

BUSINESS LEADERSHIP AND MANAGEMENT CERTIFICATE

Purpose

Leadership positions are complex, requiring specialized skills and an understanding of many roles. VCC's Business Leadership and Management Certificate program combines leadership and management courses that equip emerging leaders with the knowledge, skills, and confidence that enable them to successfully lead, supervise, and manage in the public, private, or nonprofit sectors.

Required courses focus on timely and topical foundation themes while electives highlight issues related to proven leadership practices and skills to help achieve leadership potential.

This program positions graduates for career advancement by teaching them how to maximize their leadership potential in a business environment while meeting the knowledge and skills base desired by industry. Graduates may ladder into BCIT's part-time certificate programs in Leadership, Human Resource Management, or Business Management.

Duration

The Business Leadership and Management Certificate is comprised of 17 credits. Students must complete the five required courses (10 credits) and fulfill the remaining credits through elective courses chosen from other Business Certificate Programs.

Learning Outcomes

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

1. Advance organizational objectives and meet challenges by communicating effectively in a variety of settings.
2. Explain management's responsibility to act ethically in regard to relevant stakeholders and the environment.
3. Demonstrate critical business thinking in leadership and management.
4. Use accounting principles, financial strategies, and investment options to analyze and maximize the financial health of a business.
5. Evaluate leadership theories and perspectives with awareness of their own strengths and areas needing development.
6. Apply human resource processes and systems for supervisors, line managers, and entrepreneurs.
7. Describe the issues arising from government policies, ethics, marketing, finance and economics, and the overall components of business operations.
8. Apply sales and marketing strategies and concepts such as team building, relationship selling, services and non-profit selling, global selling, the multicultural workplace, technology, small business, and increasing competition.

Admission Requirements

Vancouver Community College is a post-secondary institution committed to educating adult learners. Applicants should be 18 years of age or older, or a secondary school graduate.

Program Requirements

Note: Due to pending changes in this program, some courses are not available.

Code	Title	Credits
Required Courses:		
LEAD 1150	Introduction to Business	2
LEAD 1151	Human Resource Management	2
LEAD 1152	Finance	2
LEAD 1153	Sales and Marketing Management	2
LEAD 1154	Business Ethics	2
Elective Courses:		
Two of the following from the Management Skills for Supervisors Certificate:		4
MSKL 1101	Interpers Communication Skills	
MSKL 1102	Team Skills	
MSKL 1103		
Four of the following from the Leadership Certificate:		2
LEAD 1101	Critical Thinking	
LEAD 1102	Managing Change	
LEAD 1104	Problem Solving Action Plan	
LEAD 1105	From Conflict To Collaboration	
LEAD 1108	Facilitation SkIs Team Leader	
LEAD 1109	Speak Up	
LEAD 1110	Creative Thinking At Work	
LEAD 1111	Stepping Up To Leadership	
LEAD 1112	Using Leadership Language	
LEAD 1113	Building A Productive Team	
LEAD 1114	Finding Time For Results	
LEAD 1119	Science and Art of Leadership	
LEAD 1137		
LEAD 1138	Business Comm for Leaders	
LEAD 1168		
LEAD 1169	Challenging Personalities	
LEAD 1171	Training for High Performance	
LEAD 1179		
Two of the following from the Associate Certificate in Leadership Coaching:		1
LEAD 1115	Coaching For High Performance	
LEAD 1116	Essential Lead Coach Skills	
LEAD 1117	Skill Coaching	
LEAD 1118	Coaching Next Level	
LEAD 1120	The Coach's Toolkit	
LEAD 1121	Team Coaching	
Total Credits		17

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

Evaluation of Student Learning

Evaluation of each course is determined by the instructor and may include a combination of practical assignments, tests, projects, presentations, and reflections.

Required courses include assignments/tests.

Elective courses require completion of an assignment after each session. Students who successfully complete the required assignment will receive an "S".

Upon successful completion of this program, and once an application for graduation has been submitted to the Registrar's Office, the student will receive their Vancouver Community College Business Leadership and Management Certificate.

Prior Learning Assessment and Recognition (PLAR)

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

Transcript of Achievement

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

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

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	95-100		4.33
A	90-94		4.00
A-	85-89		3.67
B+	80-84		3.33
B	75-79		3.00
B-	70-74		2.67
C+	65-69		2.33
C	60-64		2.00
C-	55-59		1.67
D	50-54	Minimum Pass	1.00
F	0-49	Failing Grade	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A

W	Withdrawal	N/A
Course Standings		
R	Audit. No Credit	N/A
EX	Exempt. Credit Granted	N/A
TC	Transfer Credit	N/A

Grade Point Average (GPA)

- The course grade points shall be calculated as the product of the course credit value and the grade value.
- The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.
- Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.