

MANAGEMENT SKILLS FOR SUPERVISORS CERTIFICATE

Purpose

Vancouver Community College's Management Skills for Supervisors Certificate provides practical, up-to-date supervisory/management training in three core areas: Interpersonal Communication Skills, Team Skills, and Essential Management Skills.

Exploring topics vital to personal and organizational success, students learn to lead and motivate teams to achieve maximum productivity through the use of supervisory management skills in the areas of performance management, motivation, team development, coaching, delegating, communication, and interpersonal dynamics.

Graduates may ladder into BCIT's part-time Certificate Programs in Leadership, Human Resource Management, or Business Management.

Duration

Three semesters: one 24-hour course is offered each semester.

Learning Outcomes

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

1. Demonstrate knowledge and skills related to planning, organizing, leading, and directing the functions and processes of an organization
2. Perform in a team leadership role
3. Communicate effectively to develop relationships, manage conflict, and work across differences
4. Provide leadership in coaching, training, and supporting others
5. Apply effective decision-making skills to a range of managerial situations
6. Implement a comprehensive set of practical leadership skills and tools developed during the program

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 graduate of a secondary school.

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

Program Requirements

Code	Title	Credits
MSKL 1101	Interpers Communication Skills	2
MSKL 1102	Team Skills	2
MSKL 1103		2
Total Credits		6

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

Evaluation of Student Learning

Students are evaluated through:

- Quizzes
- Tests
- Assignments
- Projects
- Presentations
- Participation
- Group work

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)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.
2. 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.
3. 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.