level 2 Apprenticeship	6

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

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

Grading Standard

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

Grade Point Average (GPA)

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

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

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

Rationale and Consultations

Provide a rationale
for this proposal.

This CCG provides information about the courses and requirements for this apprenticeship, and ensures accuracy of information shared on the website and other communication channels.

Are there any
expected costs to
this proposal.

N/A

Consultations

Consultated Area	Consultation Comments
Other	Content confirmed by the department

Additional Information

Provide any additional information if necessary.

Major code: HSAP

Supporting
documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.
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This program is for:

Marketing Description

Register with SkilledTrades BC, then launch your hairstyling career while you learn the latest techniques in cutting, styling, colouring, shaving, extensions, and chemical treatments.

What you will learn

How to cut, trim, perm, straighten and style hair
How to colour hair, including bleaching, tinting, dying and streaking
How to apply hair extensions
How to analyze a client's hair and scalp and recommend treatments and care
How to recommend hairstyles and colours that suit a client's features and preferences.

What to expect

VANCOUVER
COMMUNITY
COLLEGE

DECISION NOTE

PREPARED FOR: Education Council

DATE: February 13, 2024

ISSUE: Renewed Certified Dental Assisting Certificate (Online) program

BACKGROUND:

The Certified Dental Assisting (CDA) department is proposing a significant revision to the CDA Online (previously called distance) Certificate program. The program has existed for a long time as a correspondence and then online program, always self-directed by students. While the program is continuing as a self-paced program, it is moving from a continuous intake to a cohort model to improve the student experience through a collaborative learning environment that enhances connections with other students. This model will simplify the implementation of Universal Design for Learning (UDL) principles and improve opportunities for student financial aid and funding.

The program learning outcomes (PLO) remain similar, focusing on safe, competent and ethical practice. This revision adds a PLO focused on "supporting cultural safety and humility." The course learning outcomes (CLOs) have been refreshed but remain similar. The standard assessment plan used for most courses has reduced the exam-based evaluations from 65 percent to 40 percent, with 15 percent for quizzes/tests and an increase in other types of assignments to the remaining 45 percent. Overall program credits remain at 39.

DISCUSSION:

Ling Lo Yan, Department Head, and Heidi Parisotto and Cathy Larson, program instructors, presented the proposal. There were small adjustments related to program admission requirements.

There was a longer discussion around how the "cultural safety and humility" PLO is threaded through the entire program. The outcome is clearly included in the first course DAST 1400, but the committee suggested there were other courses where a more explicit outcome would be relevant: sections related to communications, pain and anxiety management, patient management and community health. The department representatives agreed and have added additional outcomes related to this topic.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the revised Certified Dental Assisting Certificate (Online) program, 13 revised and 3 new course outlines.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: January 26, 2024

Program Change Request

Date Submitted: 01/11/24 1:39 pm

Viewing: **Certified Dental Assisting Certificate (Online)** ~~(distance)~~

Last approved: 08/02/22 11:59 am

Last edit: 01/26/24 12:53 pm

Changes proposed by: hparisotto

Catalog Pages Using
this Program
Certified Dental Assisting Certificate (distance)

Program Name:
Certified Dental Assisting Certificate (Online) ~~(distance)~~

Credential Level: Certificate

Effective Date: September 2024 ~~2021~~

Effective Catalog Edition: 2024-2025 Academic Calendar

School/Centre: Health Sciences

Department: Distance Dental Assisting (5115)

Contact(s)

In Workflow

1. **5115 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**

Approval Path

1. 12/08/23 3:43 pm Ellen Squires (esquires): Approved for 5115 Leader
2. 01/05/24 11:39 am Darija Rabadzija (drabadzija): Rollback to Initiator
3. 01/11/24 12:19 pm Pik Ling Lo Yan (lloyan): Rollback to Initiator
4. 01/11/24 1:41 pm Ellen Squires (esquires): Approved for 5115 Leader
5. 01/15/24 10:39 am Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
6. 01/31/24 8:35 am Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Dec 15, 2017 by clmig-jwehrheim
2. May 14, 2018 by cdeans
3. Feb 4, 2019 by Nicole Degagne (ndegagne)
4. Jun 20, 2019 by Nicole Degagne (ndegagne)
5. Aug 21, 2019 by Nicole Degagne (ndegagne)
6. Jan 3, 2020 by Darija Rabadzija (drabadzija)
7. Oct 13, 2020 by Nicole Degagne (ndegagne)
8. Jun 23, 2021 by Todd Rowlatt (trowlatt)
9. Dec 9, 2021 by Nicole Degagne (ndegagne)
10. Aug 2, 2022 by Darija Rabadzija (drabadzija)

Name	E-mail	Phone/Ext.
Heidi Parisotto	hparisotto@vcc.ca	1 -

Program Content Guide

Purpose

The ~~accredited~~ Certified Dental ~~Assistant Online program delivers a comprehensive~~ Assisting Program (distance) provides graduates with the knowledge and ~~flexible educational experience, aiming~~ practical experience to ~~equip students with essential knowledge, skills, and competencies for~~ enter a career as a ~~successful career in dental assisting.~~ Practising Certified Dental Assistant (CDA).
Graduates will acquire the specialized knowledge, skills and attitudes to function as a dental health team member with dependent, interrelated and independentroles.

Admission Requirements

Grade 12 graduation or equivalent.*

~~English Language Proficiency as demonstrated by one of the following:*~~English Studies 12 with ~~12 with~~ a minimum 'C' grade ~~'B' grade,~~ or equivalent ~~or~~

One of:**

Anatomy and Physiology 12, or equivalent (recommended)

or

Life Sciences 11, or equivalent

~~English Language Proficiency at an English 12 'B' levelEither Biology 11 or Biology 12 (human biology recommended) or equivalent.**~~A signed Sponsoring Dentist Agreement verifying a minimum of 2 days (14 hours) per week clinical dental assisting experience in a general dentistry practice for the duration of the program.

Criminal Record Check

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

* Students ~~* Students~~ who have completed the Vancouver Community College Dental Reception ~~Coordinator~~ program are exempt from these admission requirements.

** Students who have completed the BC ~~Vancouver Community~~ College ~~Dental Reception Coordinator program and/or students who have completed the College~~ of Oral Health Professionals (BCCOHP) ~~Dental Surgeons of British Columbia~~ Provincial Radiography credential are exempt from this admission requirement. ~~requirement.~~

Applicants who have successfully completed one of the options below may be eligible to receive credit for DAST 1515 and DAST 1517.

DNTL 1107 Dental Radiography, *or*

DREC 1242 Dental Radiography, *or*

~~Students who complete Vancouver Community College's DREC 1242 Dental Radiography through Dental Reception Coordinator Program or Notes:~~DENT 1505 Dental Radiography 1 and DENT 2995 Dental Radiography 2 and ~~1,~~ DENT ~~2995 Dental Radiography 2 and DENT~~ 3745 Dental Radiography 3.

UPON ACCEPTANCE TO THE PROGRAM: ~~3 through the Certified Dental Assisting Program are exempt from DAST 1515 Dental Radiography and DAST 1516 Clinical Dental Radiography.~~

Current CPR Level C

CPR Level C includes:

Adult/Child/Baby CPR – one rescuer

Adult/Child CPR – two-rescuer

Adult/Child/Baby – choking

TB Screening

~~Students who complete Vancouver Community College's DNTL 1107 Dental Radiography Module through the Certified Dental Assisting Program – Distance Delivery are exempt from DAST 1515 Dental Radiography and DAST~~

~~1516 Clinical DentalRadiography.Students in this program are required to complete aCRC.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. Note:The College of Dental Surgeons of British Columbia is the regulatory body for Certified DentalAssistants.They require each applicant to undergo another criminal records search prior to registration andcertification.Registration and certification to practice is mandatory inBC.~~<u>Students must submit</u> ~~Proof of~~ a negative TB skin <u>test taken within 6 months of acceptance to the program. If the</u> ~~test. In case of a positive~~ TB skin <u>test</u> ~~test, a negative TB chest x-ray report~~ is <u>positive, a negative TB chest x-ray is</u> required.

<u>Immunizations</u>

~~A current "C" certification in Cardiopulmonary Resuscitation (CPR)~~Immunizations in the following <u>are strongly recommended and in some case may be required for practice education placements:</u> ~~are strongly recommended:~~
<u>Diphtheria/Tetanus/Pertussis</u>
~~PertussisDiphtheriaTetanus~~Polio
<u>Measles, Mumps & Rubella</u>
<u>Varicella (Chicken pox)</u>
~~Measles/Mumps/RubellaChicken Pox~~Hepatitis B
<u>Influenza (annually)</u>
<u>COVID-19</u>
~~Influenza (required annually)~~

Prior Learning Assessment & Recognition (PLAR)

<u>Students may request formal recognition of prior learning attained through formal education, or work experience. Credits may be granted to students who are able to sufficiently demonstrate the learning outcomes of specific courses.</u>
PLAR <u>is</u> ~~may be~~ available for ~~clinically experienced dental assistants for some theory courses, as determined by~~ the <u>following courses:</u> ~~program.~~
<u>DAST 1405 Dental Office Emergencies</u>
<u>DAST 1510 Laboratory Procedures</u>
<u>DAST 1513 Dental Reception</u>
<u>*Methods of PLAR will include evaluation by examination.</u>
<u>If PLAR is successful, transcripts will reflect an 'S' grade (satisfactorily completed), which is not included in grade point average (GPA) calculations.</u>
<u>See VCC Policy and Procedures 316 Prior Learning Assessment for more information.</u>

The Certified Dental Assisting Online Program is 20 months of part-time study.

Maximum time for completion is 5 years.

The CDA distance program is self-paced. Progress is largely dependent upon the student's available study time and dental assisting experience. Each theory course must be completed within a maximum of fourmonths.Onsite clinical courses range from three to ten days inlength.Students must complete the program within fiveyears.The majority of students complete their studies within twoyears.

Program Learning
Outcomes

	Upon successful completion of this program, graduates will be able to:
PLO #1	Provide patient-centred dental care in a safe, competent manner.
PLO #2	Practice using a unique body of knowledge that is evidence-based.
PLO #3	Competently assess, plan, treat and reflect on outcomes of clinical care.
PLO #4	Practice in accordance with the ethical guidelines for the profession.
PLO #5	Apply professional standards of the regulatory body for Certified Dental Assisting (CDA) practice.
PLO #6	Apply principles that support cultural safety and humility in CDA practice.

Additional PLO Information

Upon completion of this program, the graduate will be ableto:Apply the Standards of Practice and bylaws of the College of Dental Surgeons of British Columbia for CDA practice to provide safe and competent patientcare.Apply the process of evidence-informed CDApractice.Integrate knowledge and critical thinking skills in CDApractice.Use problem-solving strategies and decision-making processes in CDApractice.Integrate ethics and professionalism into CDApractice.Demonstrate professional responsibility and accountability into CDApractice.Demonstrate use of self – reflection to improve care and ensure quality CDApractice.

The Certified Dental Assisting <u>Online program</u> ~~Program (distance)~~ is offered on a <u>part-time basis.</u> ~~part time self - paced basis.~~
~~Students must be working/volunteering clinically for a minimum of two days (14 hours) per week as a clinical dental assistant in a general practice dental office for the duration of theirstudies.This is confirmed by the department on a regular basis throughout theprogram.The curriculum is designed to include in-office clinical experiences which reinforce and enhance the coursecontent.~~Theory courses are presented <u>asynchronously through online</u> ~~by the learning management system with learning~~ activities, <u>lectures, small group discussions, assigned readings</u> ~~self - assessments, study questions~~ and <u>self-study. Clinical skills are presented in the dental clinic and laboratory onsite at the VCC downtown campus.</u> ~~assignments.~~ <u>The clinical competencies are developed on manikins, peers, and patients.</u> <u>Acquisition</u> ~~Students must be working/volunteering clinically for a minimum~~ <u>of clinical skills is enhanced through in-office clinical experiences which reinforce and enhance the course content. Students must be working/volunteering clinically for a minimum of two days (14 hours) per week as a clinical</u> ~~clinical~~ <u>dental assistant in a general practice dental office for the</u> ~~the~~ <u>duration of the program.</u> ~~of their studies.~~
~~The courses are completed through independent study with instructor support via telephone, learning management system oremail.Clinical courses are presented onsite at the Vancouver Community College DentalClinic.Clinical competencies are developed on manikins, peers andpatients.~~

~~Successful completion of each course is required prior to advancement to the nextcourse.The first seven courses (DAST 1401 to 1407) must be completed prior to enrollment in Clinical Dental Assisting1.Enrollment in Clinical Dental Assisting 2 requires completion of all previous courses in theprogram.Students wishing to obtain the College of Dental Surgeons of BC Radiography Acknowledgement Certificate may take the radiography theory and clinical courses after completing the first four courses in theprogram.Please see departmental Student Handbook for detailedinformation.Theory courses are evaluated by assignments, projects, and a finalexamination.The number of assignments varies from course to course and comprises 35% of the finalgrade.Final exams are weighted at65%.The final grade required in all theory courses is 64%(C+).A maximum of two comprehensive supplemental examinations are offered within the program for final grades below64%.Exam sessions are offered monthly at Vancouver CommunityCollege.Students unable to write at the college location due to distance or scheduling conflicts may arrange for a proctored examination session. Fees incurred for proctoring are the responsibility of thestudent.The acquired knowledge from the theory courses is integrated into clinicalpractice.Clinical competencies provide the basis forevaluation.Students are evaluated on manikins, peers andpatients.~~Theory courses are ~~The clinical portion of the program is~~ evaluated by assignments, presentations, and a final examination. Clinical ~~according to provincial~~ competencies are evaluated using manikins, peers and patients. Students must receive a minimum program ~~with a satisfactory (S) or unsatisfactory (U)~~ grade point average of 'C+' (2.33) in each theory course and a grade of satisfactory (S) in each clinical course to advance into subsequent courses/terms in the program. ~~awarded.~~ A student who is unsuccessful in a final clinical evaluation is offered a supplemental evaluation. Students must receive a minimum grade point average of 'C+' (2.33) and a grade of satisfactory in each clinical course to successfully graduate. ~~evaluation.~~

Exam sessions will be ~~are~~ offered and proctored online. ~~monthly at Vancouver Community College.~~
Course outlines are provided to the students on the learning management system.
Clinical dental assisting workplace hours and attendance of clinical on-site courses are required in order to truly understand and meet requirements of the ~~master the~~ theoretical and practical components of the ~~of the~~ Certified Dental Assistant role.
~~As per the departmental policy, described in the departmental Student Handbook, students must not miss more than 15% of the required weekly work hours in a dental office or in the on site clinicalcourses.Where a student exceeds this maximum, the College may withdraw the student from the program. Additionally, the department requires students demonstrate 100% attendance for communitypresentations.The College may withdraw students who do not attend all scheduleddays.The departmental Student Handbook provides more detailed information onattendance.~~

Recommended Characteristics of Students

Ability to communicate effectively in a team environment inboth written and spoken English

Empathic and caring attitude

Ability to work independently and within a team environment Manual dexterity and hand/eye coordination

Ability to complete tasks that require manual dexterity and fine motor skills

Manual dexterity and hand/eye coordination

Detail oriented

Effective time management skills

Basic computer Computer literacy literacy (email, word processing and use of the internet)

Considerations: Physical precautions – Those with back problems may be affected by the physical demands of the profession. Sensitive skin and allergies may also be affected by some procedures and materials.

Physical precautions – The physical demands of the CDA profession may worsen back, wrist, neck or shoulder problems. Materials used in oral health care may affect persons living with conditions such as latex sensitivity or other allergies.

Courses

DAST 1401	Introduction to Dental Assisting	1.5
DAST 1400	Professionalism in Dental Assisting	2.0
DAST 1402	Microbiology and Infection Control	1.5
DAST 1403	Basic Dental Assisting	2
DAST 1404	Patient Assessment	2
DAST 1405	Dental Office Emergencies	1.5
DAST 1406	Preventive Dentistry	3
DAST 1407	Restorative Dental Assisting	2.5
DAST 1408	Clinical Dental Assisting Practice 1	3
DAST 1510	Laboratory Procedures	1.5
DAST 1511	Dental Specialties	3
DAST 1512	Community Dental Health	3
DAST 1513	Dental Reception	2.5
DAST 1514	Patient Care Procedures	2.5
DAST 1515	Dental Radiography	2.5
DAST 1516	Clinical Dental Radiography	1
DAST 1508	Clinical Dental Assisting 2	6

DAST 1517	Dental Radiography in Clinical Practice	1.5
DAST 1518	Clinical Dental Assisting Practice 2	5
Total Credits		39

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~~<u>Grading Standard</u>

Grade	Percentage	Description	Grade Point Equivalency
~~A+~~	~~90-100~~		~~4.33~~
~~A~~	~~85-89~~		~~4.00~~
~~A-~~	~~80-84~~		~~3.67~~
~~B+~~	~~76-79~~		~~3.33~~
~~B~~	~~72-75~~		~~3.00~~
~~B-~~	~~68-71~~		~~2.67~~
~~C+~~	~~64-67~~	~~Minimum Pass~~	~~2.33~~
~~C~~			~~2.00~~
~~C-~~			~~1.67~~
~~D~~			~~1.00~~
~~F~~	~~0-63~~		~~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	Percentage	Description	Grade Point Equivalency
<u>A+</u>	<u>90-100</u>		<u>4.33</u>
<u>A</u>	<u>85-89</u>		<u>4.00</u>
<u>A-</u>	<u>80-84</u>		<u>3.67</u>
<u>B+</u>	<u>76-79</u>		<u>3.33</u>
<u>B</u>	<u>72-75</u>		<u>3.00</u>
<u>B-</u>	<u>68-71</u>		<u>2.67</u>

C+	64-67	Minimum Pass	2.33
C	60-63		2.00
C-	55-59		1.67
D	50-54		1.00
F	0-49	Failing Grade	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credit	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.

The CDA Online is moving from a continuous intake to a cohort model. The changes in this pcg reflect this plan. This change will enhance the student experience by creating a collaborative learning environment where Universal Design for Learning principles can be implemented to engage the learners. Funding opportunities for students will also be improved.

Are there any expected costs to this proposal.

Consultations

Consultated Area	Consultation Comments
Registrar's Office	Met with Dawn Cunningham Hall, Marnie Findlater, Herbie Atwal, Les Apouchtine
PAC/CEG	Consulted with PAC
Centre for Teaching, Learning, and Research (CTLR)	Julie Gilbert (intructional associate), Venecia Williams (Online Developer)
Indigenous Education & Community Engagement (IECE)	Planning to meet with David Kirk to discuss best ways to incorporate Indigenous content
Faculty/Department	Many meetings to discuss design of the cohort model and scheduling logistics.
Other	Student surveys were done to gather feedback on a cohort model.

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

Earn a certificate in dental assisting online while actively working in a dental office. This combination of theory and real-world experience contributes to a highly effective learning experience for students. at your own pace through independent e-learning with instructor support.

What you will learn

What to expect

Course Change Request

New Course Proposal

Date Submitted: 01/11/24 11:21 am

Viewing: **DAST 1400 : Professionalism in Dental Asst**

Last edit: 01/16/24 10:09 am

Changes proposed by: hparisotto

Programs
referencing this
course

[32: Certified Dental Assisting Certificate (Online)](#)

Course Name:
Professionalism in Dental Assisting

Effective Date: September 2024

School/Centre: Health Sciences

Department: Distance Dental Assisting (5115)

Contact(s)

In Workflow

1. **5115 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 12/08/23 3:44 pm Ellen Squires (esquires): Approved for 5115 Leader
2. 01/05/24 11:41 am Darija Rabadzija (drabadzija): Rollback to Initiator
3. 01/11/24 12:21 pm Pik Ling Lo Yan (lloyan): Approved for 5115 Leader
4. 01/15/24 10:39 am Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
5. 01/31/24 8:35 am Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Heidi Parisotto	hparisotto@vcc.ca	1

Banner Course Name:	Professionalism in Dental Asst

Subject Code:	DAST - Dental Assisting
Course Number	1400
Year of Study	1st Year Post-secondary
Credits:	2

Bridge College Code	VO
Bridge Billing Hours	0-1.5
Bridge Course Level	01

Course Description:

This course introduces the learner to the profession of dentistry. Course topics are focused on the history of dentistry, the role of dental team members, legalities, ethics, continued competency, and dental terminology. Additionally, cultural safety and humility, equity diversity and inclusion (EDI) in relation to professional communication and practice. The history and impact of colonialism on the Indigenous Peoples of Canada are also introduced in this course.

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 dental team, including goals, structure, delivery systems and dental specialties.
CLO #2	Describe professional responsibilities of a dental health care professional, including legalities, ethics, and professional attributes.

	Upon successful completion of this course, students will be able to:
CLO #3	Discuss professionalism of the CDA.
CLO #4	Define basic dental terminology.
CLO #5	Identify and describe intra-oral landmarks.
CLO #6	Discuss the principles of cultural safety and humility in health care settings.
CLO #7	Discuss concepts of equity, diversity, and inclusion. in health care settings.
CLO #8	Describe the historical and contemporary impacts of colonization on Indigenous Peoples' health.

Instructional
Strategies:

This online course is offered with instructor support via web-based communication, email and a learning management system (LMS). Instructional strategies include but are not limited to case studies, research and online activities.

Evaluation and Grading

Grading System: Letter Grade (A-F)   Passing grade:
   C+=64%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	45	Case study, written assignments, video assignments
Quizzes/Tests	15	
Final Exam	40	

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:

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:
  Self-Paced

Hours in Category 3:   60

Course Topics

Course Topics:
The Dental Team
Delivery of Care
Professionalism
Legalities and Ethics
Dental Terminology
Head and Neck Anatomy
Equity, Diversity and Inclusion.
Impacts of Colonialism on the health of Indigenous Peoples.

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

Rationale and Consultations

Course Change Request

Date Submitted: 01/11/24 11:22 am

Viewing: **DAST 1402 : Microbiology & Infection Contr**

Last approved: 11/30/21 5:11 am

Last edit: 01/29/24 9:47 am

Changes proposed by: hparisotto

Programs
referencing this
course
    32: Certified Dental Assisting Certificate (Online)

Course Name:
    Microbiology and Infection Control

Effective Date: September 2024

School/Centre: Health Sciences

Department: Distance Dental Assisting (5115)

Contact(s)

Approval Path

1. 12/08/23 3:43 pm Ellen Squires (esquires): Approved for 5115 Leader
2. 01/05/24 11:39 am Darija Rabadzija (drabadzija): Rollback to Initiator
3. 01/11/24 1:44 pm Ellen Squires (esquires): Approved for 5115 Leader
4. 01/15/24 10:43 am Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
5. 01/31/24 8:35 am Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

Name	E-mail	Phone/Ext.
Heidi Parisotto	hparisotto@vcc.ca	1

Banner Course Name: Microbiology & Infection Contr

Subject Code: DAST - Dental Assisting

Course Number   1402

Year of Study   1st Year Post-secondary

Credits: 1.5

Bridge College Code   VO

Bridge Billing Hours   1.5 0-2.967

Bridge Course Level   01

Course Description:

This course introduces the learner to the ~~The~~ fundamentals and principles of microbiology and the ~~the~~ responsibility of the ~~the~~ Certified Dental Assistant (CDA) for infection control. ~~control are introduced in this course.~~ Office experience and a detailed research project assist in the assimilation of the critical concepts. ~~This course is part of the Certified Dental Assisting (Distance) program.~~

Course Pre-Requisites (if applicable):

DAST 1400. ~~1401.~~

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 fundamentals of microbiology.
CLO #2	Define terminology related to microbiology and infection prevention and control in dentistry.
CLO #3	Describe the levels of infection prevention and control.
CLO #4	Describe diseases of concern to dentistry.
CLO #5	Describe asepsis, including use and function of sterilization equipment and processes. ~~procedures, process indicators and biological monitors.~~

Instructional
Strategies:

This online, asynchronous ~~online~~ course is offered ~~as an independent study~~ with instructor support via web-based communication, ~~telephone, Skype,~~ email and a learning management system (LMS). ~~or MOODLE.~~ Instructional strategies include but are not limited to case studies, research and online activities.

Evaluation and Grading

Grading System: Letter Grade (A-F)   Passing grade:
    C+=64%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	45 ~~15~~	Research paper, case studies, videos assignment. ~~Research paper~~
Quizzes/Tests ~~Assignments~~	15	~~Case Study~~
~~Assignments~~	~~5~~	~~Procedures Cards~~
Final Exam	40 ~~65~~	~~The final exam requires confirmation of student identification~~

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:

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:

Self-Paced

Hours in Category 3: 45

Course Topics

Course Topics:
Oral Microbiology
~~Terminology~~
Infection Prevention and Control
Diseases of Concern to Dentistry
Sterilization, Equipment and Biological Monitoring
Aseptic Techniques

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

Course Change Request

Date Submitted: 01/11/24 11:23 am

Viewing: **DAST 1403 : Basic Dental Assisting**

Last approved: 06/25/21 4:54 am

Last edit: 01/31/24 8:33 am

Changes proposed by: hparisotto

Programs
referencing this
course
   32: Certified Dental Assisting Certificate (Online)

Course Name:
   Basic Dental Assisting

Effective Date: September 2024

School/Centre: Health Sciences

Department: Distance Dental Assisting (5115)

Contact(s)

In Workflow

1. **5115 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 12/08/23 3:43 pm Ellen Squires (esquires): Approved for 5115 Leader
2. 01/05/24 11:39 am Darija Rabadzija (drabadzija): Rollback to Initiator
3. 01/11/24 1:45 pm Ellen Squires (esquires): Approved for 5115 Leader
4. 01/15/24 10:43 am Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
5. 01/31/24 8:35 am Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Jun 25, 2021 by
   Nicole Degagne
   (ndegagne)

Name	E-mail	Phone/Ext.
Heidi Parisotto	hparisotto@vcc.ca	1

Banner Course
Name: Basic Dental Assisting

Subject Code: DAST - Dental Assisting

Course Number   1403

Year of Study   1st Year Post-secondary

Credits: 2

Bridge College Code   VO

Bridge Billing Hours   0-2 ~~0-3.956~~

Bridge Course Level   01

Course Description:

This introduces ~~course focuses on~~ the learner to the supporting role of the ~~the~~ Certified Dental Assistant (CDA). Concepts and principles related to the preparation and the assisting phase of patient care are discussed. Dental equipment, instruments and armamentaria for a variety of dental procedures are introduced. ~~This course is part of the Certified Dental Assisting (Distance) 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 basic components, operation, and maintenance ~~functions~~ of dental operatory equipment. ~~equipment, including maintenance and management of equipment and supplies.~~
~~CLO #2~~	~~Describe inventory control systems.~~
CLO #2 ~~#3~~	Describe dental health hazards and potential injuries in the dental office environment.
CLO #3 ~~#4~~	Discuss protocols and roles of dental team members to increase safety for patients and staff.
CLO #4 ~~#5~~	Apply professional communication skills with cultural sensitivity and awareness to effectively obtain ~~while obtaining~~ patient health histories.
CLO #5 ~~#6~~	Explain principles of four and six handed dentistry, dental team positioning, instrumentation and instrument transfer.
CLO #6 ~~#7~~	Describe the clinical dental assistant's role in maintaining the operating field.

Instructional
Strategies:

This online course is offered ~~as an independent study~~ with instructor support via web-based communication, ~~telephone, Skype,~~ email and a learning management system (LMS). ~~or MOODLE.~~ Instructional strategies include but are not limited to case studies, research and online activities.

Evaluation and Grading

Grading System: Letter Grade (A-F)   Passing grade:
C+=64%; completed clinical
assignments graded S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	45 ~~5~~	Assignments ~~Written assignment~~
~~Assignments~~	~~15~~	~~WHMIS assignment~~
~~Assignments~~	~~15~~	~~Health history assignment~~
Quizzes/Tests ~~Field Experience~~	15	~~Clinical performance assignments graded as satisfactory/unsatisfactory as per rubrics~~

Type	Percentage	Brief description of assessment activity
Final Exam	40 ~~65~~	~~The final exam requires confirmation of student identification.~~

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:

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:

Self-Paced

Hours in Category 3:   60

Course Topics

Course Topics:
Dental Operatory Equipment and maintenance
~~Maintenance of the Dental Operatory Equipment~~
Dental Operatory supplies. ~~Inventory Control~~

Course Topics:
Professional Communication
Patient Health Histories
Ergonomics
Basic Instrumentation
Clinical Dental Assisting

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Darija Rabadzija (drabadzija) (01/05/24 11:39 am): Rollback: rollback

Badge Information

Course Change Request

Date Submitted: 01/11/24 11:24 am

Viewing: **DAST 1404 : Patient Assessment**

Last approved: 08/17/22 6:34 am

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

Changes proposed by: hparisotto

Programs
referencing this
course
  32: Certified Dental Assisting Certificate (Online)

Course Name:
  Patient Assessment

Effective Date: September 2024

School/Centre: Health Sciences

Department: Distance Dental Assisting (5115)

Contact(s)

In Workflow

1. **5115 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 12/08/23 3:44 pm
   Ellen Squires
   (esquires):
   Approved for 5115
   Leader
2. 01/05/24 11:40 am
   Darija Rabadzija
   (drabadzija):
   Rollback to Initiator
3. 01/11/24 1:46 pm
   Ellen Squires
   (esquires):
   Approved for 5115
   Leader
4. 01/15/24 10:43 am
   Jo-Ellen Zakoor
   (jzakoor): Approved
   for SHS Dean
5. 01/31/24 8:35 am
   Todd Rowlatt
   (trowlatt): Approved
   for Curriculum
   Committee

History

Name	E-mail	Phone/Ext.
Heidi Parisotto	hparisotto@vcc.ca	1

Banner Course Name: Patient Assessment

Subject Code: DAST - Dental Assisting

Course Number   1404

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 introduces the learner to provides an overview of body systems, head and neck anatomy, dental morphology and tooth development. Intra-oral effects of medical conditions and pharmaceuticals and the modification to dental treatment are explored. The Certified Dental Assistant's (CDA) role in determining and interpreting vital signs is also introduced. This course is part of the Certified Dental Assisting (Distance) 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	<u>Describe general, extraoral inspection including related bones and landmarks of the head and neck.</u> ~~Describe general patient assessment.~~
CLO <u>#2</u> ~~#5~~	Describe intraoral soft <u>tissues including muscles and landmarks.</u> ~~tissues.~~
CLO <u>#3</u> ~~#7~~	Describe the <u>assessment and inspection of dentition</u> ~~dentition,~~ including tooth <u>development and dental morphology.</u> ~~numbering systems.~~
CLO <u>#4</u> ~~#10~~	<u>Describe periodontal inspection and assessment including characteristics of healthy periodontium.</u> ~~Describe intraoral soft tissue, periodontium, dentition, and occlusion examinations .~~
CLO <u>#5</u> ~~#11~~	Annotate patient assessment data.
~~CLO #12~~	~~Describe diseases of the oral cavity.~~
~~CLO #13~~	~~Describe tissue biopsies and smears.~~
CLO <u>#6</u> ~~#14~~	<u>Describe diseases of the oral cavity including the collection of diagnostic information.</u> ~~Describe dental photography.~~
CLO <u>#7</u> ~~#2~~	Assess and interpret vital signs.
~~CLO #3~~	~~Apply knowledge of general patient assessment to treatment.~~
~~CLO #4~~	~~Describe anatomy and physiology related to dental procedures.~~
CLO <u>#8</u> ~~#6~~	Explain principles of instrument use in <u>dental procedures.</u> ~~relation to patient assessment.~~
CLO <u>#9</u> ~~#8~~	Describe occlusion and the temporomandibular joint.
~~CLO #9~~	~~Explain occlusion and its relation to oral health.~~

Instructional
Strategies:

This online course is offered ~~as an independent study~~ with instructor support via <u>web-based communication,</u> ~~telephone, Skype,~~ email <u>and a learning management system (LMS).</u> ~~or MOODLE.~~

Instructional strategies include but are not limited to case studies, research and online activities.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C+=64%; completed clinical
assignments graded S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	45	Written assignments ~~Clinical performance assignments graded as satisfactory/unsatisfactory as per rubrics.~~
Quizzes/Tests ~~Assignments~~	15 ~~10~~	~~Written assignment~~
~~Assignments~~	~~15~~	~~Patient scenario assignment~~
~~Assignments~~	~~10~~	~~Research assignment~~
Final Exam	40 ~~65~~	~~The final exam requires confirmation of student identification.~~

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:

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:
Self-Paced

Hours in Category 3:   60

Course Topics

Course Topics:
General Assessment, Intraoral/Extraoral anatomy General Assessment
Vital Signs
Anatomy and Physiology
Intraoral Soft Tissues
Dentition
Occlusion and the Temporomandibular Joint
Annotation
Diseases of the Oral Cavity
Oral Biopsies
Dental Photography

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: 01/11/24 11:24 am

Viewing: **DAST 1405 : Dental Office Emergencies**

Last approved: 08/17/22 6:35 am

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

Changes proposed by: hparisotto

Programs
referencing this
course
  32: Certified Dental Assisting Certificate (Online)

Course Name:
  Dental Office Emergencies

Effective Date: September 2024

School/Centre: Health Sciences

Department: Distance Dental Assisting (5115)

Contact(s)

In Workflow

1. **5115 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 12/08/23 3:44 pm
   Ellen Squires
   (esquires):
   Approved for 5115
   Leader
2. 01/05/24 11:40 am
   Darija Rabadzija
   (drabadzija):
   Rollback to Initiator
3. 01/11/24 1:48 pm
   Ellen Squires
   (esquires):
   Approved for 5115
   Leader
4. 01/15/24 10:43 am
   Jo-Ellen Zakoor
   (jzakoor): Approved
   for SHS Dean
5. 01/31/24 8:35 am
   Todd Rowlatt
   (trowlatt): Approved
   for Curriculum
   Committee

History

1. Jun 25, 2021 by
   Nicole Degagne
   (ndegagne)
2. Aug 17, 2022 by
   Nicole Degagne
   (ndegagne)

Name	E-mail	Phone/Ext.
Heidi Parisotto	hparisotto@vcc.ca	1

Banner Course
Name: Dental Office Emergencies

Subject Code: DAST - Dental Assisting

Course Number   1405

Year of Study   1st Year Post-secondary

Credits: 1.5

Bridge College Code	VO
Bridge Billing Hours	0-1.5
Bridge Course Level	01

Course Description:

This course introduces the learner to health hazards in dentistry. Protocols ~~Health hazards in dentistry as well as protocols~~ and procedures to assist in the prevention of medical emergencies for staff and patients are explored in this course. The role of the Certified Dental Assistant (CDA) in dental office medical emergencies is also examined. ~~Cardio pulmonary resuscitation (CPR) course certification is required prior to attending clinical courses.This course is part of the Certified Dental Assisting (Distance) program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR is assessed through a challenge exam. A challenge exam is offered for this course.

Course Learning
Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe dental office emergency situations and procedures for their prevention.
CLO #2	Explain the roles of the individual dental team members during an emergency.
CLO #3	Discuss drug use in dentistry.
CLO #4	Discuss drug dispensing protocols.
CLO #5	Discuss List contents and describe protocols for maintenance of emergency kits and in the protocols for maintenance in the dental office.
CLO #6	Discuss pharmaceutical safety practices.

Instructional
Strategies:

This online course is offered as an independent study with instructor support via web-based communication, telephone, Skype, email and a learning management system (LMS). or MOODLE. Instructional strategies include but are not limited to case studies, research and online activities.

Evaluation and Grading

Grading System: Letter Grade (A-F)   Passing grade:
C+=64%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	45 25	Written assignment, Case study Written assignment
Quizzes/Tests Assignments	15 5	Research assignment
Assignments	5	Case study assignment
Final Exam	40 65	The final exam requires confirmation of student identification.

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:

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:
   Self-Paced

Hours in Category 3:   45

Course Topics

Course Topics:
Dental Office Emergencies, prevention and procedures Emergencies
Emergency Prevention and Procedures
Drug use in Dental Treatment
Drug Dispensing Protocols
Emergency Kits
Drug Management

Course Change Request

Date Submitted: 01/11/24 11:24 am

Viewing: **DAST 1406 : Preventive Dentistry**

Last approved: 08/17/22 6:35 am

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

Changes proposed by: hparisotto

Programs
referencing this
course

32: Certified Dental Assisting Certificate (Online)

Course Name:
  Preventive Dentistry

Effective Date: September 2024

School/Centre: Health Sciences

Department: Distance Dental Assisting (5115)

Contact(s)

In Workflow

1. **5115 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 12/08/23 3:44 pm
   Ellen Squires
   (esquires):
   Approved for 5115
   Leader
2. 01/05/24 11:40 am
   Darija Rabadzija
   (drabadzija):
   Rollback to Initiator
3. 01/11/24 1:49 pm
   Ellen Squires
   (esquires):
   Approved for 5115
   Leader
4. 01/15/24 10:44 am
   Jo-Ellen Zakoor
   (jzakoor): Approved
   for SHS Dean
5. 01/31/24 8:35 am
   Todd Rowlatt
   (trowlatt): Approved
   for Curriculum
   Committee

History

Name	E-mail	Phone/Ext.
Heidi Parisotto	hparisotto@vcc.ca	1

Banner Course
Name: Preventive Dentistry

Subject Code: DAST - Dental Assisting

Course Number   1406

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 the learner ~~student~~ to the causes and contributing factors of dental disease.
  Preventive materials, procedures and techniques and the role of the Certified Dental Assistant (CDA) in the
  delivery of preventive therapies are emphasized. ~~This course is part of the Certified Dental Assisting
  (Distance) 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	Explain concepts of preventive dentistry.
CLO #2	Discuss ~~Describe~~ periodontal disease.
CLO #3	Discuss ~~Describe and explain~~ hard and soft deposits.
CLO #4	Discuss ~~Describe~~ dental diseases.
CLO #5	Discuss ~~Describe~~ oral self-care devices and demonstrate ~~explain~~ their use.
CLO #6	Discuss ~~Describe~~ therapeutic agents and explain their use.
CLO #7	Discuss ~~Describe~~ fluoride therapy and application methods.
CLO #8	Apply the principles of teaching oral hygiene.

Instructional
Strategies:

This online course is offered ~~as an independent study~~ with instructor support via web-based communication, ~~telephone, Skype,~~ email and a learning management system (LMS). ~~or MOODLE.~~ Instructional strategies include but are not limited to case studies, research and online activities.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C+=64%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	45 ~~5~~	Case study assignments, research assignment, teaching assignment
Quizzes/Tests ~~Assignments~~	15 ~~5~~	~~Written assignment~~
~~Assignments~~	~~15~~	~~Research assignment~~
~~Assignments~~	~~10~~	~~Teaching assignment~~
Final Exam	40 ~~65~~	~~The final exam requires confirmation of student identification.~~

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

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

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

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

TOTAL COURSE HOURS: 90

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:
   Self-Paced

Hours in Category 3:   90

Course Topics

Course Topics:
Preventive Dentistry
Health and Disease
Periodontal Disease
Hard and Soft Deposits
Dental Diseases
Oral Self Care Devices
Therapeutic Agents

Course Topics:
Fluoride Therapy

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Darija Rabadzija (drabadzija) (01/05/24 11:40 am): Rollback: rollback

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

Date Submitted: 01/11/24 11:24 am

Viewing: **DAST 1407 : Restorative Dental Assisting**

Last approved: 08/17/22 6:35 am

Last edit: 01/31/24 8:34 am

Changes proposed by: hparisotto

Programs
referencing this
course

32: Certified Dental Assisting Certificate (Online)

Course Name:
 Restorative Dental Assisting

Effective Date: September 2024

School/Centre: Health Sciences

Department: Distance Dental Assisting (5115)

Contact(s)

In Workflow

1. **5115 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 12/08/23 3:44 pm
   Ellen Squires
   (esquires):
   Approved for 5115
   Leader
2. 01/05/24 11:40 am
   Darija Rabadzija
   (drabadzija):
   Rollback to Initiator
3. 01/11/24 1:51 pm
   Ellen Squires
   (esquires):
   Approved for 5115
   Leader
4. 01/15/24 10:44 am
   Jo-Ellen Zakoor
   (jzakoor): Approved
   for SHS Dean
5. 01/31/24 8:36 am
   Todd Rowlatt
   (trowlatt): Approved
   for Curriculum
   Committee

History

Name	E-mail	Phone/Ext.
Heidi Parisotto	hparisotto@vcc.ca	1

Banner Course Name: Restorative Dental Assisting

Subject Code: DAST - Dental Assisting

Course Number   1407

Year of Study   1st Year Post-secondary

Credits: 2.5

Bridge College Code	VO
Bridge Billing Hours	0-2.5
Bridge Course Level	01

Course Description:

This course introduces ~~focuses on~~ the learner to procedures directly related to ~~to~~ restorative dentistry and the Certified Dental Assistant's (CDA) role. Dental equipment, instruments and armamentaria as well as the properties and manipulation of restorative dental materials are discussed. ~~This course is part of the Certified Dental Assisting (Distance) 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	Identify ~~Explain~~ basic anatomical structures related to pain management.
CLO #2	Explain of methods for pain and anxiety management, incorporating a culturally diverse perspective to ensure inclusive and culturally sensitive approaches in addressing the diverse needs of individuals. ~~Demonstrate methods of pain and anxiety management.~~
CLO #3	Describe isolation techniques for operative dentistry.
CLO #4	Describe ~~Manipulate~~ restorative dental materials and their uses. ~~materials.~~
CLO #5	Describe ~~Assist for~~ basic restorative and cosmetic procedures.
CLO #6	Describe use and classification of restorative instruments. ~~instrument types.~~
~~CLO #7~~	~~Describe fixed prosthodontic procedures.~~
~~CLO #8~~	~~Describe removable prosthodontic procedures.~~
~~CLO #9~~	~~Describe dental implants and related procedures.~~

Instructional
Strategies:

This online course is offered ~~as an independent study~~ with instructor support via web-based communication, ~~telephone, Skype,~~ email and a learning management system (LMS). ~~or MOODLE.~~ Instructional strategies include but are not limited to case studies, research and online activities.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C+=64%; completed clinical
assignments graded S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
~~Field Experience~~		~~Clinical performance assignments evaluated as satisfactory/unsatisfactory as per rubrics.~~
Assignments	45 ~~20~~	Assignments and case studies ~~Written assignment~~

Type	Percentage	Brief description of assessment activity
~~Assignments~~	~~10~~	~~Research assignment~~
~~Project~~	~~5~~	~~Dental Materials~~
Quizzes/Tests	15	
Final Exam	40 ~~65~~	~~The final exam requires confirmation of student identification.~~
~~Participation~~		~~Mandatory attendance as a clinical dental assistant in practice as per departmental requirements (85%)~~

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:

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:

Self-Paced

Hours in Category 3:   75

Course Topics

Course Topics:
Anatomical Structures Related to Pain Management
Pain and Anxiety Management
Isolation
Restorative Dental Materials
Restorative and Cosmetic Procedures
~~Fixed Prosthodontic Procedures~~
~~Removable Prosthodontic Procedures~~
~~Dental Implants~~

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Course Change Request

Date Submitted: 01/11/24 11:24 am

Viewing: **DAST 1408 : Clinical DA Practice ~~Dental Assisting~~ 1**

Last approved: 08/17/22 6:35 am

Last edit: 01/23/24 10:08 am

Changes proposed by: hparisotto

Programs
referencing this
course
  32: Certified Dental Assisting Certificate (Online)

Course Name:
  Clinical Dental Assisting Practice 1

Effective Date: September 2024

School/Centre: Health Sciences

Department: Distance Dental Assisting (5115)

Contact(s)

Approval Path

1. 12/08/23 3:44 pm Ellen Squires (esquires): Approved for 5115 Leader
2. 01/05/24 11:40 am Darija Rabadzija (drabadzija): Rollback to Initiator
3. 01/11/24 1:51 pm Pik Ling Lo Yan (lloyan): Approved for 5115 Leader
4. 01/15/24 10:45 am Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
5. 01/31/24 8:36 am Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

Name	E-mail	Phone/Ext.
Heidi Parisotto	hparisotto@vcc.ca	1

Banner Course Name: Clinical DA Practice Dental Assisting 1

Subject Code: DAST - Dental Assisting

Course Number 1408

Year of Study 1st Year Post-secondary

Credits: 3

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

Course Description:

This on-site clinical course provides an opportunity for the learner student to integrate theory with clinical practice through online pre-clinical preparation in the dental clinic and in the dental clinic/laboratory setting. laboratory settings at Vancouver Community College. The course takes place onsite at focuses on the Vancouver Community College downtown clinic independent role of both the chairside (non-licensed) and focuses on the role of the Certified Dental Assistant (CDA). Competencies are met through simulated manikin (SIM) and peer practice (PR). This course is part of the Dental Assisting - Certified (Distance Delivery) program.

Course Pre-Requisites (if applicable):

DAST 1400, DAST 1402, DAST 1403, DAST1404, DAST 1405, DAST 1406, DAST 1407.

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 professional standards in the clinic setting. ~~Practice as a professional.(SIM/PR)~~
~~CLO #2~~	~~Integrate knowledge/ problem-solve.(SIM/PR)~~
~~CLO #3~~	~~Maintain infection control.(SIM/PR)~~
~~CLO #4~~	~~Maintain safety.(SIM/PR)~~
CLO #2 ~~#5~~	Perform extra/intra oral inspection and identify landmarks. ~~(PR)~~
CLO #3 ~~#6~~	Apply topical anesthetic. ~~(PR)~~
CLO #4 ~~#7~~	Apply and remove ~~anterior~~ dental dam. ~~(SIM/PR)~~
~~CLO #8~~	~~Apply and remove posterior dental dam.(SIM/PR)~~
CLO #5 ~~#9~~	Assess, implement and evaluate oral self care/oral hygiene instruction. ~~care. (PR)~~
CLO #6 ~~#10~~	Apply topical fluoride techniques. ~~tray technique. (SIM/PR)~~
CLO #7 ~~#11~~	Fabricate bleaching trays and apply whitening systems. ~~trays. (SIM/PR)~~
~~CLO #12~~	~~Apply of whitening systems.(SIM~~
CLO #8	Assist for restorative procedures.

Instructional
Strategies:

Small group clinical demonstrations and instructor guided feedback practice sessions in a simulated (SIM) or peer clinical environment (PR).

Evaluation and Grading

- -

Grading System: Satisfactory/Unsatisfactory   Passing grade:

S = satisfactory completion of all course components.

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Clinical Examination	100	Satisfactory completion as per rubrics - clinical skills (operator) (operator)
Clinical Examination		Satisfactory completion as per rubrics - lab
Participation		Mandatory attendance as per departmental requirements (85%)

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: 90 150

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

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

Check all that apply:
Clinical

Hours in Category 2: 40 150

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:
Self-Paced

Hours in Category 3:   50

Course Topics

Course Topics:
Dental Assessment/inspection
Vital Signs
Topical Anesthetic
Oral Self Care/Oral hygiene Instructions Care
Isolation Techniques
Whitening Bleaching Systems
Restorative Procedures

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Course Change Request

Date Submitted: 01/11/24 11:25 am

Viewing: **DAST 1510 : Laboratory Procedures**

Last approved: 08/17/22 6:35 am

Last edit: 01/29/24 9:47 am

Changes proposed by: hparisotto

Programs
referencing this
course

[32: Certified Dental Assisting Certificate (Online)](#)

Course Name:
   Laboratory Procedures

Effective Date: September 2024

School/Centre: Health Sciences

Department: Distance Dental Assisting (5115)

Contact(s)

In Workflow

1. **5115 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 12/08/23 3:44 pm Ellen Squires (esquires): Approved for 5115 Leader
2. 01/05/24 11:40 am Darija Rabadzija (drabadzija): Rollback to Initiator
3. 01/11/24 1:51 pm Ellen Squires (esquires): Approved for 5115 Leader
4. 01/15/24 10:44 am Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
5. 01/31/24 8:36 am Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Jun 25, 2021 by
   Nicole Degagne
   (ndegagne)
2. Aug 17, 2022 by
   Nicole Degagne
   (ndegagne)

Name	E-mail	Phone/Ext.
Heidi Parisotto	hparisotto@vcc.ca	1

Banner Course
Name: Laboratory Procedures

Subject Code: DAST - Dental Assisting

Course Number   1510

Year of Study   1st Year Post-secondary

Credits: 1.5

Bridge College Code   VO

Bridge Billing Hours   0-1.5

Bridge Course Level   01

Course Description:
This course introduces the learner to laboratory ~~Laboratory~~ materials and techniques used in both commercial laboratories and dental offices. ~~offices are described in this course.~~ The fabrication of dental prosthetics, appliances and trays and the Certified Dental Assistant's (CDA) role in their fabrication is discussed. ~~This course is part of the Certified Dental Assisting (Distance) program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

        Yes

Details of PLAR:

PLAR is assessed through a challenge exam. ~~A challenge exam is available for this course.~~

Course Learning
Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain the assembly ~~Assemble~~ and maintenance of ~~maintain~~ dental laboratory equipment.
CLO #2	Explore the manipulation of ~~Manipulate~~ dental laboratory materials.
~~CLO #3~~	~~Manipulate gypsum.~~
CLO #3 ~~#4~~	Describe fixed prosthetics and procedures for fabrication.
CLO #4 ~~#5~~	Describe removable prosthetics and procedures for fabrication.
CLO #5 ~~#6~~	Discuss ~~Describe~~ tooth ~~bleaching and~~ whitening systems.
CLO #6 ~~#7~~	Describe custom appliances and procedures for fabrication.

Instructional
Strategies:

This online course is offered ~~as an independent study~~ with instructor support via web-based communication, ~~telephone, Skype,~~ email and a learning management system (LMS). ~~or MOODLE.~~ Instructional strategies include but are not limited to case studies, research and online activities.

Evaluation and Grading

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

C+=64% ~~C+=64%; completed clinical assignments graded S~~

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	45 ~~5~~	Case studies, written assignments, video ~~Research assignment~~
Quizzes/Tests ~~Assignments~~	15 ~~5~~	~~Case study assignment~~
~~Assignments~~	~~15~~	~~Written assignment~~

Type	Percentage	Brief description of assessment activity
~~Assignments~~	~~10~~	~~Case study assignment~~
~~Field Experience~~		~~Clinical performance assignments evaluated as satisfactory/unsatisfactory as per rubrics.~~
Final Exam	40 ~~65~~	~~The final exam requires confirmation of student identification.~~

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:

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:
   Self-Paced

Hours in Category 3:   45

Course Topics

Course Topics:
Laboratory Equipment
Laboratory Materials
Gypsum Products
Fixed Prosthetics
Removable Prosthetics
Whitening Systems
Custom Appliances

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Reviewer Comments

Darija Rabadzija (drabadzija) (01/05/24 11:40 am): Rollback: rollback

Course Change Request

Date Submitted: 01/11/24 11:25 am

Viewing: **DAST 1511 : Dental Specialties**

Last approved: 08/17/22 6:35 am

Last edit: 01/11/24 11:25 am

Changes proposed by: hparisotto

Programs
referencing this
course
  32: Certified Dental Assisting Certificate (Online)

Course Name:
  Dental Specialties

Effective Date: September 2024

School/Centre: Health Sciences

Department: Distance Dental Assisting (5115)

Contact(s)

Approval Path

1. 12/08/23 3:44 pm Ellen Squires (esquires): Approved for 5115 Leader
2. 01/05/24 11:40 am Darija Rabadzija (drabadzija): Rollback to Initiator
3. 01/11/24 1:52 pm Ellen Squires (esquires): Approved for 5115 Leader
4. 01/15/24 10:44 am Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
5. 01/31/24 8:36 am Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

Name	E-mail	Phone/Ext.
Heidi Parisotto	hparisotto@vcc.ca	1

Banner Course Name: Dental Specialties

Subject Code: DAST - Dental Assisting

Course Number 1511

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 provides an overview of the learner to the dental specialties and considerations for geriatric dentistry. specialties. The role of the Certified Dental Assistant (CDA), related dental equipment, instruments and armamentaria for dental specialty procedures are introduced. Patient management considerations are emphasized. This course is part of the Certified Dental Assisting (Distance) 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	Discuss ~~Explain~~ endodontic dentistry as it relates to procedures, equipment, instruments, ~~equipment,instruments, armamentaria~~ and patient management.
CLO #2	Discuss ~~Explain~~ orthodontic dentistry as it relates to procedures, equipment, instruments, ~~instruments~~ and ~~armamentaria and~~ patient management.
CLO #3	Discuss ~~Explain~~ periodontic dentistry as it relates to procedures, equipment, instruments, ~~instruments~~ and ~~armamentaria and~~ patient management.
CLO #4	Discuss ~~Explain~~ oral and maxillofacial surgery and hospital dentistry as it relates to procedures, equipment, instruments, ~~instruments~~ and ~~armamentaria and~~ patient management.
CLO #5	Discuss ~~Explain~~ pediatric dentistry as it relates to procedures, equipment, instruments, ~~instruments~~ and ~~armamentaria and~~ patient management.
CLO #6	Discuss considerations for ~~Explain~~ geriatric procedures as it relates to procedures, equipment, instruments, ~~instruments~~ and ~~armamentaria and~~ patient management.
CLO #7	Discuss prosthodontic dentistry as it relates to procedures, equipment, instruments, and patient management.

Instructional
Strategies:

This online course is offered ~~as an independent study~~ with instructor support via web-based communications, ~~telephone, Skype,~~ email and a learning management system (LMS). ~~or MOODLE.~~ Instructional strategies include but are not limited to case studies, research and online activities.

Evaluation and Grading

Grading System: Letter Grade (A-F)   Passing grade:
C+=64%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	45 ~~25~~	Case study, research, written assignments ~~Case study assignment~~
Quizzes/Tests ~~Assignments~~	15 ~~5~~	~~Written assignment~~
~~Assignments~~	~~5~~	~~Research assignment~~

Type	Percentage	Brief description of assessment activity
Final Exam	40 65	~~The final exam requires confirmation of student identification.~~

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

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

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

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

TOTAL COURSE HOURS: 90

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

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

Check all that apply:

Hours in Category 2:

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Self-Paced

Hours in Category 3:   90

Course Topics

Course Topics:
Endodontic dentistry procedures ~~Dentistry~~
Orthodontic dentistry procedures ~~Dentistry~~
Periodontic dentistry procedures ~~Dentistry~~

Course Topics:
Oral and <u>maxillofacial surgery</u> ~~Maxillofacial Surgery~~ and <u>hospital dentistry procedures</u> ~~Hospital Dentistry~~
Pediatric <u>dentistry procedures</u> ~~Dentistry~~
<u>Considerations for geriatric dentistry.</u> ~~Geriatric Dentistry~~
<u>Prosthodontic dentistry procedures</u>

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a ratio
for this propos
Are there any

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Darija Rabadzija (drabadzija) (01/05/24 11:40 am): Rollback: rollback

Badge Information

Course Change Request

Date Submitted: 01/11/24 11:25 am

Viewing: **DAST 1512 : Community Dental Health**

Last approved: 08/17/22 6:35 am

Last edit: 01/31/24 8:34 am

Changes proposed by: hparisotto

Programs
referencing this
course
32: Certified Dental Assisting Certificate (Online)

Course Name:
   Community Dental Health

Effective Date: September 2024

School/Centre: Health Sciences

Department: Distance Dental Assisting (5115)

Contact(s)

In Workflow

1. **5115 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 12/08/23 3:44 pm
   Ellen Squires
   (esquires):
   Approved for 5115
   Leader
2. 01/05/24 11:40 am
   Darija Rabadzija
   (drabadzija):
   Rollback to Initiator
3. 01/11/24 1:53 pm
   Ellen Squires
   (esquires):
   Approved for 5115
   Leader
4. 01/15/24 10:44 am
   Jo-Ellen Zakoor
   (jzakoor): Approved
   for SHS Dean
5. 01/31/24 8:36 am
   Todd Rowlatt
   (trowlatt): Approved
   for Curriculum
   Committee

History

Name	E-mail	Phone/Ext.
Heidi Parisotto	hparisotto@vcc.ca	1

Banner Course Name: Community Dental Health

Subject Code: DAST - Dental Assisting

Course Number 1512

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 is an ~~An~~ exploration of community dental health care. ~~care, health promotion through group presentations and the role of the Certified Dental Assistant (CDA) in the community are emphasized.~~ Health promotion through community group presentations are required. Nutrition and nutritional counselling within the context of overall wellness and the prevention of dental diseases are examined. ~~This course is part of the Dental Assisting - Certified (Distance Delivery) 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	Explain dental public health programs.
CLO #2	Explain the profession of dental public health dental assisting.
CLO #3	Describe community involvement for dental professionals.
CLO #4	Explain mental and physical disabilities and how they affect dental care.
CLO #5	Describe principles of nutrition and its relationship to dental health.
CLO #6	Assess, implement and evaluate nutritional counselling as related to dental health.
CLO #6 #7	Promote of dental health through culturally sensitive community presentations that consider and respect diverse cultural backgrounds. presentations.
CLO #7	Apply nutritional counselling concepts relative to oral health.

Instructional
Strategies:

This online course is offered as an independent study with instructor support via web-based communication, telephone, Skype, email and a learning management system (LMS). or MOODLE. Instructional strategies include but are not limited to case studies, research and online activities.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C+=64%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	45 5	Written assignments, presentation assignment
Assignments	10	Research assignment
Assignments	10	Written assignment
Quizzes/Tests Project	15 10	Presentation (mandatory)

Type	Percentage	Brief description of assessment activity
Final Exam	40 65	~~The final exam requires confirmation of student identification~~

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 75

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:

Self-Paced

Hours in Category 3:   90 75

Course Topics

Course Topics:
Dental public health ~~Public Health~~
~~The Role of the CDA in Dental Public Health~~
Community dental health and involvement for dental professionals ~~Community Dental Health~~

Course Topics:
Disability and <u>special needs considerations</u> ~~Special Needs Considerations~~
Nutrition and <u>dental health</u> ~~Dental Health~~
<u>Oral health community presentations</u> ~~Oral Health Community Presentations~~

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Are there any

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Darija Rabadzija (drabadzija) (01/05/24 11:40 am): Rollback: rollback

Course Change Request

Date Submitted: 01/11/24 11:25 am

Viewing: **DAST 1513 : Dental Reception**

Last approved: 08/17/22 6:35 am

Last edit: 01/31/24 8:35 am

Changes proposed by: hparisotto

Programs
referencing this
course
  32: Certified Dental Assisting Certificate (Online)

Course Name:
  Dental Reception

Effective Date: September 2024

School/Centre: Health Sciences

Is this a non-credit course?

Department: Distance Dental Assisting (5115)

Contact(s)

In Workflow

1. **5115 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 12/08/23 3:44 pm
   Ellen Squires
   (esquires):
   Approved for 5115
   Leader
2. 01/05/24 11:40 am
   Darija Rabadzija
   (drabadzija):
   Rollback to Initiator
3. 01/11/24 1:53 pm
   Ellen Squires
   (esquires):
   Approved for 5115
   Leader
4. 01/15/24 10:44 am
   Jo-Ellen Zakoor
   (jzakoor): Approved
   for SHS Dean
5. 01/31/24 8:36 am
   Todd Rowlatt
   (trowlatt): Approved
   for Curriculum
   Committee

History

Name	E-mail	Phone/Ext.
Heidi Parisotto	hparisotto	1

Banner Course Name: Dental Reception

Subject Code: DAST - Dental Assisting

Course Number   1513

Year of Study   1st Year Post-secondary

Credits: 2.5

Bridge College Code	VO
Bridge Billing Hours	0-2.5
Bridge Course Level	01

Course Description:

In this course the student is introduced to dental office management. ~~management and the role of the Certified Dental Assistant (CDA).~~ The concepts of appointment control, treatment ~~Treatment~~ planning, accounting, ~~accounts payable~~ and ~~receivable,~~ dental insurance ~~and payroll~~ are discussed. Written and verbal office communication with patients is explored. ~~This course is part of the Certified Dental Assisting (Distance) program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR is assessed through a challenge exam. ~~A challenge exam is available for this course.~~

Course Learning
Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Demonstrate professional verbal and written communication skills with a focus on cultural diversity, ensuring effective interaction and understanding across diverse cultural backgrounds. ~~Assess verbal and non-verbal communication.~~
~~CLO #2~~	~~Demonstrate professional communication using technology.~~
CLO ~~#2~~ #3	Demonstrate use of appointment control. ~~control, including entries, time utilization, multiple operatory scheduling, special considerations and appointment confirmation.~~
CLO ~~#3~~ #4	Explain ~~recall~~ appointment management ~~and appointment management~~ systems.
CLO ~~#4~~ #5	Describe patient accounts. ~~Describe patient accounts, including fees, fee collection, and accounting systems.~~
CLO ~~#5~~ #6	Demonstrate use of dental insurance claims. ~~Prepare insurance claim forms.~~
CLO ~~#6~~ #7	Explain the maintenance of financial records. ~~records, including payments, transactions, and payroll.~~
CLO ~~#7~~ #8	Describe ~~the types of~~ filing systems.
~~CLO #9~~	~~Demonstrate use of filing systems.~~
CLO ~~#8~~ #10	Describe ~~Demonstrate~~ inventory control management.
~~CLO #11~~	~~Demonstrate professional written office communications.~~

Instructional
Strategies:

This online course is offered ~~as an independent study~~ with instructor support via web-based communication, ~~telephone, Skype,~~ email and a learning management system (LMS). ~~or MOODLE.~~ Instructional strategies include but are not limited to case studies, research and online activities.

Evaluation and Grading

Grading System: Letter Grade (A-F)   Passing grade:
C+=64%; completed clinical
assignments graded S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	45 ~~10~~	Written assignments, Case study assignments ~~Written assignment~~
~~Project~~	~~10~~	~~Scheduling matrix~~
Quizzes/Tests ~~Assignments~~	15	~~Case study assignments~~
~~Field Experience~~		~~Clinical performance assignments evaluated as satisfactory/unsatisfactory as per rubrics.~~
Final Exam	40 ~~65~~	~~The final exam requires confirmation of student identification~~

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:

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:

Self-Paced

Hours in Category 3:   75

Course Topics

Course Topics:
Office communication ~~Patient Communication~~
Appointment Control
Recall Systems
Patient Accounts
Dental Insurance Claims
Financial Records
Filing and Supply Systems
~~Office Communication~~

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Provide a rationale
for this proposal:

Course Change Request

Date Submitted: 01/11/24 11:25 am

Viewing: **DAST 1514 : Patient Care Procedures**

Last approved: 08/17/22 6:35 am

Last edit: 01/16/24 10:10 am

Changes proposed by: hparisotto

Programs
referencing this
course
  32: Certified Dental Assisting Certificate (Online)

Course Name:
  Patient Care Procedures

Effective Date: September 2024

School/Centre: Health Sciences

Department: Distance Dental Assisting (5115)

Contact(s)

Approval Path

1. 12/08/23 3:44 pm Ellen Squires (esquires): Approved for 5115 Leader
2. 01/05/24 11:40 am Darija Rabadzija (drabadzija): Rollback to Initiator
3. 01/11/24 1:53 pm Pik Ling Lo Yan (lloyan): Approved for 5115 Leader
4. 01/15/24 10:44 am Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
5. 01/31/24 8:36 am Todd Rowlatt (trowlatt): Approved for Curriculum Committee

History

1. Jun 25, 2021 by Nicole Degagne (ndegagne)
2. Aug 17, 2022 by Nicole Degagne (ndegagne)

Name	E-mail	Phone/Ext.
Heidi Parisotto	hparisotto@vcc.ca	1

Banner Course Name: Patient Care Procedures

Subject Code: DAST - Dental Assisting

Course Number 1514

Year of Study 1st Year Post-secondary

Credits: 2.5

Bridge College Code	VO
Bridge Billing Hours	2.5
Bridge Course Level	01

Course Description:

This introduces course provides the learner to the theoretical foundation for the the direct patient care clinical procedures. procedures which may be authorized or delegated by a dentist to a Temporary or Practising Certified Dental Assistant (CDA) in BC. This course is part of the Dental Assisting - Certified (Distance Delivery) 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	Discuss dental diagnostic procedures in relation to CDA practice. ~~Explain dental diagnostic procedures within the scope of practice of a CDA.~~
CLO #2	Discuss restorative procedures in relation to CDA practice. ~~Explain restorative procedures within the scope of practice of a CDA.~~
CLO #3	Explain coronal polishing procedures. ~~Explain coronal polishing procedures within the scope of practice of a CDA.~~
CLO #4	Explain preventive procedures in relation to CDA practice. ~~within the scope of practice of a CDA.~~
CLO #5	Describe post-surgical procedures in relation to CDA practice. ~~Explain post-surgical procedures within the scope of practice of a CDA.~~

Instructional
Strategies:

This online course is offered ~~as an independent study~~ with instructor support via web-based communication, ~~telephone, Skype,~~ email and a learning management system (LMS). ~~or MOODLE.~~ Instructional strategies include but are not limited to case studies, research and online activities.

Evaluation and Grading

- -

Grading System: Letter Grade (A-F)   Passing grade:
C+=64%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	45 ~~10~~	Case study assignment
Quizzes/Tests ~~Assignments~~	15	~~Case study assignment~~
~~Assignments~~	~~10~~	~~Case study assignment~~
Final Exam	40 ~~65~~	~~The final exam is proctored offsite confirming student identification.~~

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 60

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:
  Self-Paced

Hours in Category 3:   75 60

Course Topics

Course Topics:
Diagnostic Procedures
Restorative Procedures
Extrinsic Stain Removal
Preventive Procedures
Post-Surgical Procedures

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

Course Change Request

Date Submitted: 01/11/24 11:25 am

Viewing: **DAST 1515 : Dental Radiography**

Last approved: 08/17/22 6:35 am

Last edit: 01/16/24 10:08 am

Changes proposed by: hparisotto

Programs
referencing this
course

32: Certified Dental Assisting Certificate (Online)

Course Name:
  Dental Radiography

Effective Date: September 2024

School/Centre: Health Sciences

Department: Distance Dental Assisting (5115)

Contact(s)

In Workflow

1. **5115 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path

1. 12/08/23 3:44 pm
   Ellen Squires
   (esquires):
   Approved for 5115
   Leader
2. 01/05/24 11:41 am
   Darija Rabadzija
   (drabadzija):
   Rollback to Initiator
3. 01/11/24 1:52 pm
   Pik Ling Lo Yan
   (lloyan): Approved
   for 5115 Leader
4. 01/15/24 10:44 am
   Jo-Ellen Zakoor
   (jzakoor): Approved
   for SHS Dean
5. 01/31/24 8:36 am
   Todd Rowlatt
   (trowlatt): Approved
   for Curriculum
   Committee

History

Name	E-mail	Phone/Ext.
Heidi Parisotto	hparisotto@vcc.ca	1

Banner Course Name: Dental Radiography

Subject Code: DAST - Dental Assisting

Course Number 1515

Year of Study 1st Year Post-secondary

Credits: 2.5

Bridge College Code	VO
Bridge Billing Hours	2.5
Bridge Course Level	01

Course Description:

This ~~lecture~~ course introduces the students to the history and current application of radiation in dentistry. The components, operation and variables of the dental x-ray machine are examined in tandem with the principles of radiation biology, safety and protection for patients and operators. ~~Radiography prescription requirements, chart entries, quality assurance and image management arediscussed.~~ Intra ~~Digital~~ and ~~conventional intra and~~ extra-oral radiographic technologies and various imaging techniques are explored. Principles for inspecting and assessing the oral cavity and dentition and the required modifications in exposure techniques are examined.

Course Pre-Requisites (if applicable):

DAST 1400, ~~1401,~~ DAST 1402, DAST 1403, DAST 1404.

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 history and current applications of radiation in dentistry.
CLO #2	Describe the components of the dental x-ray machine.
CLO #3	Discuss ~~Explain~~ principles of radiation safety and protection.
CLO #4	Discuss ~~Explain~~ dental radiography technologies and exposure techniques.
CLO #5	Describe the appearance of extra/intra-oral radiographic landmarks.
CLO #6	Explain dental radiography prescription requirements and chart entries.
CLO #7	Discuss ~~Explain~~ dental radiography exposure, ~~exposure and~~ technique errors and corrective measures.
CLO #8	Describe supplemental, pedodontic, edentulous and extra-oral dental radiographic imaging.

Instructional
Strategies:

This online course is offered ~~as an independent study~~ with instructor support via web-based communication, ~~telephone, Skype,~~ email and a learning management system (LMS). ~~or MOODLE.~~ Instructional strategies include but are not limited to case studies, research and online activities.

Evaluation and Grading

Grading System: Letter Grade (A-F)   Passing grade:
   C+=64%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	45 ~~5~~	Written assignments, Case studies ~~Written assignment~~
Quizzes/Tests ~~Assignments~~	15 ~~10~~	~~Written assignment~~

Type	Percentage	Brief description of assessment activity
~~Assignments~~	~~10~~	~~Written assignment~~
~~Assignments~~	~~10~~	~~Identification assignment~~
Final Exam	40 ~~65~~	~~The final exam is proctored offsite confirming student identification.~~

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:

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:

Self-Paced

Hours in Category 3:   75

Course Topics

Course Topics:
Radiation Use in Dentistry

Course Topics:
Dental Radiography Equipment ~~Machines~~
Radiation Safety and Protection
Dental Radiographic Imaging Technology
Dental Radiographic Imaging Techniques
Anatomical Landmarks
~~Processing and Scanning Dental Radiographic Images~~
~~Mounting and Critiquing Dental Radiographic Images~~
Exposure and Technique Errors
Exposure Modifications
~~Supplemental Dental Radiographic Images~~
Pedodontic Radiography
~~Edentulous Radiography~~
Extra-oral Radiography
Patient Records
Patient 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

Course Change Request

New Course Proposal

Date Submitted: 01/11/24 11:25 am

Viewing: **DAST 1517 : Dental Radiography in Clinical**

Last edit: 01/16/24 10:10 am

Changes proposed by: hparisotto

Programs
referencing this
course
[32: Certified Dental Assisting Certificate (Online)](#)

Course Name:
  Dental Radiography in Clinical Practice

Effective Date: September 2024

School/Centre: Health Sciences

Department: Distance Dental Assisting (5115)

Contact(s)

Approval Path

1. 12/08/23 3:44 pm Ellen Squires (esquires): Approved for 5115 Leader
2. 01/05/24 11:41 am Darija Rabadzija (drabadzija): Rollback to Initiator
3. 01/11/24 1:54 pm Pik Ling Lo Yan (lloyan): Approved for 5115 Leader
4. 01/15/24 10:44 am Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
5. 01/31/24 8:36 am Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Heidi Parisotto	hparisotto@vcc.ca	1

Banner Course Name:	Dental Radiography in Clinical

Subject Code:	DAST - Dental Assisting
Course Number	1517
Year of Study	1st Year Post-secondary
Credits:	1.5

Bridge College Code	VO
Bridge Billing Hours	1
Bridge Course Level	01

Course Description:

The clinical component of the course is delivered on-site at the Vancouver Community College dental clinic and provides an opportunity for the learner to do online pre-clinical preparation and integrate theory with clinical practice. Using direct and indirect imaging techniques, competencies are met through simulated manikin, peer and patient care practice.

Course Pre-Requisites (if applicable):

DAST 1515.

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 professional standards.
CLO #2	Expose dental radiographic images.
CLO #3	Demonstrate processing of dental radiographic images.
CLO #4	Demonstrate mounting and critiquing of dental radiographic images.

	Upon successful completion of this course, students will be able to:
CLO #5	Demonstrate patient management.
CLO #6	Demonstrate quality assurance.

Instructional

Strategies:

Small group clinical demonstrations and instructor guided feedback practice sessions in a simulated environment, peer and patient practice.

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory   Passing grade:

S = Satisfactory completion of all

course components.

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Clinical Examination	100	Satisfactory completion as per rubrics

Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.

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

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

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

TOTAL COURSE HOURS: 45

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

Hours in Category 2:   25

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Self-Paced

Hours in Category 3:   20

Course Topics

Course Topics:
Dental Radiographic Image Exposure
Dental Radiographic Image Management
Patient Management
Quality assurance

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

Rationale and Consultations

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

Yes

Is this the primary proposal?

No

Primary Proposal

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Course Change Request

New Course Proposal

Date Submitted: 01/11/24 11:27 am

Viewing: **DAST 1518 : Clinical DA Practice 2**

Last edit: 01/23/24 10:08 am

Changes proposed by: hparisotto

Programs
referencing this
course

[32: Certified Dental Assisting Certificate (Online)](#)

Course Name:
   Clinical Dental Assisting Practice 2

Effective Date: September 2024

School/Centre: Health Sciences

Department: Distance Dental Assisting (5115)

Contact(s)

In Workflow
1. **5115 Leader**
2. **SHS Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

Approval Path
1. 12/08/23 3:44 pm Ellen Squires (esquires): Approved for 5115 Leader
2. 01/05/24 11:41 am Darija Rabadzija (drabadzija): Rollback to Initiator
3. 01/11/24 1:55 pm Ellen Squires (esquires): Approved for 5115 Leader
4. 01/15/24 10:44 am Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
5. 01/31/24 8:36 am Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Heidi Parisotto	hparisotto@vcc.ca	1

Banner Course Name: Clinical DA Practice 2

Subject Code: DAST - Dental Assisting

Course Number 1518

Year of Study 1st Year Post-secondary

Credits: 5

Bridge College Code	VO
Bridge Billing Hours	6
Bridge Course Level	01

Course Description:

This on-site clinical course builds upon acquired skills and knowledge from Clinical Dental Assisting 1. Clinical Dental Assisting 2 provides an opportunity for the student to do online preparation and integrate theory with clinical practice in the dental clinic and laboratory settings at Vancouver Community College. The course focuses on the role of the Certified Dental Assistant (CDA). Competencies are met through simulated manikin (SIM) peer practice (PR) and patient care (PC).

Course Pre-Requisites (if applicable):

DAST 1408, DAST 1510, DAST 1511, DAST 1512, DAST 1514.

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 professional standards in the clinic setting.

	Upon successful completion of this course, students will be able to:
CLO #2	Demonstrate application of liner to a cavity preparation.
CLO #3	Assess patient oral self care and implement oral hygiene instructions.
CLO #4	Demonstrate obtaining impressions and inter occlusal records.
CLO #5	Demonstrate polishing of clinical crowns.
CLO #6	Demonstrate application of topical fluoride techniques and desensitizing agents.
CLO #7	Demonstrate application of fissure sealants.
CLO #8	Demonstrate pulp vitality testing.
CLO #9	Demonstrate removal of retraction cord, sutures and periodontal dressings.
CLO #10	Demonstrate the application and removal of matrix systems.
CLO #11	Demonstrate laboratory procedures related to CDA practice.

Instructional
Strategies:

Small group clinical demonstrations and instructor guided feedback practice sessions in a simulated (SIM) ,
peer practice (PR) and patient care (PC).

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory   Passing grade:
   S = satisfactory completion of all
   course components.

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Clinical Examination	100	Satisfactory completion as per rubrics - clinical skills (Operator)

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: 150

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

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

Check all that apply:
  Clinical

Hours in Category 2:   80

Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:
  Self-Paced

Hours in Category 3:   70

Course Topics

Course Topics:
Oral hygiene instruction
Matrix Systems
Impressions and Interocclusal Records
Extrinsic Stain Removal
Topical Fluoride Techniques
Desensitizing Agents
Periodontal Dressings, sutures and retraction cord.
Fissure Sealants
Pulp Vitality
Pouring/trimming of models, fabrication of single unit provisional.

DECISION NOTE

PREPARED FOR: Education Council

DATE: February 13, 2024

ISSUE: New program: Global Supply Chain Management Post-Degree Diploma

BACKGROUND:
The School of Hospitality, Food Studies and Applied Business is proposing a new post-degree diploma in Global Supply Chain Management. This development is the pilot program for the College's collaboration with the Scottish Qualifications Authority (SQA), begun two years ago. The Program Management Department has subject matter expertise in supply chain management (SCM), and the School has identified significant labour market demand for graduates. The School has also worked with International Education to confirm there is also international student interest.

Graduates will be prepared for a number of management positions in operations, retail, transportation and quality management, including supply chain analyst and warehouse supplier. The program aligns with SQA outcomes as well as outcomes for the American Society for Quality (ASQ). Students will graduate with a VCC credential, a qualification from the SQA and the opportunity to quality for an ASQ certification.

This two-year post-degree diploma is designed for international students, with 16 courses (48 credits) spread over four terms. Additional pathways for domestic students are under development, through shorter certificates that would allow students to move back and forth between education and the workforce.

DISCUSSION:
Andy Sellwood, Department Head of Project Management, and Dennis Innes, Dean of the School, presented the proposal. Curriculum Committee suggested a few revisions:

- Program Purpose: revise wording to better reflect the level of roles graduates will be able to enter
- Expand course learning outcomes (CLOs) in a number of courses related to people skills and relationship building. The program focuses on technical skills, but relationship building and communications are also critical for graduates.
- Evaluation plans for most of the courses tend to be very exam heavy. These will be revisited once faculty have been hired for the courses.
- Consider offering Prior Learning Assessment and Recognition (PLAR) options, as it is likely students could have experiences in the field prior to beginning. While there are additional

considerations related to PLAR for international students, the developers will consider including PLAR options.

RECOMMENDATION:
THAT Education Council provisionally approve, in the form presented at this meeting, the new program content guide for the Global Supply Chain Management Post-Degree Diploma and 15 new course outlines, and recommend the Board of Governors approve the credential and implementation of the new program.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: January 26, 2024

Program Change Request

New Program Proposal

Date Submitted: 01/10/24 9:07 am

Viewing: **Global Supply Chain Management Post-Degree Diploma**

Last edit: 01/29/24 11:33 am

Changes proposed by: asellwood

Program Name:

   Global Supply Chain Management Post-Degree Diploma

Credential Level: Post-Degree Diploma

Effective Date: May 2025

Effective Catalog   2024-2025 Academic Calendar
Edition:

School/Centre: Hospitality, Food Studies & Applied Business

Department   Department of Project Management (4811)

Contact(s)

Name	E-mail	Phone/Ext.
Andy Sellwood	asellwood@vcc.ca	8326

Program Content Guide

Purpose

This program provides post-degree students with the advanced knowledge and skills necessary to excel in the dynamic and complex world of supply chain management.

The program equips graduates for entry-level roles in supply chain organizations. Graduates will be equipped to help organizations make strategic decisions, improve operational excellence, and enhance collaboration. Graduates will be prepared to contribute to the sustainable growth and success of supply chain organizations in an increasingly globalized and interconnected world.

Students will be introduced to the emerging technology and digital tools being used in the supply chain industry, as well as how artificial intelligence is increasingly being used to make supply chain decisions.

Admission Requirements

Successful completion of a minimum 3-year undergraduate degree from an accredited post-secondary institution and

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

Prior Learning Assessment & Recognition (PLAR)

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

Program Duration & Maximum Time for Completion

The program is delivered over four academic terms, each four months long. There is one term break between terms two and three.

Maximum time to complete the program is 5 years.

Program Learning
Outcomes

	Upon successful completion of this program, graduates will be able to:
PLO #1	Explain supply chain processes, including procurement, logistics, inventory management, transportation, distribution, and demand forecasting.
PLO #2	Make informed and strategic decisions in supply chain operations, considering factors such as cost, risk, quality, and customer satisfaction.
PLO #3	Use emerging technologies and digital tools that are utilized in supply chain operations, such as artificial intelligence (AI), blockchain, Internet of Things (IoT), and supply chain management software.
PLO #4	Evaluate sustainability and ethical considerations in supply chain management.
PLO #5	Construct and implement strategies for risk management, contingency planning, and supply chain integration and diversification.

	Upon successful completion of this program, graduates will be able to:
PLO #6	Navigate the complexities of global supply chains, including international trade regulations, cultural considerations, and cross-border logistics.
PLO #7	Demonstrate communication, negotiation, and conflict management skills to collaborate effectively with diverse stakeholders in the supply chain, including suppliers, manufacturers, distributors, governments, regulators, and customers.
PLO #8	Interpret Key Performance Indicators (KPIs) and apply strategies to instill a culture of continuous improvement and lean principles within supply chain operations.
PLO #9	Identify, evaluate, and manage suppliers in different tiers of supply chain network.
PLO #10	Apply critical-thinking and problem-solving techniques to make sound business decisions and recommendations.

Additional PLO Information

Instructional Strategies, Design, and Delivery Mode

The courses will be presented using a variety of instructional strategies, resources and activities including lectures, active learning strategies, online activities, group activities, and projects.
Instructional activities require students to be actively engaged and collaborate with other students.

Evaluation of Student Learning

Evaluation of courses may include a combination of assignments, projects, authentic case studies, theory and/or practical exams.
To encourage active learning and student engagement, each course will have a mechanism to evaluate individual student participation.
Students must receive a minimum grade of 'D' (1.00) in each course, and a minimum cumulative grade point average (CGPA) of 'C' (2.00) to advance into subsequent courses/terms in the program. Students must receive a minimum program grade point average of 'C' (2.00) to successfully graduate.

Recommended Characteristics of Students

Motivated and disciplined
Well-developed analytical and critical thinking skills
Experienced in word processing and use of spreadsheets

Courses

This full-time program can be completed over four (4) terms by successfully completing the following: 12 credits (term 1), 12 credits (term 2), 12 credits (term 3), 12 credits (term 4).

Plan of Study Grid

First Year		Credits
OPMT 1110	Fundamentals of Supply Chain and Logistics Management	3
OPMT 1120	Knowledge Management & Optimization	3
OPMT 1130	Transportation Management	3
MGMT 1015	Applied Quantitative Skills	3
OPMT 1210	Supply Chain Operations Management	3
OPMT 1220	Inventory Control and Materials Management	3
OPMT 1230	Warehousing and Distribution Centres	3
OPMT 1240	Procurement, Contracts & Supply Management	3
	Credits	24
Second Year		
OPMT 2110	Global Supply Chain and International Trade	3
OPMT 2120	Process Improvement and Operational Excellence	3
OPMT 2130	Marketing Strategies & Channel Management	3
OPMT 2140	Supplier Management & Supply Chain Risk Management	3
OPMT 2210	Supply Chain Technology & Database Design	3
OPMT 2220	Sustainability & Green Supply Chain	3
OPMT 2230	Integrated Supply Chain Leadership Capstone	3
OPMT 2240	Supply Chain Finance and Cost Accounting	3
	Credits	24
	Total Credits	48

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 for all courses	1.00
F	0-49	Failing Grade	0.00
S	70 and above	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards..	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards.	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standing			
R		Audit. No credit.	N/A
EX		Exempt. Credit granted.	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

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

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

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

Rationale and Consultations

Provide a rationale
for this proposal.

The Global Supply Chain Management Post-Degree diploma is designed for international students who already hold a bachelor's degree in any discipline and who are interested in a career in supply chain management.

Students will be prepared for a number of management job roles in operations, retail, quality management, and transportation. Other roles students may be prepared for include supply chain analyst, process improvement lead, contract agent, and warehouse supplier.

The program will consist of 16 courses spread over four terms. The total number of credits for the program will be 48.

This program aligns with, and expands upon, the existing VCC PDDs in Business Management and Project Management.

This program is designed to meet the demand in the supply chain industry for qualified managers. According to WorkBC, Transportation Management is a high opportunity occupation with 3,040 expected job openings between 2022 and 2032. Supervisors (supply chain, tracking, and scheduling co-ordination) is also a high opportunity occupation with 3,120 expected job openings between 2022 and 2032.

Evidence of student demand has been determined by the International Education Department. The International Education department has a network of agents who are ready to recruit students for this program.

Are there any
expected costs to
this proposal.

We are planning to put this program in the Project Management department and increase the IRA release in that department - it is recommended that a coordinator position be created at around 75% release to support this program. This department has a full-time program assistant, but more support may be needed for this new program.

This program will require standard classrooms and access to a computer labs. Finding additional space at the DTN campus may be challenging.

More space may be needed for term faculty hired to teach in this program.

CD funds have already been acquired to develop the PCG and course outlines. Additional funds may be needed for course blueprinting and Moodle shell development.

Consultations

Consultated Area	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	An IA did a review of the curriculum and provided input in Dec 2023
Registrar's Office	Feedback received Dec 18 2023
International Education	Feedback received Dec 18 2023
Faculty/Department	Faculty involved in development. Curriculum presented to faculty at a dept meeting Dec 19 2023
Department Support Staff	Presented to PA on Dec 19 2023
Affiliation, Articulation, and/or Accreditation Bodies	Manly Sitter, VP of Education at the Association for Supply Chain Management West Coast Chapter responded in Jan 2024: "Did a quick review and it looks good. Some good subjects and broad selection of courses. Definitely would be good lead in to the CPIM, CSCP and CLTD Certifications."

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

What you will learn

What to expect

Course Change Request

New Course Proposal

Date Submitted: 01/10/24 9:08 am

Viewing: **OPMT 1110 : Fundamentals of SC & Logi Mgmt**

Last edit: 01/29/24 11:34 am

Changes proposed by: asellwood

Programs
referencing this
course

[197: Global Supply Chain Management Post-Degree Diploma](#)

Course Name:
    Fundamentals of Supply Chain and Logistics Management

Effective Date: May 2025

School/Centre: Hospitality, Food Studies & Applied Business

Department: Department of Project Management (4811)

Contact(s)

Name	E-mail	Phone/Ext.
Andy Sellwood	asellwood@vcc.ca	8326

Banner Course   Fundamentals of SC & Logi Mgmt
Name:

Subject Code: OPMT - Operations Management

Course Number   1110

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 essential strategic planning and scheduling elements of supply chain management. Students explore and examine the knowledge and skills essential for actively contributing to the strategic planning and scheduling of material requirements. Students will learn how to coordinate inventory needs, as well as 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)

No

Course Learning
Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Compare and contrast concepts related to logistics and supply chain management
CLO #2	Explain Global Supply Chain Management & International Trade concepts
CLO #3	Apply key supply chain management techniques and strategies to real-world scenarios
CLO #4	Explain the importance of supply chain integration and collaboration, and the benefits of supply chain management and strategy implementations on overall business
CLO #5	Elaborate on the significance of sustainability, modern technologies (including AI) and adaptability within the realm of supply chain management
CLO #6	Recognize the role of transportation in supply chain management
CLO #7	Describe inventory and distribution methods and processes

	Upon successful completion of this course, students will be able to:
CLO #8	Utilize Incoterms®, the world's essential terms of trade for the sale of goods
CLO #9	Explain the importance of relationship building throughout a supply chain

Instructional

Strategies:

Lectures, case studies, group work

Evaluation and Grading

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

D

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	20	
Final Exam	30	
Assignments	20	Group and individual assignments
Quizzes/Tests	20	Two or more quizzes
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

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:
SCM Overview
Supply Chain Strategy and Design
Integrated Operations Planning
Demand Planning and Forecasting
Forecasting Technique & Performance Measurement
Procurement, Inventory, and Warehousing
Logistics and Transportation
Global SCM
Strategic Planning and SCM Customers
Digital supply chain and Network Design
Resilient supply chain and Risk Management
Sustainability and Supply Chain
Supplier Relationship Management and Relationship Building in Supply Chains
Distribution and Logistics Management
Technology in Supply Chain Management
Ethical Considerations in Supply Chain

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: 01/10/24 9:08 am

Viewing: **OPMT 1120 : Knowledge Mgmt & Optimization**

Last edit: 01/16/24 3:17 pm

Changes proposed by: asellwood

> Programs
> referencing this
> course
>
> 197: Global Supply Chain Management Post-Degree Diploma

Course Name:

Knowledge Management & Optimization

Effective Date: May 2025

School/Centre: Hospitality, Food Studies & Applied Business

Is this a non-credit course?

Department: Department of Project Management (4811)

Contact(s)

Name	E-mail	Phone/Ext.
Andy Sellwood	asellwood@vcc.ca	8326

Banner Course   Knowledge Mgmt & Optimization
Name:

Subject Code: OPMT - Operations Management

Course Number   1120

Year of Study   1st Year Post-secondary

In Workflow

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

Approval Path

1. 01/10/24 9:12 am Andy Sellwood (asellwood): Approved for 4811 Leader
2. 01/12/24 9:16 am Dennis Innes (dinnes): Approved for SHP Dean
3. 01/31/24 8:36 am Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Credits: 3

> Bridge College Code
>
> Bridge Billing Hours
>
> Bridge Course Level

Course Description:

The course covers two main areas: Knowledge Management and Optimization, both crucial for effective supply chain management. In Knowledge Management, students learn about handling knowledge across supply chains, with a focus on using technology and making informed decisions. The Optimization aspect of the course provides tools for streamlining supply chain operations through methods like linear programming and scheduling techniques. Additionally, students explore the application of Generative AI in supply chain optimization, understanding how it can simulate, model, and generate data-driven insights for improved efficiency.

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	Describe the importance of Knowledge Management in Supply Chains
CLO #2	Utilize Techniques for Knowledge Capture and Transfer as they apply to an organization or supply chain
CLO #3	Integrate technology for Knowledge Management
CLO #4	Apply the principles and techniques of knowledge mapping and analysis throughout a supply chain
CLO #5	Apply organization learning and continuous improvement processes in maintaining quality, reliability and/or standards

	Upon successful completion of this course, students will be able to:
CLO #6	Create Linear Programming Models
CLO #7	Apply Various Techniques to optimize efficiency such as Linear Programming, Dual, the Transportation Model, Assignment, and Scheduling
CLO #8	Use Artificial Intelligence for scenario analysis and optimization within supply chain processes
CLO #9	Use Generative AI for conducting what-if scenarios within a digital twin environment, accurately reflecting real-world supply chain dynamics

Instructional
Strategies:

Lectures, case-studies, groupwork

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	20	
Final Exam	30	
Assignments	20	Individual and group assignments
Quizzes/Tests	20	Two or more quizzes
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

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 Knowledge Management in Supply Chains
Techniques for Knowledge Capture and Transfer
Technology Integration for Knowledge Management
Knowledge Mapping and Analysis in Supply Chains
Organizational Learning and Continuous Improvement
Linear Programming Fundamentals
Dual for linear programming model
Transportation models
Assignment and Scheduling
Intellectual Property (IP), legal and ethical considerations in knowledge management and knowledge sharing

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: 01/10/24 9:09 am

Viewing: **OPMT 1130 : Transportation Management**

Last edit: 01/16/24 3:17 pm

Changes proposed by: asellwood

Programs
referencing this
course

197: Global Supply Chain Management Post-Degree Diploma

Course Name:
 Transportation Management

Effective Date: May 2025

School/Centre: Hospitality, Food Studies & Applied Business

Department: Department of Project Management (4811)

Contact(s)

Name	E-mail	Phone/Ext.
Andy Sellwood	asellwood@vcc.ca	8326

Banner Course
Name: Transportation Management

Subject Code: OPMT - Operations Management

Course Number   1130

Year of Study   1st Year Post-secondary

In Workflow

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

Approval Path

1. 01/10/24 9:12 am
   Andy Sellwood
   (asellwood):
   Approved for 4811
   Leader
2. 01/12/24 9:17 am
   Dennis Innes
   (dinnes): Approved
   for SHP Dean
3. 01/31/24 8:36 am
   Todd Rowlatt
   (trowlatt): Approved
   for Curriculum
   Committee

Credits: 3

> Bridge College Code
>
> Bridge Billing Hours
>
> Bridge Course Level

Course Description:

In this course, students will explore the fundamental principles of transportation systems, examining various modes, networks, and associated services. Students will gain an understanding of key stakeholders, the necessary hard infrastructure, and the roles played by human capital and institutions in facilitating transportation processes. Students will also develop the competencies required to effectively manage the transportation of raw materials and goods, both internationally and within the complex geography of Canada. The focus is on strategic decision-making, with an emphasis on selecting the safest, most cost-effective, and time-appropriate modes or combinations of modes for efficient transportation management.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning
Outcomes (CLO):

		Upon successful completion of this course, students will be able to:
CLO #1		Explain the importance of transportation to the economic vitality of Canada and other countries and regions
CLO #2		Distinguish between the different types of ships, railroad cars, vehicles, and jets used in transportation, and explore the criteria for selecting each
CLO #3		Compare the efficiencies of diverse transportation modes (rail, road, air, water, and pipeline) along with the requisite procedures and documentation for each
CLO #4		Examine how transportation affects the price of goods, services, and market areas

	Upon successful completion of this course, students will be able to:
CLO #5	Examine the importance of transportation to globalization and global supply chains and how it contributes to the effective flow of commerce among close and distant regions
CLO #6	Recognize the important role of equipment technology in transportation sustainability, safety, and cargo security
CLO #7	Identify disruptive technologies, including AI, blockchain, and automation, that will drive innovation in transportation services

Instructional
Strategies:
Lectures, case studies, groupwork.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	10-20	
Project	10-20	Individual project
Midterm Exam	10-20	
Final Exam	20	
Project	30-40	Group project, including 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

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:
Canadian Transportation System;   Transportation by Water, Rail, Air, and Pipeline;   Small Package Transportation;   Intermediate Transportation Agencies;   Transportation of Dangerous Goods;   Movement, Transportation, and Location;   The Demand and Supply for Transportation;   Transportation and Government Policy;   International Economics, Policy, and Trade;   Transportation and Environment;   Regulatory Compliance;   Transportation Claims;   Contracts of Carriage

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: 01/10/24 9:09 am

Viewing: **OPMT 1210 : Supply Chain Operations Mgmt**

Last edit: 01/29/24 11:36 am

Changes proposed by: asellwood

Programs
referencing this
course

197: Global Supply Chain Management Post-Degree Diploma

Course Name:

   Supply Chain Operations Management

Effective Date: May 2025

School/Centre: Hospitality, Food Studies & Applied Business

Department: Department of Project Management (4811)

Contact(s)

Name	E-mail	Phone/Ext.
Andy Sellwood	asellwood@vcc.ca	8326

Banner Course
Name: Supply Chain Operations Mgmt

Subject Code: OPMT - Operations Management

Course Number   1210

Year of Study   1st Year Post-secondary

In Workflow

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

Approval Path

1. 01/10/24 9:12 am
   Andy Sellwood
   (asellwood):
   Approved for 4811
   Leader
2. 01/12/24 9:19 am
   Dennis Innes
   (dinnes): Approved
   for SHP Dean
3. 01/31/24 8:36 am
   Todd Rowlatt
   (trowlatt): Approved
   for Curriculum
   Committee

Credits: 3

Bridge College Code
Bridge Billing Hours
Bridge Course Level

Course Description:

Operations Management is a cornerstone discipline in business that focuses on the design, management, and continuous improvement of processes to efficiently produce goods and services. This course is designed to provide a deep exploration of the principles, strategies, and techniques used in operations management. It aims to equip students with a comprehensive understanding of how operations impact an organization's competitiveness, productivity, and overall success.

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 operations management and Total Quality Management principles applicable in manufacturing, service, supply chain management, and scheduling
CLO #2	Discuss decision making strategies in capacity planning, inventory management, production scheduling, and other operations management areas
CLO #3	Apply Lean and Agile manufacturing principles for waste reduction and flexibility
CLO #4	Describe how operations are aligned with an overall business strategy
CLO #5	Compare and contrast service operation challenges and opportunities in various sectors
CLO #6	Analyze factors that contribute to workplace performance (including motivation, teamwork, and people skills)

	Upon successful completion of this course, students will be able to:
CLO #7	Analyze structured and unstructured operational challenges in real-world operations management scenarios and discuss trends in technology and innovation which enhance operations
CLO #8	Analyze transformation system elements in operations management: evaluating process flow, capacity, bottlenecks, and inventory
CLO #9	Evaluate and design production activity plans, capacity plans, job sequences, and enhancement processes

Instructional

Strategies:

Lectures and presentations, Case studies, Group discussions, Problem-solving scenarios, and Group projects

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	
Quizzes/Tests	10-20	Two or more quizzes
Assignments	20-30	Individual and group assignments
Midterm Exam	20-25	
Final Exam	25-30	

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

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 Operations Management
Strategic positioning and operational effectiveness
Aligning operations with the overall business strategy
Operational concepts: capacity, process flow, flow rate and bottlenecks
Total quality management and process optimization tools and techniques
Inventory analysis and the tools used for optimizing inventory levels
Little's Law and the Theory of Constraints
Production planning and scheduling strategies
Performance measures
Competitive priorities and balancing cost leadership and differentiation
Service process design, service quality, and customer-centric approaches
Process Analysis and Improvement
Operational Excellence Methodologies and Techniques
Operations Risk Management
Technology and innovation in operations management
Green operations and environmental responsibility
Workplace performance and managing people

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

Course Change Request

New Course Proposal

Date Submitted: 01/10/24 9:09 am

Viewing: **OPMT 1220 : Inventory Ctrl & Material Mgmt**

Last edit: 01/16/24 3:18 pm

Changes proposed by: asellwood

Programs referencing this course

[197: Global Supply Chain Management Post-Degree Diploma](#)

Course Name:
   Inventory Control and Materials Management

Effective Date: May 2025

School/Centre: Hospitality, Food Studies & Applied Business

Department: Department of Project Management (4811)

Contact(s)

Name	E-mail	Phone/Ext.
Andy Sellwood	asellwood@vcc.ca	8326

Banner Course Name: Inventory Ctrl & Material Mgmt

Subject Code: OPMT - Operations Management

Course Number   1220

Year of Study   1st Year Post-secondary

In Workflow

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

Approval Path

1. 01/10/24 9:12 am Andy Sellwood (asellwood): Approved for 4811 Leader
2. 01/12/24 9:20 am Dennis Innes (dinnes): Approved for SHP Dean
3. 01/31/24 8:36 am Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides the students with the knowledge and skills to delve into effective inventory management strategies within complex supply chains. Topics include the role of safety inventory in risk mitigation, impact of supply uncertainty, multi-echelon management strategies, various inventory control methods, lean practices for efficiency, and accurate inventory auditing techniques.

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	Apply the role of safety inventory in managing supply chain risks	
CLO #2	Evaluate the impact of supply uncertainty on safety inventory in supply chains	
CLO #3	Analyze the effects of aggregation principles on inventory management	
CLO #4	Develop strategies for managing inventory in multi-echelon supply chains	
CLO #5	Compare and assess various inventory control methods in supply chains	
CLO #6	Implement lean inventory practices to enhance operational efficiency	
CLO #7	Design and execute inventory auditing procedures for accuracy in inventory control	
CLO #8	Define and apply Key Performance Indicators (KPIs)for assessing inventory performance	
CLO #9	Evaluate the role of technology (Software, Internet of Things) in optimizing inventory levels	

Instructional
Strategies:

Lectures, case studies, group work

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	20	
Final Exam	30	
Assignments	20	Individual and group assignments
Quizzes/Tests	20	Two or more quizzes
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

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:
Inventory Management in Supply Chains
The role of safety inventory in a supply chain
The impact of supply uncertainty on safety inventory
The impact of aggregation on safety inventory
Managing safety inventory in a multi-echelon supply chain
Inventory control methods (e.g., FIFO, LIFO)
Lean Inventory Practices
Inventory Auditing and Accuracy
Materials Requirement Planning (MRP)
Inventory Control Models
Supplier Relationship Management
KPIs for inventory control
Inventory management technology (Inventory management software, IoT in inventory management, etc.)

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

Global Supply Chain Management PDD

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 01/10/24 9:09 am

Viewing: **OPMT 1230 : Warehousing & Distribu Centres**

Last edit: 01/16/24 3:18 pm

Changes proposed by: asellwood

Programs
referencing this
course

197: Global Supply Chain Management Post-Degree Diploma

Course Name:
Warehousing and Distribution Centres

Effective Date: May 2025

School/Centre: Hospitality, Food Studies & Applied Business

Department: Department of Project Management (4811)

Contact(s)

Name	E-mail	Phone/Ext.
Andy Sellwood	asellwood@vcc.ca	8326

Banner Course Name: Warehousing & Distribu Centres

Subject Code: OPMT - Operations Management

Course Number 1230

Year of Study 1st Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course equips students with the knowledge and skills needed for a comprehensive exploration of Warehousing and Distribution Centers. Students will learn the essential aspects of logistics and operational management, including warehouse fundamentals, types, layout principles, material handling equipment, safety protocols, and space utilization strategies. Key processes such as order picking, packing, cross-docking, transshipment, and shipment consolidation to ensure streamlined distribution center operations will be covered. Students will explore Warehouse Management Systems (WMS), focusing on their features and implementation for seamless logistics. Safety measures, process optimization, and proficient management to enhance operational efficacy in distribution center logistics will also be emphasized.

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 warehouse fundamentals, types, and layout principles for efficient operations
CLO #2	Apply effective inventory management and order fulfillment strategies.
CLO #3	Evaluate the efficiency of material handling equipment, safety protocols, and space optimization
CLO #4	Apply strategies for order picking, packing, cross-docking, transshipment, and shipment consolidation
CLO #5	Use Warehouse Management Systems (WMS) software to promote and maintain efficient operations
CLO #6	Analyze and optimize warehouse and distribution center processes

	Upon successful completion of this course, students will be able to:
CLO #7	Identify safety measures for material handling and warehousing operations
CLO #8	Demonstrate proficiency in managing distribution center logistics to maximize operational efficiency.
CLO #9	Apply green warehouse practices and implement sustainable packaging and materials handling practices

Instructional

Strategies:

Lectures, Group work, case studies.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	20	
Final Exam	30	
Assignments	20	Individual and group assignments
Quizzes/Tests	20	Two or more quizzes
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

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:
Warehousing Basics: Introduction to warehousing concepts and functions, Types of warehouses (e.g., public, private, automated), and Warehouse design and layout.
Inventory Management in Warehouses
Material Handling: Equipment and technologies for material handling (e.g., forklifts, conveyor systems, automation), Safety protocols and best practices, and Warehouse space optimization.
Distribution Center Operations: Order fulfillment, picking and packing strategies, Cross-docking and transshipment, and Shipment consolidation and routing, and Distribution Network Design and Optimization.
Warehouse Management Systems: Introduction to WMS software, WMS features and benefits, Implementation and integration of WMS.
Environmental sustainability in warehousing: Green warehouse practice, reverse logistics, energy-efficient warehouse design, and sustainable packaging.

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: 01/10/24 9:09 am

Viewing: **OPMT 1240 : Procure, Contracts & Supp Mgmt**

Last edit: 01/16/24 3:18 pm

Changes proposed by: asellwood

Programs
referencing this
course

197: Global Supply Chain Management Post-Degree Diploma

Approval Path

1. 01/10/24 9:12 am Andy Sellwood (asellwood): Approved for 4811 Leader
2. 01/12/24 9:23 am Dennis Innes (dinnes): Approved for SHP Dean
3. 01/31/24 8:36 am Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Course Name:

Procurement, Contracts & Supply Management

Effective Date: May 2025

School/Centre: Hospitality, Food Studies & Applied Business

Department: Department of Project Management (4811)

Contact(s)

Name	E-mail	Phone/Ext.
Andy Sellwood	asellwood@vcc.ca	8326

Banner Course Name: Procure, Contracts & Supp Mgmt

Subject Code: OPMT - Operations Management

Course Number 1240

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 examine the complexities of Procurement, Contracts & Supply Management, including strategic sourcing decisions, hidden costs of outsourcing, centralized versus decentralized purchasing, and tactical supply chain choices. Students will explore advanced supplier selection methods, including Vendor-Managed Inventory (VMI) strategies and technology integration. Students will also develop expertise in acceptance sampling plans and negotiation, while focusing on legal, ethical, and sustainable aspects integral to modern procurement practices.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

           No

Course Learning
Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Discuss procurement planning, sourcing, and contract management.
CLO #2	Explain the core concepts and significance of Procurement and Supply Management, incorporating the legal, ethical, and sustainable aspects
CLO #3	Analyze and optimize sourcing decisions within supply chains, considering benefits and drawbacks, including VMI implementation strategies
CLO #4	Design and implement sourcing portfolios, considering the hidden costs of outsourcing and the application of VMI technologies
CLO #5	Evaluate centralized and decentralized purchasing models, applying strategic and tactical decision-making, integrating VMI benefits and technology considerations

	Upon successful completion of this course, students will be able to:
CLO #6	Implement supplier selection methods such as Weighted Factor and Analytic Hierarchy Process (AHP)
CLO #7	Assess acceptance sampling plans, including single and multiple plans in line with Military Standard 105E, ensuring efficient procurement quality control strategies
CLO #8	Develop negotiation and auction management skills in procurement, considering the legal, ethical, and sustainability aspects integral to procurement practices

Instructional
Strategies:
Lectures, groupwork, case studies.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	20	
Final Exam	30	
Assignments	20	Individual and group assignments
Quizzes/Tests	20	Two or more quizzes
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

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 Procurement and Purchasing Management
Strategic Sourcing and Supplier Selection
Supplier Relationship Management
Contract Management and Negotiation
Ethical and Sustainable Procurement Practices
Procurement and Supply Chains within, to, and from Indigenous businesses
E-Procurement and Technology in Purchasing
Supplier Performance Measurement and Evaluation

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: 01/10/24 9:10 am

Viewing: **OPMT 2110 : Global Supply Chain & Int Trd.**

Last edit: 01/29/24 11:40 am

Changes proposed by: asellwood

Programs
referencing this
course

197: Global Supply Chain Management Post-Degree Diploma

Course Name:
Global Supply Chain and International Trade

Effective Date: May 2025

School/Centre: Hospitality, Food Studies & Applied Business

Department: Department of Project Management (4811)

Contact(s)

Name	E-mail	Phone/Ext.
Andy Sellwood	asellwood@vcc.ca	8326

Banner Course Name: Global Supply Chain & Int Trd.

Subject Code: OPMT - Operations Management

Course Number 2110

Year of Study 2nd Year Post-secondary

Approval Path

1. 01/10/24 9:12 am Andy Sellwood (asellwood): Approved for 4811 Leader
2. 01/12/24 9:24 am Dennis Innes (dinnes): Approved for SHP Dean
3. 01/31/24 8:36 am Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students explore practical applications in this course, delving into topics such as contracts, dispute resolution, pricing terms, negotiation terms and communications, transportation, documentation, insurance, information resources, government regulations, and international trade regulations. The course also covers logistics, including transportation, inventory management, purchasing, warehousing, and customer service, and delves into the complexities of these functions within the international marketplace.

Course Pre-Requisites (if applicable):

OPMT 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	Explain the complexities and challenges of global supply chain management
CLO #2	Distinguish between the procurement of goods and services in global markets
CLO #3	Explain how risks are mitigated and how supply chain operations must adapt in a global context
CLO #4	Analyze and evaluate global sourcing, logistics, procurement, and supply chain strategies
CLO #5	Apply effective strategies for managing international logistics and customs compliance
CLO #6	Measure and manage global logistics performance
CLO #7	Evaluate outsourcing and offshoring strategies
CLO #8	Discuss the connection between federal supply chains and Indigenous industries

	Upon successful completion of this course, students will be able to:
CLO #9	Discuss the relationship between Indigenous businesses and the supply chains of various industries (e.g. marine, aerospace, mining)

Instructional

Strategies:

   Lectures, Case Studies, Groupwork.

Evaluation and Grading

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

   D

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	10-20	Two or more individual or group assignments
Project	10-20	Indigenous business and supply chains project
Midterm Exam	10-20	
Final Exam	20-30	
Project	30-40	Group project. Includes 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

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:
Globalization and International Trade (incl. customs compliance);
Supply Chain Strategy: Lean and Agile;
Service Supply Chains;
Systems and Networks;
Global Transportation;
Containerization and Unitization;
Logistics Service Providers;
Facilitating International Freight Flows;
Incoterms Inventory Management (incl. export/import regulations), Planning and Control;
Materials Handling and Warehousing;
Outsourcing, Offshoring and Procurement;
Data Flows and Digitization;
Managing Vulnerability;
Sustainability in Logistics and Supply Chain Management;
Emerging Supply Chain Designs;
Global Sourcing and Supplier Selection;
Global Logistics and Transportation Challenges;
Risk Management in Global Supply Chains;
Federal Supply Chains and Indigenous Industries;
Cultural and Ethical Considerations in Global Operations;
Indigenous businesses and industry supply chains

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

Course Change Request

New Course Proposal

Date Submitted: 01/10/24 9:10 am

Viewing: **OPMT 2120 : Process Improv & Op Excellence**

Last edit: 01/16/24 3:18 pm

Changes proposed by: asellwood

Programs
referencing this
course

[197: Global Supply Chain Management Post-Degree Diploma](#)

Course Name:

Process Improvement and Operational Excellence

Effective Date: May 2025

School/Centre: Hospitality, Food Studies & Applied Business

Department: Department of Project Management (4811)

Contact(s)

Name	E-mail	Phone/Ext.
Andy Sellwood	asellwood@vcc.ca	8326

Banner Course
Name: Process Improv & Op Excellence

Subject Code: OPMT - Operations Management

Course Number   2120

Year of Study   2nd Year Post-secondary

In Workflow

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

Approval Path

1. 01/10/24 9:12 am
   Andy Sellwood
   (asellwood):
   Approved for 4811
   Leader
2. 01/12/24 9:30 am
   Dennis Innes
   (dinnes): Approved
   for SHP Dean
3. 01/31/24 8:36 am
   Todd Rowlatt
   (trowlatt): Approved
   for Curriculum
   Committee

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides an overview of Lean management, Total Quality Management (TQM), and Six Sigma methodologies. It explores the principles, tools, and techniques used to achieve operational excellence, reduce defects, enhance quality, and optimize processes within manufacturing and service organizations. Students will gain a deep understanding of how these approaches can be applied in various industries to drive continuous improvement and meet customer expectations.

Course Pre-Requisites (if applicable):

OPMT 1110, OPMT 1210.

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	Interpret the core principles and philosophies behind TQM, Lean, and Six Sigma, and their historical development and evolution over the years
CLO #2	Compare and contrast the various tools and techniques associated with each approach to operational excellence
CLO #3	Categorize the different types of waste (Muda) and examine how to eliminate or reduce waste in processes
CLO #4	Outline processes, identify its constraints bottlenecks, and optimize them for efficiency and effectiveness
CLO #5	Identify problems, investigate their root causes, and setup solutions using various quality tools

	Upon successful completion of this course, students will be able to:
CLO #6	Describe the importance of leadership and change management in implementing Lean, TQM, and Six Sigma initiatives within an organization
CLO #7	Defend the use of key performance indicators (KPIs) as a strategic approach to measure and monitor process and product quality
CLO #8	Interpret and justify the use of statistical tools and techniques to analyze data, measure process performance, and make data-driven decisions
CLO #9	Analyze and evaluate lean manufacturing processes and continuous improvement strategies

Instructional

Strategies:

Lectures, case studies, group discussions, problem-solving scenarios, group projects..

Evaluation and Grading

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

D

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	
Quizzes/Tests	10	Two or more quizzes
Assignments	10	Two or more group assignments
Project	20	Group project
Midterm Exam	25	
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: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

  Lecture

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 and evolution of quality management
Introduction to Lean Management and Waste Reduction
Process improvement strategies: breakthrough and incremental improvements
Six Sigma and DMAIC methodology
Lean philosophy and principles
Lean tools and techniques: standardization, stability, JIT, 5S, Kanban, and Jidoka
Statistical tools for Six Sigma projects
Value Stream Mapping (VSM) and process charting
Total Quality Management (TQM) Principles
Data collection and analysis
Classic and modern quality tools
Process control and capability analysis
Kaizen events
Lean Six Sigma deployment and implementation

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

Course Change Request

New Course Proposal

Date Submitted: 01/10/24 9:10 am

Viewing: **OPMT 2130 : Marketing Strat & Channel Mgmt**

Last edit: 01/16/24 3:18 pm

Changes proposed by: asellwood

Programs
referencing this
course

197: Global Supply Chain Management Post-Degree Diploma

Course Name:

  Marketing Strategies & Channel Management

Effective Date: May 2025

School/Centre: Hospitality, Food Studies & Applied Business

Department: Department of Project Management (4811)

Contact(s)

Name	E-mail	Phone/Ext.
Andy Sellwood	asellwood@vcc.ca	8326

Banner Course   Marketing Strat & Channel Mgmt
Name:

Subject Code: OPMT - Operations Management

Course Number   2130

Year of Study   2nd Year Post-secondary

Credits: 3

> Bridge College Code
>
> Bridge Billing Hours
>
> Bridge Course Level

Course Description:

Students are introduced to how marketing strategies and channel management relate to supply chain management. Students explore marketing and supply chain management challenges, trends, and trade-offs that supply chain professionals face in their day-to-day operations. Students will examine the impact of e-commerce on demand, distribution, and marketing.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning
Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Identify the marketing and supply chain management challenges, trends, and trade-offs.
CLO #2	Explain the role and importance of marketing strategy and channel management in supply chain operations.
CLO #3	Examine the integrated framework of marketing and supply chain management.
CLO #4	Leverage a holistic approach to demand handling.
CLO #5	Examine procurement from a marketing and supply chain management perspective.
CLO #6	Recognize the importance of ethical considerations in marketing and supply chain management.
CLO #7	Analyze and evaluate marketing strategies for product positioning, promotion, and pricing.
CLO #8	Apply channel management techniques to optimize distribution and customer reach.
CLO #9	Develop effective marketing plans and discuss the management of marketing channels.

Instructional
Strategies:

Lectures, groupwork, case studies.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	10-20	Two or more assignments
Project	10-20	Individual project
Midterm Exam	10-20	
Final Exam	20-30	
Project	30-40	Group project, includes 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

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 Marketing Strategy and Channel Management;
Market Segmentation and Targeting;
Marketing and supply chain management - challenges, trends, and coexistence in today's market arena;
Integrated framework of marketing and supply chain management;
A systemic approach to distribution channels;
A holistic approach to demand handling;
Procurement from a marketing and supply chain management point of view;
Typical approaches of marketing and supply chain management synergies;
Technologies of marketing and supply chain management synergies;
Digital Marketing's Impact on Supply Chain Management;
Ethical Considerations in Marketing and Supply Chain Management;
E-commerce and its influence on Supply Chain and Marketing;
Sustainability in Marketing and Supply Chain Management.
Online selling strategies;
Integrating the online and offline marketing and selling strategies;
Product Development and Brand Management;
Pricing Strategies and Value Proposition;
Promotion and Advertising Techniques;
Customer Relationship Management (CRM)

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: 01/10/24 9:10 am

Viewing: **OPMT 2140 : Supplier Mgmt & SC Risk Mgmt**

Last edit: 01/16/24 3:18 pm

Changes proposed by: asellwood

Programs
referencing this
course

[197: Global Supply Chain Management Post-Degree Diploma](#)

Course Name:
   Supplier Management & Supply Chain Risk Management

Effective Date: May 2025

School/Centre: Hospitality, Food Studies & Applied Business

Is this a non-credit course?

Department: Department of Project Management (4811)

Contact(s)

Name	E-mail	Phone/Ext.
Andy Sellwood	asellwood@vcc.ca	8326

Banner Course   Supplier Mgmt & SC Risk Mgmt
Name:

Subject Code: OPMT - Operations Management

Course Number   2140

Year of Study   2nd Year Post-secondary

In Workflow

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

Approval Path

1. 01/10/24 9:13 am Andy Sellwood (asellwood): Approved for 4811 Leader
2. 01/12/24 9:35 am Dennis Innes (dinnes): Approved for SHP Dean
3. 01/31/24 8:36 am Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course addresses two main aspects in supply chain management.

The first aspect focuses on the study of Supplier Management which is an essential component of modern supply chain and procurement strategies. Students will learn how to establish and maintain productive relationships with suppliers, evaluate supplier performance, and develop strategies to optimize the supply chain.

The second aspect provides an understanding of the critical principles, strategies, and techniques necessary to effectively manage risks associated with suppliers and the supply chain. Students will learn how to identify vulnerabilities, assess potential threats, develop risk mitigation strategies, and establish resilient supply chain practices to ensure business continuity.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

OPMT 1240.

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 and assess the criteria and strategies for selecting and onboarding suppliers
CLO #2	Measure and assess supplier performance using key performance indicators (KPIs)
CLO #3	Develop strategies for resolving conflicts and enhancing cooperation with suppliers
CLO #4	Identify, categorize, and analyze different types of supply chain risks including operational, financial, environmental, geopolitical, and demand-related risks

	Upon successful completion of this course, students will be able to:
CLO #5	Assess and mitigate risks associated with suppliers including supplier audits and risk transfer strategies

	Upon successful completion of this course, students will be able to:
CLO #6	Develop business continuity and disaster recovery plans for supply chain resilience
CLO #7	Distinguish the ethical considerations and social responsibility involved in supply chain risk management
CLO #8	Utilize generative AI to model and analyze complex situations, what-if scenarios, enabling them to proactively identify and predict supply chain risks, their corresponding impact on operations, and recommend actions to mitigate those risks
CLO #9	Utilize generative AI to analyze diverse data sources, including financial reports, performance metrics, and customer feedback, to comprehensively evaluate supplier performance

Instructional

Strategies:

Lectures and presentations, Case studies, Group discussions, Problem-solving scenarios, Group projects

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	
Quizzes/Tests	10	At least two quizzes
Assignments	10	Two or more group assignments
Project	20	Group project; includes case study and presentation
Midterm Exam	25	
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: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

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 supplier management
Supplier selection and evaluation
Risk assessment in supplier evaluation
Supplier relationship management
Supplier collaboration, innovation, and performance improvement
Types of supply chain risks
Risk identification and assessment
Supply chain risk mitigation strategies
Business continuity and disaster recovery
Global sourcing and supplier risk management
Environmental and sustainability risks
Ethical considerations in supply chain risk management
Resilient Supply Chain Strategies

Course Topics:
Risk Management in Supply Chain Finance

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
Global Supply Chain Management PDD

Provide a rationale
for this proposal:

Are there any
expected costs as a

Consultations

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Course Change Request

<div align="center">

New Course Proposal
</div>

Date Submitted: 01/10/24 9:11 am

Viewing: OPMT 2210 : Supply Chain Tech & Database

Last edit: 01/16/24 3:19 pm

Changes proposed by: asellwood

Programs
referencing this
course

197: Global Supply Chain Management Post-Degree Diploma

Approval Path

1. 01/10/24 9:13 am Andy Sellwood (asellwood): Approved for 4811 Leader
2. 01/12/24 9:36 am Dennis Innes (dinnes): Approved for SHP Dean
3. 01/31/24 8:36 am Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Course Name:
Supply Chain Technology & Database Design

Effective Date: May 2025

School/Centre: Hospitality, Food Studies & Applied Business

Department: Department of Project Management (4811)

Contact(s)

Name	E-mail	Phone/Ext.
Andy Sellwood	asellwood@vcc.ca	8326

Banner Course   Supply Chain Tech & Database
Name:

Subject Code: OPMT - Operations Management

Course Number   2210

Year of Study   2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course, students explore how technology and database systems contribute to the efficiency and effectiveness of modern supply chain operations. The course covers foundational concepts in database design and management, emphasizing their application in the context of supply chain processes. Students will explore various supply chain technologies and their integration with database systems to facilitate seamless information flow and decision-making throughout the supply chain.

Course Pre-Requisites (if applicable):

OPMT 1120, MGMT 1015.

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 explain key supply chain technologies, including Internet of Things, Generative AI, barcode systems, and cloud computing.	
CLO #2	Analyze and evaluate technology solutions for supply chain optimization.	
CLO #3	Leverage technology for supply chain visibility and collaboration.	
CLO #4	Recognize the critical role of databases in managing and optimizing supply chain processes.	
CLO #5	Define blockchain technology and its application in supply chain management.	
CLO #6	Apply predictive analytics techniques for demand forecasting.	
CLO #7	Evaluate the automation and optimization of warehousing processes through databases.	
CLO #8	Evaluate the role of ERP systems in integrating and streamlining supply chain processes.	

	Upon successful completion of this course, students will be able to:
CLO #9	Explain the concept of big data and analytics in the context of supply chain management.

Instructional
Strategies:
  Lectures, group work, case studies.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	40	Two or more projects based on case studies
Assignments	30	Individual and group assignments
Assignments	20	Two or more presentations based on real world examples
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

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 Supply Chain Technology
Supply Chain Visibility and Tracking Technologies
Fundamentals of Structured Query Language (SQL).
Role of technology in supply chain optimization.
Database-driven decision-making in logistics and inventory control.
Internet of Things (IoT), barcode technology, and Cloud computing for supply chain optimization
Enterprise resource Planning (ERP): Database architecture, implementation, challenges, and best practices.
Blockchain technology: basics and applications.
Big Data analytics for supply chain.
Collaborative Planning, Forecasting, and Replenishment (CPFR)
Supply Chain Financing Platforms

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: 01/10/24 9:11 am

Viewing: **OPMT 2220 : Sustainability & Green Supply**

Last edit: 01/16/24 3:19 pm

Changes proposed by: asellwood

Programs
referencing this
course

197: Global Supply Chain Management Post-Degree Diploma

Course Name:
  Sustainability & Green Supply Chain

Effective Date: May 2025

School/Centre: Hospitality, Food Studies & Applied Business

Department: Department of Project Management (4811)

Contact(s)

Name	E-mail	Phone/Ext.
Andy Sellwood	asellwood@vcc.ca	8326

Banner Course Name: Sustainability & Green Supply

Subject Code: OPMT - Operations Management

Course Number   2220

Year of Study   2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course provides students with a comprehensive understanding of sustainable and environmentally responsible practices within supply chain operations. Students will explore the principles, strategies, and tools required to reduce the environmental footprint of supply chains while enhancing social and ethical responsibilities. The course emphasizes the alignment of business goals with sustainable practices to ensure long-term success and a positive impact on the environment and society.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

            No

Course Learning
Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain the concepts and principles of sustainable and green supply chain management
CLO #2	Analyze sustainability in the context of supply chain management and explain its significance and practices
CLO #3	Apply sustainable supply chain principles to reduce the environmental impact of supply chain operations
CLO #4	Appraise and comply with environmental and sustainability regulations and standards that impact supply chains
CLO #5	Apply sustainability criteria to supplier selection and procurement processes
CLO #6	Optimize logistics and transportation to minimize emissions and environmental impact

	Upon successful completion of this course, students will be able to:
CLO #7	Promote social responsibility, sustainable product design and explain the concept of life cycle assessment (LCA)
CLO #8	Assess circular economy principles to reduce waste and promote recycling
CLO #9	Develop key sustainability performance indicators (KPIs) and metrics to report on sustainability achievements

Instructional

Strategies:

Lectures and presentations, Case studies, Group discussions, Problem-solving scenarios, Group projects

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	10	
Quizzes/Tests	10	Two or more quizzes
Assignments	10	Two or more group assignments
Project	20	Group project based on a case study
Midterm Exam	25	
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: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

  Lecture

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 sustainability and principles of sustainable supply chain
The environmental impact of supply chain operations and strategies for reducing greenhouse gas emissions and resource consumption
The ethical considerations involved in supply chain management - e.g. fair labour practices and ethical sourcing
Environmental and Sustainability regulations and standards
Sustainable procurement and supplier selection
Green logistics, renewable energy, and transportation
Circular economy, sustainable packaging and waste reduction
Sustainable product design and life cycle assessment (LCA)
Sustainability reporting and metrics
Social Responsibility in Supply Chains

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

Rationale and Consultations

Course Change Request

New Course Proposal

Date Submitted: 01/10/24 9:11 am

Viewing: **OPMT 2230 : Int SC Leadership Capstone**

Last edit: 01/29/24 11:39 am

Changes proposed by: asellwood

Course Name:

   Integrated Supply Chain Leadership Capstone

Effective Date: May 2025

School/Centre: Hospitality, Food Studies & Applied Business

Department: Department of Project Management (4811)

Contact(s)

Name	E-mail	Phone/Ext.
Andy Sellwood	asellwood@vcc.ca	8326

Banner Course
Name: Int SC Leadership Capstone

Subject Code: OPMT - Operations Management

Course Number   2230

Year of Study   2nd Year Post-secondary

In Workflow

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

Approval Path

1. 01/10/24 9:13 am Andy Sellwood (asellwood): Approved for 4811 Leader
2. 01/12/24 9:38 am Dennis Innes (dinnes): Approved for SHP Dean
3. 01/31/24 8:36 am Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course students will integrate all of the knowledge and skills gained throughout the program by analyzing a real-world supply chain scenario. Students will complete a project in which they investigate and research a specific supply chain challenge, including appropriate data collection and analysis. Students will also develop a professional portfolio that highlights their achievements. Projects will connect to either conventional supply chain scenarios, or to those connected to databases and/or machine learning in supply chains. Students will also have the opportunity to further develop their leadership and teamwork skills with regard to supply chain management. Finally, students will look at the important role Indigenous businesses play in the supply chains of various industries.

Course Pre-Requisites (if applicable):

OPMT 2110, OPMT 2120, OPMT 2140.

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 a supply chain network (purchase order to cash)
CLO #2	Solve a specific problem related to a supply chain network using a combination of soft and hard skills
CLO #3	Demonstrate the use of technology and/or AI in the analysis of a supply chain network
CLO #4	Demonstrate the ability to minimize cost, improve productivity and space utilization by applying domain specific knowledge learned throughout the program
CLO #5	Integrate knowledge and skills gained throughout the program into a comprehensive supply chain project.

	Upon successful completion of this course, students will be able to:
CLO #6	Apply critical thinking and problem-solving techniques to real-world supply chain challenges.
CLO #7	Demonstrate effective leadership and teamwork in a supply chain context.
CLO #8	Develop a professional portfolio showcasing achievements and skills in supply chain management.
CLO #9	Analyze factors that influence managerial performance

Instructional
Strategies:

Lectures and presentations, Case studies, Group discussions, Problem-solving scenarios, Group projects

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	50	Includes project draft, final project, presentation and reflection paper
Portfolio	10	
Participation	10	
Assignments	20	A number of assignments and presentations where students demonstrate problem-solving and leadership skills related to supply chain management
Assignments	10	Reflective writing assignment related to a team/leader's performance

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

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:
Overview of Capstone Project and Guidelines
Project Proposal and Research Methodology
Data Collection and Analysis
Project Implementation and Execution
Project Evaluation and Reflection
Final Presentation and Defense
Professional Portfolio Development
Leadership in Supply Chain Management
Roles and activities of managers, ways to measure managerial performance and theories of leadership

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

Rationale and Consultations

Course Change Request

New Course Proposal

Date Submitted: 01/10/24 9:11 am

Viewing: **OPMT 2240 : SC Finance & Cost Accounting**

Last edit: 01/16/24 3:19 pm

Changes proposed by: asellwood

Programs
referencing this
course

[197: Global Supply Chain Management Post-Degree Diploma](#)

Course Name:

   Supply Chain Finance and Cost Accounting

Effective Date: May 2025

School/Centre: Hospitality, Food Studies & Applied Business

Department: Department of Project Management (4811)

Contact(s)

Name	E-mail	Phone/Ext.
Andy Sellwood	asellwood@vcc.ca	8326

Banner Course
Name: SC Finance & Cost Accounting

Subject Code: OPMT - Operations Management

Course Number   2240

Year of Study   2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

In this course students will be introduced to the multiple financial concepts which are critical to supply chain management. Firstly, students will learn about different cost accounting items such as labour, material, and overhead costs. Students will then examine job cost and service statements, as well as cost accounting systems. In the second half of the course, students will take a deeper dive into the various financial concepts and principles that relate to supply chains, including working capital management, cash flow optimization, trade credit and payment terms, factoring and invoice discounting.

Course Pre-Requisites (if applicable):

MGMT 1015, OPMT 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	Explain supply chain financial concepts and principles.
CLO #2	Analyze supplier financial data as part of the pre-purchase order/contract award stage.
CLO #3	Account for material costs by completing pro forma stock control documentation relating to the movement of materials into a business, within a business, and from a business.
CLO #4	List the procedures for recording labour costs and describe the documentation required.
CLO #5	Describe the apportion and allocation of overhead costs
CLO #6	Explain how job cost statements and service cost statements are produced for product costs

	Upon successful completion of this course, students will be able to:
CLO #7	Record transactions in a cost accounting system using either an interlocking or integrated cost accounting system
CLO #8	Describe the following concepts as they apply to supply chain management: working capital management, cash flow optimization, trade credit and payment terms, factoring and invoice discounting.

Instructional
Strategies:
   Lectures, groupwork, case studies, problem solving.

Evaluation and Grading

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

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	20	Supply chain finance project
Attendance	10	
Assignments	30	A number of assignments related to cost accounting
Midterm Exam	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: 45

Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Lecture

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 Supply Chain Financial Management and Analysis
Costing Methods and Financial Ratios
Labour costs and documentation
Material costs
Overhead costs
Job cost and service cost statements
Cost accounting systems
Working Capital Management (Overview of working capital and its components, Strategies for optimizing working capital within the supply chain, The relationship between working capital and supply chain efficiency)
Cash Flow Optimization (Understanding the flow of funds within the supply chain, Techniques to enhance cash flow, Managing payment cycles)
Trade Credit and Payment Terms (Exploring trade credit terms, Negotiating and managing trade credit terms, Balancing supplier and buyer needs, Early payment discounts and their implications)
Factoring and Invoice Discounting (Factoring and invoice discounting, Benefits and risks associated with invoice financing)

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