

PROGRAM LEARNING OUTCOMES MAPPING APPLICATION

This document is a summary guide to assist those users using the PeopleSoft (Evolve) Program Learning Outcomes Mapping Application

DOCUMENT INFORMATION

DOCUMENT NAME	Program Learning Outcomes Mapping Application
DOCUMENT VERSION NUMBER	1.0
DOCUMENT VERSION DATE	August 7, 2018

REVISION HISTORY

VERSION #	VER. DATE	REVISED BY	DESCRIPTION OF CHANGE
1.0	Aug. 7, 2018	David Baker	N/A

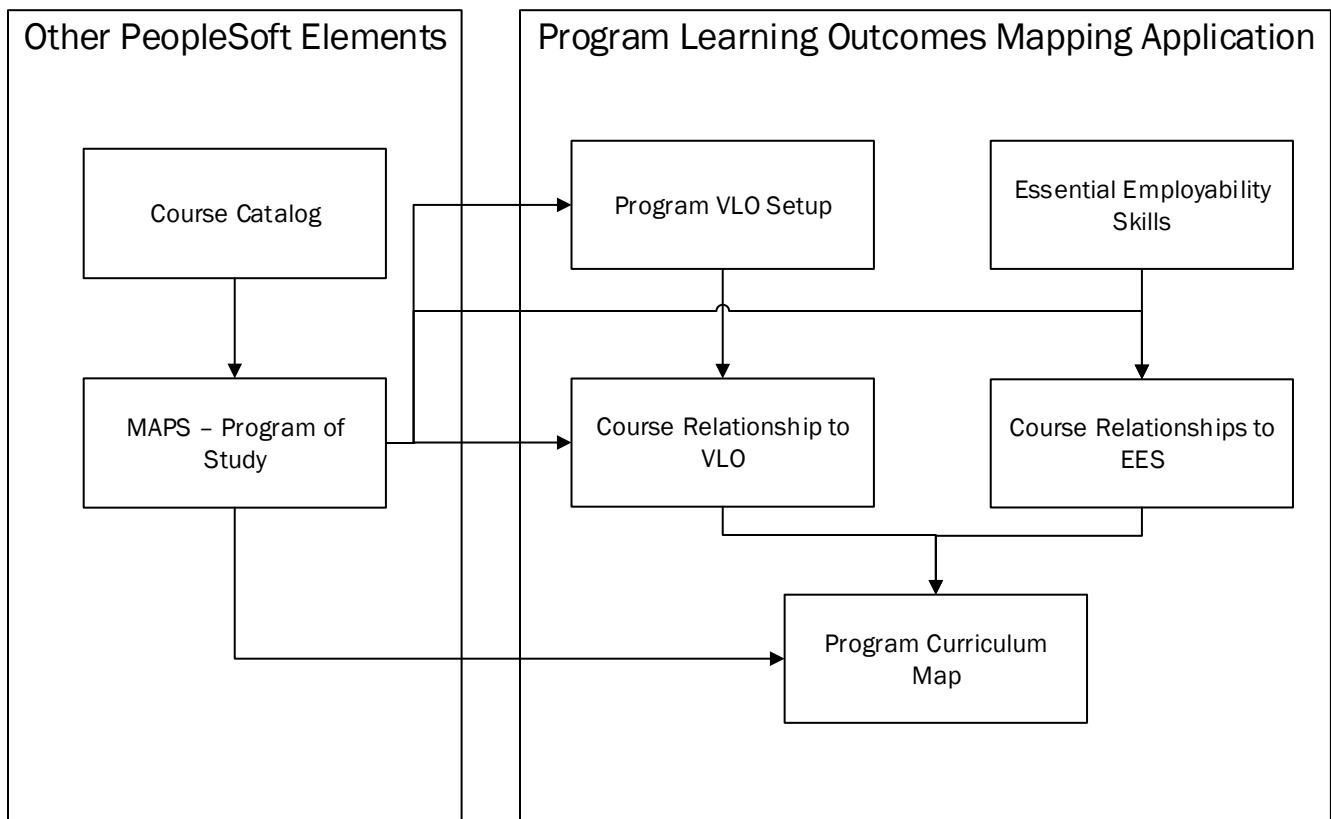
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BEFORE YOU BEGIN

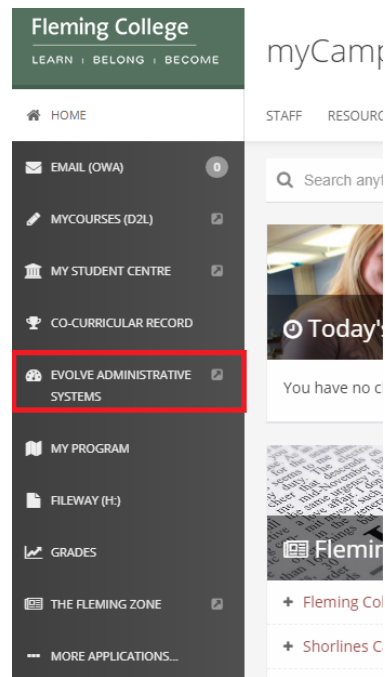
This user guide assumes that a user will consume its contents as required. It is not meant to be read cover-to-cover as many of the instructions repeat. As an example the mapping (tying) of Essential Employability Skills (EES) to a course within a specific program is identical to mapping of Program VLOs (Vocational Learning Outcomes) to a course within a specific program.

The application has two configuration menu options (Program VLO Setup and Essential Employability Skills), two mapping menu options (Course Relationship to VLO and Course Relationship to EES), and one display option (Program Curriculum Map). The program information is pulled from MAPS (Master Academic Planning System) – Program of Study tables. Contact a curriculum officer if there is an error with the curriculum information presented in the Program VLO Setup, Course Relationship to VLO, Course Relationship to EES, or the Program Curriculum Map menu options.

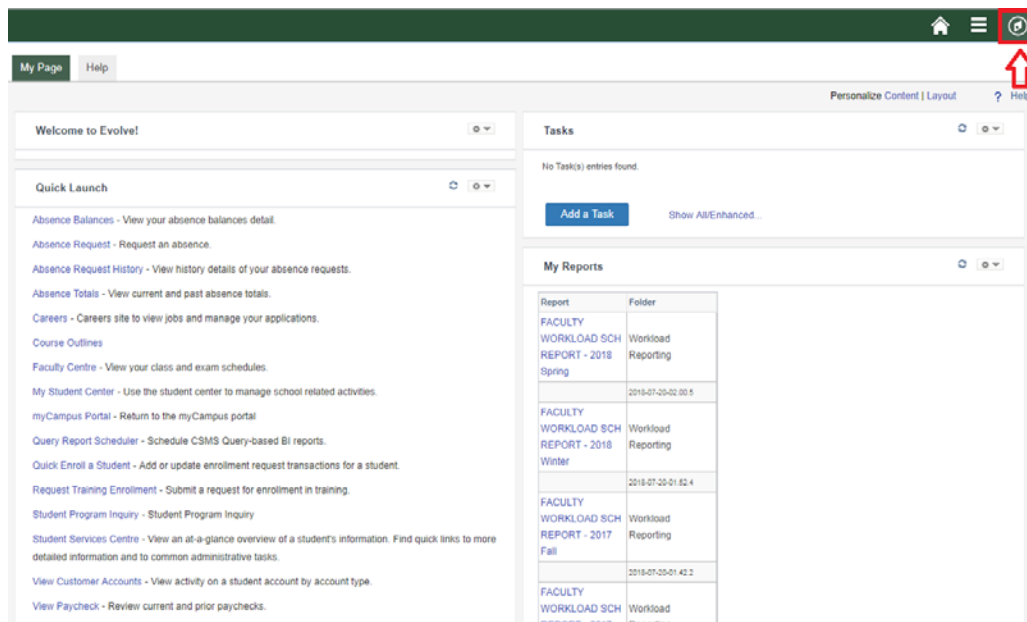


APPLICATION LOCATION

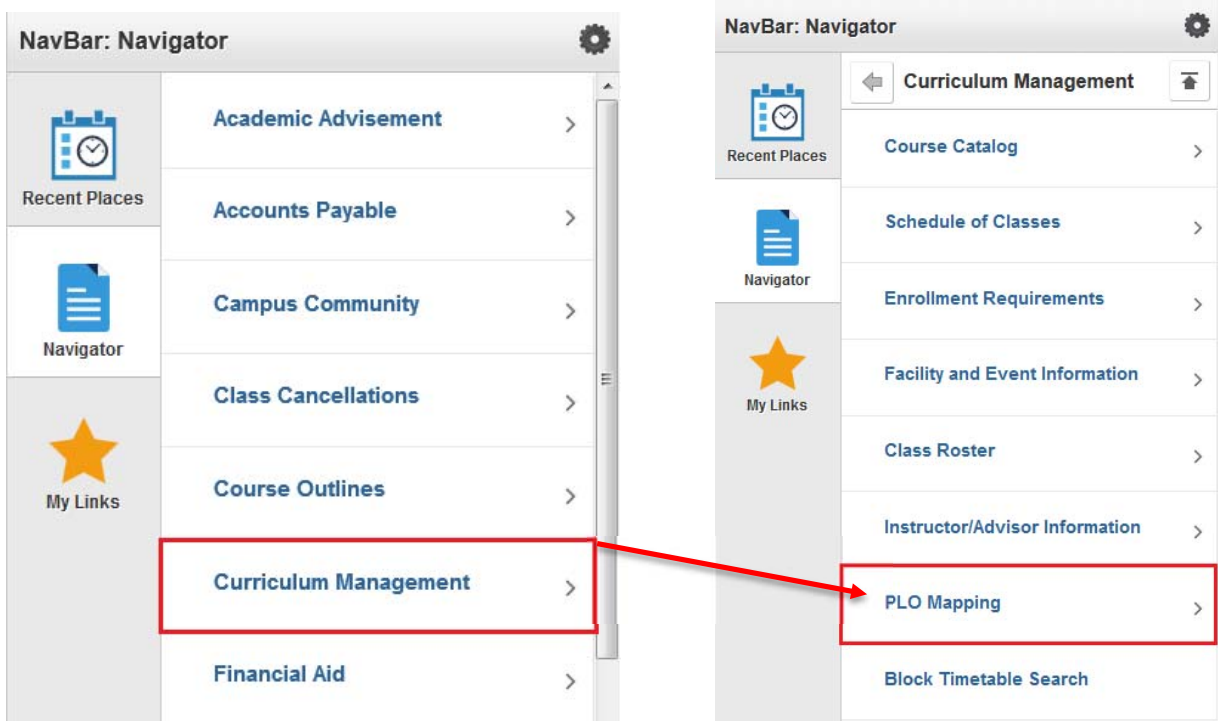
1. Go to **Fleming College's website** (<http://flemingcollege.ca/>).
2. Log into the **myCampus Portal**.
3. Click the **'Evolve Administrative System'** button.



4. Click the **'Navigator'** button found in the top right-hand corner of the page.

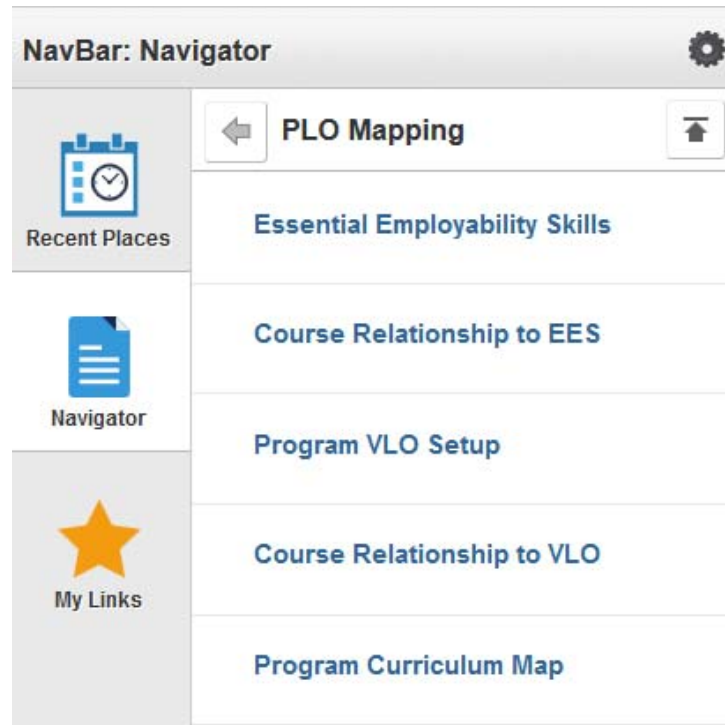


5. Click the 'Curriculum Management' link and then click the 'PLO Mapping' link.

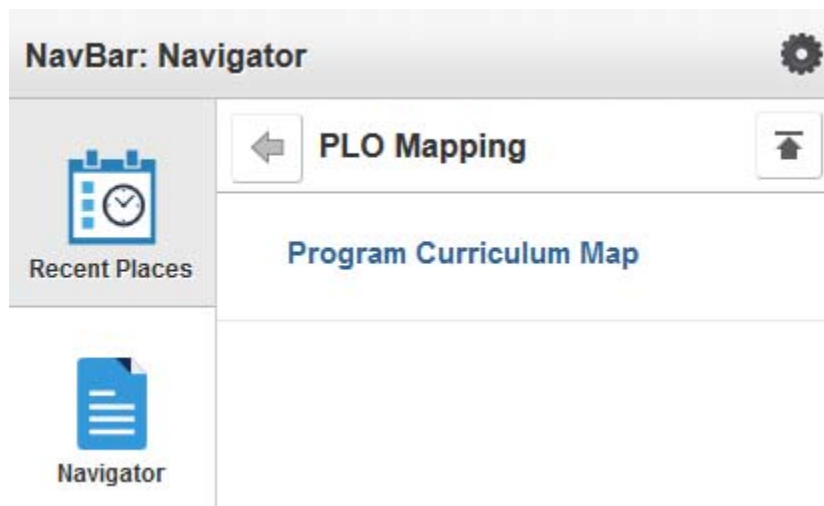


MENU OPTIONS

Configuration Options: PLO Mapping **menu options** for those users with configuration access.



General Option: The PLO Mapping **menu option** for faculty and program coordinators.



ESSENTIAL EMPLOYABILITY SKILLS

This menu option is only available to users with configuration access such as members of the Learning Design and Support team.

The '**Essential Employability Skills**' (EES) menu option is for EES setup and configuration and should be completed prior to proceeding the '**Course Relationship to EES**' menu option. Prior to the application's release all current EES were entered and have been set with a 2014 Fall effective date.

Essential Employability Skills Outcomes

EE Skills ID: 3

Find | View All First 1 of 1 Last

*Effective Term: 1149 2014 Fall

*Outcome Brief: Use mathematical operations

Detailed Description:
Execute mathematical operations accurately.

COURSE RELATIONSHIP TO EES

This menu option is only available to users with configuration access such as members of the Learning Design and Support team.

The '**Course Relationship to EES**' menu option is to map (tie) appropriate Essential Employability Skill(s) to a course and indicate if the EES is **taught**, **reinforced**, or **assessed**. If an EES has changed (e.g. '*Execute mathematical operations accurately*' to '*Demonstrate mathematical competencies*') this change must be done through the '**Essential Employability Skills**' menu option. How-to update an EES will be described in detail in the '**Setup**' section of this guide.

Course Essential Employability Skills

Academic Program: BAB Business Admin-Accounting Max Units: 45.00 Academic Level: Sem 1
 Subject: ACCT 72 Course ID: 012781
 Description: Introductory Accounting Start Term: 1179 2017 Fall
 Course Category: Mandatory Effective Term: 1179 2017 Fall

Active Term	*EES Number	Summary	Taught	Reinforced	Assessed
1 1179	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Active Essential Employability Skills

EES Number	Detailed Description	Effective Term
1	Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.	1149
2	Respond to written, spoken, or visual messages in a manner that ensures effective communication.	1149
3	Execute mathematical operations accurately.	1149

PROGRAM VLO SETUP

This menu option is only available to users with configuration access such as members of the Learning Design and Support team.

The '**Program VLO Setup**' menu option is for program learning outcome setup and configuration and should be completed prior to proceeding the '**Course Relationship to VLO**' menu option. Prior to the application's release all know Vocational Learning Outcomes (VLOs) were entered and have been set with a 2014 Fall effective date.

Program Vocational Learning Outcomes

Academic Program: BAB Business Admin-Accounting

Find | View All First 7 of 9 Last

*Vocational Outcome:

Find | View All First 1 of 1 Last

Status for Web: Active

*Effective Term: 2014 Fall

VLO Description: Analyze and evaluate an organization's internal control system, taking risk management into account.

COURSE RELATIONSHIP TO VLO

This menu option is only available to users with configuration access such as members of the Learning Design and Support team.

The '**Course Relationship to VLO**' menu option is to map (tie) appropriate Vocational Learning Outcomes (VLOs) to a course and indicate if the VLO is **taught**, **reinforced**, or **assessed**. If a VLO has changed (e.g. '*Analyze and evaluate an organization's internal control system, taking risk management into account.*' to '*Define an organization's risk management systems*') this change must be done through the '**Program VLO Setup**' menu option. How-to update a program VLO will be described in detail in the '**Setup**' section of this guide.

Course Vocational Learning Outcomes

Academic Program: BAB Business Admin-Accounting Max Units: 60.00 Academic Level: Sem 1
 Subject: BUSN 188 Course ID: 015415
 Description: Intro To Bus & Success Strat Start Term: 1179 2017 Fall
 Course Category: Mandatory Effective Term: 1179 2017 Fall

Active Term	*VLO Number	Description	Taught	Reinforced	Assessed		
1 1179	<input type="text" value=""/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Active Vocational Learning Outcomes

VLO Number	VLO Description	Effective Term
1	Record financial transactions in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships, private enterprises, publicly accountable enterprises and non-profit organizations.	1149
2	Prepare and present financial statements, reports and other documents in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships and private enterprises.	1149
3	Contribute to strategic decision-making by applying advanced management accounting concepts.	1149

PROGRAM CURRICULUM MAP

This menu option is available to all users.

The 'Program Curriculum Map' menu option generates a program of study grid and displays all VLOs and EES that have been mapped (tie) through the 'Course Relationship to VLO' and 'Course Relationship to EES' menu options. The courses listed under the 'Program of Study' tab are from MAPS – Program of Study and is by curriculum start version (cohort).

Should there be incorrect information refer to the appropriate configuration area.

Program Grid

Program Curriculum Map

Academic Program: BAB Business Admin-Accounting

Curriculum Start Term: 1179 2017 Fall

Program Grid						
Program of Study VLO's EES's						
Program	Start Term	Description	Academic Level	Subject	Catalog	Description

Tab	Menu option	Menu location
Program of Study	MAPS – Program of Study	MAPS – Academic Planning > MAPS – Program of Study
VLO's	Course Relationship to VLO	Curriculum Management > PLO Mapping
EES's	Course Relationship to EES	Curriculum Management > PLO Mapping



VLO Details

VLO & EES INDICATORS: T = TAUGHT R = REINFORCED A = ASSESSED

VLO Details			Personalize
VLO Number	VLO Description	Effective Term	
1	Record financial transactions in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships, private enterprises, publicly accountable enterprises and non-profit organizations.	1149	
2	Prepare and present financial statements, reports and other documents in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships and private enterprises.	1149	
3	Contribute to strategic decision-making by applying advanced management accounting concepts.	1149	
4	Prepare individuals' and Canadian-controlled private corporations, income tax returns and individuals, basic tax planning in compliance with relevant legislation and regulations.	1149	
5	Analyze and evaluate organizational structures and the interdependence of functional areas, and contribute to the development of strategies which positively impact financial performance.	1149	

Menu option	Menu location
Program VLO Setup	Curriculum Management > PLO Mapping

VLO Details

EES Details			Personalize  
EES Number	EES Learning Outcome	Effective Term	
1	Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.	1149	
2	Respond to written, spoken, or visual messages in a manner that ensures effective communication.	1149	
3	Execute mathematical operations accurately.	1149	
4	Apply a systematic approach to solve problems.	1149	
5	Use a variety of thinking skills to anticipate and solve problems.	1149	

Menu option	Menu location
Essential Employability Skills	Curriculum Management > PLO Mapping

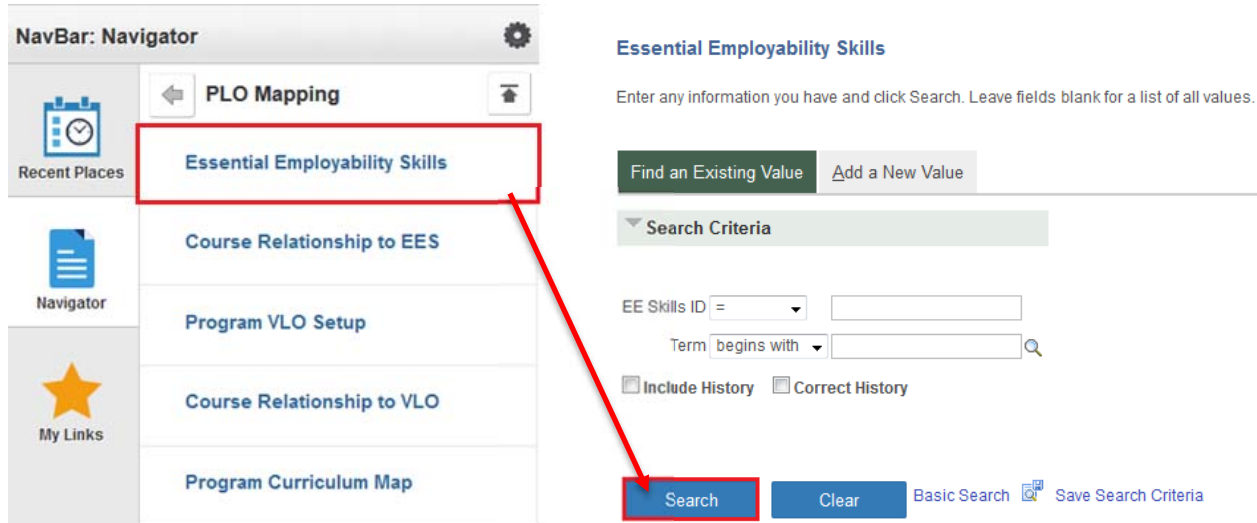
ESSENTIAL EMPLOYABILITY SKILLS

This section will describe the steps required to add, edit, or update an essential employability skill (EES).

ADDING A NEW ESSENTIAL EMPLOYABILITY SKILL

This section will describe the steps required add a new (EES) entry.

1. Click the 'Essential Employability Skills' link and then click the 'Search' button.



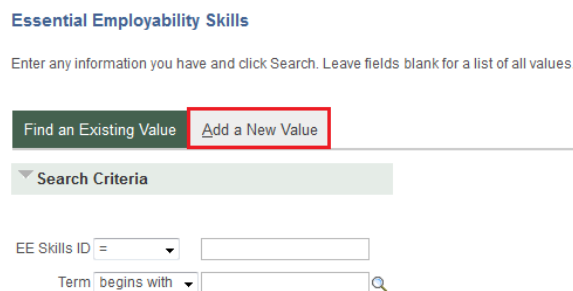
2. Determine the last 'EE Skills ID' by reviewing the search results. In this case the next 'EE Skills ID' number to be used should be 12

Search Results

View All First 1-13 of 13 Last

EE Skills ID	Term	Long Description
1	1149	Communicate clearly
1	1189	Communicate via Social Media
2	1149	Respond to communication
3	1149	Use mathematical operations
4	1149	Solve problems systematically
5	1149	Anticipate and solve problems
6	1149	Document information
7	1149	Analyze information
8	1149	Respect diverse opinions
9	1149	Interact with groups or teams
10	1149	Manage time and resources
11	1149	Take responsibility for self

3. Click the 'Add a New Value' tab at the top of the page.



4. Enter the new ID number into the 'EE Skills ID' field and the term it is effective into the 'Term' field and then click the 'Add' button.

The image shows two side-by-side screenshots of the 'Essential Employability Skills' form. Both screenshots have the title 'Essential Employability Skills' at the top. Below the title are two buttons: 'Find an Existing Value' and 'Add a New Value'. The left screenshot shows the 'EE Skills ID' field and the 'Term' field, both empty, with a magnifying glass icon next to the 'Term' field. A red box highlights the 'Add' button below the form. A red arrow points from this box to the 'Add' button in the right screenshot. The right screenshot shows the 'EE Skills ID' field containing the number '12' and the 'Term' field containing '1189' with a magnifying glass icon. The 'Add' button below the form is also highlighted with a red box.

If the user entered an already existing 'EE Skill ID' and 'Term' the user receives the following error message: 'The value, you tried to add already exists. Select it below if you'd like to update it, or specify a new value in the fields above.'

The image shows a screenshot of the 'Essential Employability Skills' form. The title is 'Essential Employability Skills'. Below the title are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'EE Skills ID' field contains the number '1' and the 'Term' field contains '1149' with a magnifying glass icon. Below the form is an 'Add' button, which is highlighted with a red box. Below the 'Add' button is an error message: 'The value you tried to add already exists. Select it below if you'd like to update it, or specify a new value in the fields above.' Below the error message is a 'Search Results' table with one row: '1 | 1149 | Communicate clearly'.

If the user entered an already existing 'EE Skill ID' but a different 'Term', the application will enter the 'EE Skills ID' but the input screen will be blank. If the user enters any data and subsequently clicks the 'Save' button, the application will update the 'Essential Employability Skills ID' with the saved information effective for the term indicated.

Essential Employability Skills

Outcomes

EE Skills ID: 1

[Find](#) | [View All](#) First ◀ 1 of 1 ▶ Last

*Effective Term: 2015 Fall + -

*Outcome Brief:

Detailed Description:

Save Add Update/Display Include History Correct History

- Enter the EES information into the 'Outcome Brief' and 'Detailed Description' fields. The mandatory fields are 'Effective Term' and 'Outcome Brief'. However, the 'Detailed Description' field is used and displayed on the Course Relationship to EES page and Program Curriculum Map page.

Essential Employability Skills

Outcomes

EE Skills ID: 12

Find | View All First 1 of 1 Last

*Effective Term: 2018 Fall

*Outcome Brief: Lorem ipsum dolor sit amet, consectetur adipiscing elit

Detailed Description:
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc ullamcorper hendrerit sapien nec venenatis. Nam at bibendum nibh. Praesent maximus nec nunc eget malesuada. Donec lacinia orci vel risus ultricies egestas. Vestibulum ut nunc at lacus consectetur consectetur nec in metus.

Field	Character limit	Display location(s)
Effective Term	Prompt: Term table	-Course Relationship to EES -Program Curriculum Map
Outcome Brief	256 characters	-Essential Employability Skills search
Detailed Description	2000 characters	-Course Relationship to EES -Program Curriculum Map

This is how the application will handle this update to EE Skills ID 1.

Entry	Detailed description	Effective periods
1189: Fall 2018	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed tincidunt tempor arcu, eu ornare libero dignissim vitae. Cras in bibendum tellus. Phasellus eleifend odio enim	1189: Fall 2018 until (the next EE Skills ID 12 is entered)

- Click the 'Save' button when complete.

Essential Employability Skills

Outcomes

EE Skills ID: 12

Find | View All First 1 of 1 Last

*Effective Term: 2018 Fall

*Outcome Brief: Lorem ipsum dolor sit amet, consectetur adipiscing elit

Detailed Description:
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc ullamcorper hendrerit sapien nec venenatis. Nam at bibendum nibh. Praesent maximus nec nunc eget malesuada. Donec lacinia orci vel risus ultricies egestas. Vestibulum ut nunc at lacus consectetur consectetur nec in metus.

Save
Return to Search
Add
Update/Display
Include History
Correct History

EDITING AN EXISTING ESSENTIAL EMPLOYABILITY SKILL

This section will describe the steps required to edit an existing essential employability skill (EES) entry. This procedure will need to be followed when an existing entry requires changes for spelling, grammar, errors, or omissions.

1. Click the 'Essential Employability Skills' link and then click the 'Search' button.

The screenshot shows the 'Essential Employability Skills' search interface. On the left, a sidebar contains a 'NavBar: Navigator' with a 'Recent Places' section where 'Essential Employability Skills' is highlighted with a red box. Below it are 'Course Relationship to EES', 'Program VLO Setup', 'Course Relationship to VLO', and 'Program Curriculum Map'. On the right, the 'Essential Employability Skills' search page is shown. It includes a search criteria section with fields for 'EE Skills ID' and 'Term begins with'. The 'Search' button is highlighted with a red box, and a red arrow points from the 'Essential Employability Skills' link in the sidebar to this button.

2. Select the EES that requires editing by **clicking** on any of the blue text within the specific row; this includes columns 'EE Skills ID', 'Term', and 'Long Description'.

Search Results

View All First 1-12 of 12 Last

EE Skills ID	Term	Long Description
1	1149	Communicate clearly
2	1149	Respond to communication
3	1149	Use mathematical operations
4	1149	Solve problems systematically
5	1149	Anticipate and solve problems
6	1149	Document information
7	1149	Analyze information
8	1149	Respect diverse opinions
9	1149	Interact with groups or teams
10	1149	Manage time and resources
11	1149	Take responsibility for self

3. Click the 'Correct History' button.

The screenshot shows the 'Correct History' button in the EES edit interface. The interface displays the search criteria for the selected EES: 'Effective Term: 1149 2014 Fall' and '*Outcome Brief: Use mathematical operations'. Below this is a 'Detailed Description' field containing the text 'Execute mathematical operations accurately.'. At the bottom of the interface, a row of buttons is shown, with the 'Correct History' button highlighted with a red box.

- Perform the necessary edits to the 'Effective Term', 'Outcome Brief', and/or 'Detailed Description' fields and then click the 'Save' button.

Find | View All First 1 of 1 Last

*Effective Term: 1149 2014 Fall

*Outcome Brief: Use math

Detailed Description:
Learn how to use a calculator properly

Save Return to Search Previous in List Next in List Add Update/Display Include History Correct History

UPDATING AN EXISTING ESSENTIAL EMPLOYABILITY SKILL

This section will describe the steps required to update an existing essential employability skill (EES) entry.

Entering a new row to an existing entry by adding a new 'Effective Term' maintains the previous 'EE Skills ID' version and the new version will be used by the application effective by the 'Effective Term' entered. This procedure will need to be followed when the Ministry changes an essential employability skill's description.

- Click the 'Essential Employability Skills' link and then click the 'Search' button.

Essential Employability Skills

Enter any information you have and click Search. Leave fields blank

Find an Existing Value Add a New Value

Search Criteria

EE Skills ID =

Term begins with

Include History Correct History

Search Clear Basic Search Sav

- Select the EES that requires editing by **clicking** on any of the blue text within the specific row; this includes columns 'EE Skills ID', 'Term', and 'Long Description'.

Search Results

View All First 1-12 of 12 Last

EE Skills ID	Term	Long Description
1	1149	Communicate clearly
2	1149	Respond to communication
3	1149	Use mathematical operations
4	1149	Solve problems systematically
5	1149	Anticipate and solve problems
6	1149	Document information
7	1149	Analyze information
8	1149	Respect diverse opinions
9	1149	Interact with groups or teams
10	1149	Manage time and resources
11	1149	Take responsibility for self

- Click the **'Plus'** button found in the top right-hand corner of the EE Skills ID box and then enter text into **'Effective Term'**, **'Outcome Brief'**, and **'Detailed Description'** fields. The mandatory fields are **'Effective Term'**, **'Outcome Brief'**. However, the **'Detailed Description'** field is used and displayed on the Course Relationship to EES page and Program Curriculum Map page.

EE Skills ID: 1

Find | View All First 2 of 2 Last

*Effective Term: 1189

*Outcome Brief: Communicate via Social Media

Detailed Description:
Able to communicate complex thoughts through social media

Field	Character limit	Display location(s)
Effective Term	Prompt: Term table	-Course Relationship to EES -Program Curriculum Map
Outcome Brief	256 characters	-Essential Employability Skills search
Detailed Description	2000 characters	-Course Relationship to EES -Program Curriculum Map

This is how the application will handle this update to EE Skills ID 1.

Entry	Detailed description	Effective periods
1149: Fall 2014	Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.	1149: Fall 2014 until 1185: Spring 2018
1189: Fall 2018	Able to communicate complex thoughts through social media	1189: Fall 2018 until

- Click the **'Save'** button when complete. Notice that this is **'2 of 2'** for **'EE Skills ID'** 1. The user can scroll back to entry #1 by click the **'left arrow'** button.

EE Skills ID: 1

Find | View All First 2 of 2 Last

*Effective Term: 1189 2018 Fall

*Outcome Brief: Communicate via Social Media

Detailed Description:
Able to communicate complex thoughts through social media

Save Return to Search Previous in List Next in List Add Update/Display Include History Correct History

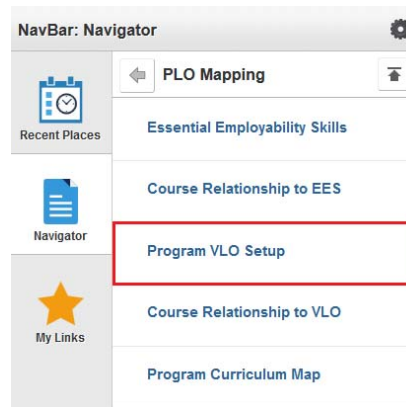
PROGRAM VLO SETUP

This section will describe the steps required to add, edit, or update a Program VLO.

ADDING A VLO FOR A NEW PROGRAM

This section will describe the steps required to add a new Vocational Learning Outcome (VLO) entry. This procedure will need to be followed when there are no program VLOs existing. This will occur for a new program or for a program that was not previously configured.

1. Click the 'Program VLO Setup' link.



2. Enter the program code into the 'Academic Program' field and then click the 'Search' button.

The screenshot shows the 'Program VLO' search interface. At the top, it says 'Program VLO' and 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section is expanded, showing two dropdown menus: 'Academic Program' begins with (highlighted with a red box) and 'Description' begins with. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

If the code is unknown, click on the **magnifying glass** located next to the field and search for the code in the prompt menu. Enter the first part of the program's name in the 'Description' field then click the 'Look Up' button. Select the program by clicking any of the blue text within the specific row (e.g. School of Business, GBE, or Business).

The screenshot shows the 'Look Up Academic Program' search results page. The search criteria are: 'Academic Program' begins with (empty), 'School Name' begins with (empty), and 'Description' begins with 'Business' (highlighted with a red box). The 'Look Up' button is highlighted with a red box. Below the search criteria is a 'Search Results' section with a table of results. The table has three columns: 'School Name', 'Academic Program', and 'Description'. The results are as follows:

School Name	Academic Program	Description
School of Business	GBE	Business
School of Business	BAC	Business - Accounting
School of Business	BHC	Business - Human Resources
School of Business	BAB	Business Admin-Accounting
School of Business	BAA	Business Admin-Marketing
School of Business	BMD	Business Admin-Marketing
School of Business	BAD	Business Administration
School of Business	BDD	Business Administration
CE-General Arts & Sciences	BSK	Business Management Skills

3. If no program learning outcomes exist, the user will receive the message: *'No matching values were found.'* This message is located just below the **'Search'** and **'Clear'** buttons.

Program VLO

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

Academic Program begins with

Description begins with

Include History Correct History Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

No matching values were found.

4. Click on the **'Add a New Value'** tab, enter in the Academic Program code into the **'Academic Program'** field and **'1'** into the **'Vocation Outcome'** field then click the **'Add'** button.

Program VLO

Find an Existing Value **Add a New Value**

Academic Program

Vocation Outcome

Add

- Enter the effective term into the 'Effective Term' field and the VLO information into the 'VLO Description' field. The mandatory fields are 'Vocational Outcome' and 'Effective Term'. However, the 'VLO Description' field is used and displayed on the Course Relationship to VLO page and Program Curriculum Map page.

Program Vocational Learning Outcomes

Academic Program: BDD Business Administration

Find | View All First 1 of 1 Last

*Vocational Outcome:

Find | View All First 1 of 1 Last

Status for Web: Active

*Effective Term:

VLO Description:

Field	Character limit	Display location(s)
Vocational Outcome	2 (numerical only)	-Course Relationship to VLO -Program Curriculum Map
Effective Term	Prompt: Term table	-Course Relationship to VLO -Program Curriculum Map
Status for Web	Select: Active/Inactive	None
VLO Description	2000 characters	-Course Relationship to VLO -Program Curriculum Map

This is how the application will handle this update to EE Skills ID 1.

Entry	Detailed description	Effective periods
1189: Fall 2018	Nulla sed nisi fringilla, fringilla ex et, malesuada lectus. Morbi vestibulum porta leo ac viverra. Cras accumsan odio sed nunc fringilla, sed lobortis nisi consectetur	1189: Fall 2018 until (the next EE Skills ID 12 is entered)

- Click the 'Save' button when complete.

Program Vocational Learning Outcomes

Academic Program: BDD Business Administration

Find | View All First 1 of 1 Last

*Vocational Outcome:

Find | View All First 1 of 1 Last

Status for Web: Active

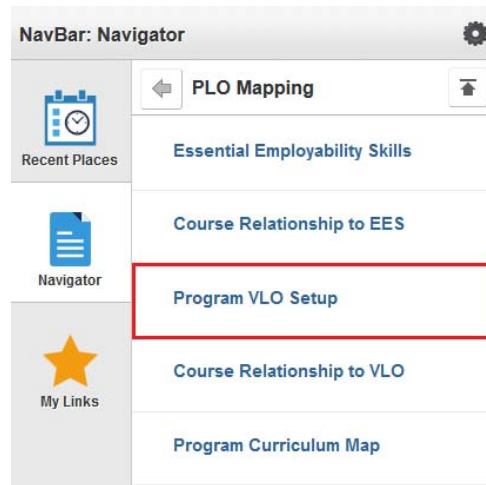
*Effective Term: 2018 Fall

VLO Description:

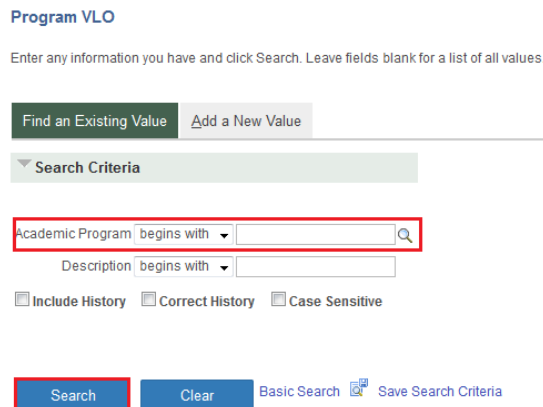
ADDING A VLO FOR AN EXISTING PROGRAM

This section will describe the steps required to add a new vocational learning outcome (VLO) entry. This procedure will need to be followed when there are existing program VLOs. This will occur for previously configured programs.

1. Click the '**Program VLO Setup**' link.



2. Enter the program code into the '**Academic Program**' field and then click the '**Search**' button.

A screenshot of a search form titled 'Program VLO'. Below the title is the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Underneath is a 'Search Criteria' section with a dropdown arrow. The first dropdown is 'Academic Program begins with' with an input field and a magnifying glass icon (highlighted with a red box). The second dropdown is 'Description begins with' with an input field. Below these are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom, there are three buttons: 'Search' (highlighted with a red box), 'Clear', and 'Basic Search' with a magnifying glass icon. To the right of 'Basic Search' is a link 'Save Search Criteria'.

If the code is unknown, click on the **magnifying glass** located next to the field and search for the code in the prompt. Enter the first part of the program's name in the '**Description**' field then click the '**Look Up**' button. Select the program by clicking any of the blue text within the specific row (e.g. School of Business, GBE, or Business).

Program VLO

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value Add a New Value

Search Criteria

Academic Program begins with

Description begins with

Include History Correct History Case Sensitive

 Basic Search Save Search

Look Up Academic Program

Academic Program begins with

School Name begins with

Description begins with

 Basic Lookup

Search Results

View 100 First 1-9 of 9 Last

School Name	Academic Program	Description
School of Business	GBE	Business
School of Business	BAC	Business - Accounting
School of Business	BHC	Business - Human Resources
School of Business	BAB	Business Admin-Accounting
School of Business	BAA	Business Admin-Marketing
School of Business	BMD	Business Admin-Marketing
School of Business	BAD	Business Administration
School of Business	BDD	Business Administration
CE-General Arts & Sciences	BSK	Business Management Skills

- Click the **'Plus'** button found in Vocational Outcome box.

Program Vocational Learning Outcomes

Academic Program: TV Tourism and Global Travel

Find | View All First 1 of 9 Last

*Vocational Outcome: + -

Find | View All First 1 of 1 Last

Status for Web: Active + -

*Effective Term: 1149 2014 Fall

- Enter the vocational outcome number into the **'Vocational Outcome'** field. This number will most likely be the last number in the record sequence (e.g. 10). Then enter the effective term into the **'Effective Term'** field and the vocational learning outcome into the **'VLO Description'** field. The mandatory fields are **'Vocational Outcome'** and **'Effective Term'**. However, the **'VLO Description'** field is used and displayed on the Course Relationship to VLO page and Program Curriculum Map page.

Program Vocational Learning Outcomes

Academic Program: TV Tourism and Global Travel

Find | View All First 2 of 10 Last

*Vocational Outcome: + -

Find | View All First 1 of 1 Last

Status for Web: Active + -

*Effective Term: +

VLO Description: +

Field	Character limit	Display location(s)
Vocational Outcome	2 (numerical only)	-Course Relationship to VLO -Program Curriculum Map
Effective Term	Prompt: Term table	-Course Relationship to VLO -Program Curriculum Map
Status for Web	Select: Active/Inactive	None
VLO Description	2000 characters	-Course Relationship to VLO -Program Curriculum Map

This is how the application will handle this update to EE Skills ID 10.

Entry	Detailed description	Effective periods
1189: Fall 2018	Phasellus placerat eros eget leo tristique fermentum. Nulla aliquam erat sed mi tincidunt, sed accumsan nisl pretium. Proin sed tortor lacinia, lacinia dui eget, suscipit turpis.	1189: Fall 2018 until (the next EE Skills ID 1 is entered)

- Click the **'Save'** button when complete.

Program Vocational Learning Outcomes

Academic Program: TV Tourism and Global Travel

Find | View All First 2 of 10 Last

*Vocational Outcome:

Find | View All First 1 of 1 Last

Status for Web: Active

*Effective Term:

VLO Description:

Save Return to Search Add Update/Display Include History Correct History

EDITING A PROGRAM VLO

This section will describe the steps required to edit a vocational learning outcome (VLO) entry. This procedure will need to be followed when an existing entry requires changes for spelling, grammar, errors, or omissions.

- Click the **'Program VLO Setup'** link.

NavBar: Navigator

Recent Places

Navigator

My Links

PLO Mapping

Essential Employability Skills

Course Relationship to EES

Program VLO Setup

Course Relationship to VLO

Program Curriculum Map

- Enter the program code into the **'Academic Program'** field and then click the **'Search'** button.

Program VLO

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Academic Program begins with

Description begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

If the code is unknown, click on the **magnifying glass** located next to the field and search for the code in the prompt. Enter the first part of the program's name in the 'Description' field then click the 'Look Up' button. Select the program by clicking any of the blue text within the specific row (e.g. School of Business, GBE, or Business).

Look Up Academic Program

Academic Program begins with

School Name begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-9 of 9 Last

School Name	Academic Program	Description
School of Business	GBE	Business
School of Business	BAC	Business - Accounting
School of Business	BHC	Business - Human Resources
School of Business	BAB	Business Admin-Accounting
School of Business	BAA	Business Admin-Marketing
School of Business	BMD	Business Admin-Marketing
School of Business	BAD	Business Administration
School of Business	BDD	Business Administration
CE-General Arts & Sciences	BSK	Business Management Skills

3. Click the 'View All' link found in Vocational Outcome box and then locate the vocational learning outcome that requires changes.

Program Vocational Learning Outcomes

Academic Program: TV Tourism and Global Travel

Find **View All** First 1 of 9 Last

*Vocational Outcome:

Find | View All First 1 of 1 Last

4. Perform the necessary edits to the 'Effective Term', 'VLO Description', and/or 'Status for Web' fields and then click the 'Save' button at the bottom of the page.

*Vocational Outcome:

Find | View All First 1 of 1 Last

Status for Web: Active

*Effective Term: 2014 Fall

VLO Description: Use appropriate technologies to enhance the quality and delivery of tourism products, services and customer experiences, to measure the effectiveness of tourism operations and to participate in tourism development.

Save Return to Search Add Update/Display Include History Correct History

Field	Character limit	Display location(s)
Vocational Outcome	2 (numerical only)	-Course Relationship to VLO -Program Curriculum Map
Effective Term	Prompt: Term table	-Course Relationship to VLO -Program Curriculum Map
Status for Web	Select:Active/Inactive	None
VLO Description	2000 characters	-Course Relationship to VLO -Program Curriculum Map

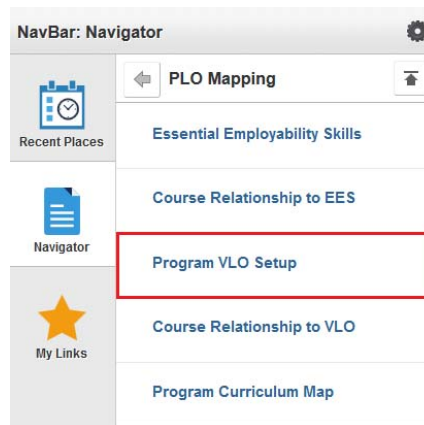
This is how the application will handle this update to EE Skills ID 10.

Entry	Detailed description	Effective periods
1189: Fall 2018	Phasellus placerat eros eget leo tristique fermentum. Nulla aliquam erat sed mi tincidunt, sed accumsan nisl pretium. Proin sed tortor lacinia, lacinia dui eget, suscipit turpis.	1189: Fall 2018 until (the next EE Skills ID 1 is entered)

UPDATING A PROGRAM VLO

This section will describe the steps required to update an existing vocational learning outcome (VLO) entry. Entering a new row to an existing entry by adding a new **'Effective Term'** maintains the previous data and the new data will be used by the application effective by the **'Effective Term'** entered. This procedure will need to be followed when a program updates its vocational learning outcomes through such events as a program and curriculum review recommendation.

1. Click the **'Program VLO Setup'** link.



2. Enter the program code into the **'Academic Program'** field and then click the **'Search'** button.

Program VLO

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Academic Program: begins with

Description: begins with

Include History Correct History Case Sensitive

 Basic Search

If the code is unknown, click on the **magnifying glass** located next to the field and search for the code in the prompt. Enter the first part of the program's name in the 'Description' field then click the 'Look Up' button. Select the program by clicking any of the blue text within the specific row (e.g. School of Business, GBE, or Business).

Look Up Academic Program

Academic Program: begins with []

School Name: begins with []

Description: begins with **Business**

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-9 of 9 Last

School Name	Academic Program	Description
School of Business	GBE	Business
School of Business	BAC	Business - Accounting
School of Business	BHC	Business - Human Resources
School of Business	BAB	Business Admin-Accounting
School of Business	BAA	Business Admin-Marketing
School of Business	BMD	Business Admin-Marketing
School of Business	BAD	Business Administration
School of Business	BDD	Business Administration
CE-General Arts & Sciences	BSK	Business Management Skills

- Click the 'View All' link found in Vocational Outcome box and then locate the vocational learning outcome that requires an update.

Program Vocational Learning Outcomes

Academic Program: TV Tourism and Global Travel

Find **View All** First 1 of 9 Last

*Vocational Outcome: [1]

Find | View All First 1 of 1 Last

- Click the 'Plus' button found in VLO Description box. This 'Plus' button adds a new record to Vocational Outcome 7. The other 'Plus' button found above this one will add another Vocation Learning Outcome (VLO) to the program.

*Vocational Outcome: [7]

Find | View All First 1 of 1 Last

Status for Web: Active

*Effective Term: [1149] 2014 Fall

- Enter text into 'Effective Term' and 'VLO Description' fields. The mandatory field is 'Effective Term'. However, the 'VLO Description' field is used and displayed on the Course Relationship to VLO page and Program Curriculum Map page.

*Vocational Outcome: 7

Find | View All First 2 of 2 Last

Status for Web: Active

*Effective Term: 1189

VLO Description: Etiam lacinia erat quis lorem gravida cursus. Suspendisse eget rhoncus tellus.

Field	Character limit	Display location(s)
Vocational Outcome	2 (numerical only)	-Course Relationship to VLO -Program Curriculum Map
Effective Term	Prompt: Term table	-Course Relationship to VLO -Program Curriculum Map
Status for Web	Select: Active/Inactive	None
VLO Description	2000 characters	-Course Relationship to VLO -Program Curriculum Map

This is how the application will handle this update to VLO Skills ID 10.

Entry	Detailed description	Effective periods
1149: Fall 2014	Keep current with tourism trends and issues, and interdependent relationships in the broader tourism industry* sectors to improve work performance and guide career development.	1149: Fall 2014 until 1185: Spring 2018
1189: Fall 2018	Etiam lacinia erat quis lorem gravida cursus. Suspendisse eget rhoncus tellus.	1189: Fall 2018 until (the next EE Skills ID 7 is entered)

- Click the 'Save' button when complete. Notice that this is '2 of 2' for 'Vocational Outcome' 7. The user can scroll back to entry #1 by click the 'left arrow' button.

*Vocational Outcome: 7

Find | View All First 2 of 2 Last

Status for Web: Active

*Effective Term: 1189

VLO Description: Etiam lacinia erat quis lorem gravida cursus. Suspendisse eget rhoncus tellus.

Save Return to Search Add Update/Display Include History Correct History

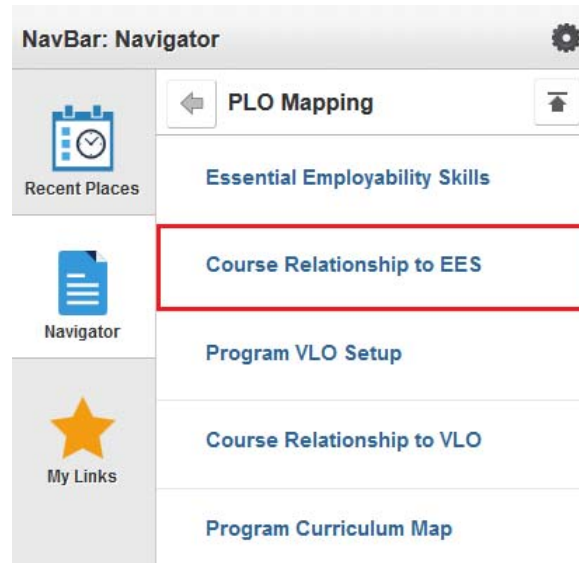
COURSE RELATIONSHIP TO EES

This section will describe the steps required to map (tie) the Essential Employability Skills (EES) to a course within a specific program of study. This mapping uses the curriculum start term (cohort) which begins each academic year (September).

MAPPING A EES TO A COURSE WITHIN A PROGRAM (NEW AND AMENDED)

The user will need to map (tie) each course within a program to the appropriate EES. Each program is distinct. Mapping information is not shared across programs. Courses shared across multiple programs will need to be mapped (tied) to each applicable program.

1. Click the 'Course Relationship to EES' link.



2. Enter the program code into the 'Program' field and the cohort term into the 'Curriculum Start Term' field and then click the 'Search' button. The 'Curriculum Start Term' must be a fall academic term.

Ministry EES for Courses

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Program begins with

Description begins with

Curriculum Start Term begins with

Academic Level

Subject Area begins with

Catalog Nbr begins with

Course ID begins with

Case Sensitive

Term code	Term description
1149	Fall 2014
1159	Fall 2015
1169	Fall 2016
1179	Fall 2017
1189	Fall 2018
1199	Fall 2019
1209	Fall 2020
1219	Fall 2021

If the 'Program code' is unknown, click on the **magnifying glass** located next to the field and search for the code in the prompt. Enter the first part of the program's name in the 'Description' field then click the 'Look Up' button. Select the program by clicking any of the blue text within the specific row (e.g. School of Business, GBE, or Business).

Look Up Program

Academic Program begins with

Description begins with **business**

Look Up Clear Cancel

Basic Lookup

Search Results

View 100 First 1-17 of 17 Last

Academic Program	Description
GBE	Business
BAC	Business - Accounting
BCS	Business - Customer Service
BHC	Business - Human Resources
GBG	Business - Office Systems
BAB	Business Admin-Accounting
BAA	Business Admin-Marketing
BMD	Business Admin-Marketing
BA	Business Administration
BAD	Business Administration

If the 'Curriculum Start Term' code is unknown, click on the **magnifying glass** located next to the field and search for the code in the prompt. Select the term by clicking any of the blue text within the specific row (e.g. 1205, 2020 Spring, or 2020Spring).

Look Up Curriculum Start Term

Term begins with

Description begins with

Short Description begins with

Look Up Clear

Cancel Basic Lookup

Search Results

View 100 First 1-73 of 73 Last

Term	Description	Short Description
9999	End Term - Bvrc Indicator Use	End Term
1225	2022 Spring	2022Spring
1221	2022 Winter	2022Winter
1219	2021 Fall	2021Fall
1215	2021 Spring	2021Spring
1211	2021 Winter	2021Winter
1209	2020 Fall	2020Fall
1205	2020 Spring	2020Spring
1201	2020 Winter	2020Winter
1199	2019 Fall	2019Fall

If the user selected a 'Curriculum Start Term' that was not Fall, the application will return no search results and display the message 'No matching values were found.'

Ministry EES for Courses

Enter any information you have and click Search. Leave fields blank for a list of all val

Find an Existing Value

Search Criteria

Program begins with BAB

Description begins with

Curriculum Start Term begins with **1195**

Academic Level =

Subject Area begins with

Catalog Nbr begins with

Course ID begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

No matching values were found.

- Select the course by clicking any of the blue text within the specific row (e.g. BAB, Business Admin-Accounting, 1189, 2018 Fall, Sem 1, ACCT, 72, 012781, or Introductory Accounting).

Search Results

View All First 1-30 of 30 Last

Program	Description	Curriculum	Start Term	Descr	Academic Level	Subject Area	Catalog Nbr	Course ID	Course Name
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 1	ACCT	72	012781	Introductory Accounting	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 1	BUSN	188	015415	Intro To Bus & Success Strat	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 1	COMM	201	015773	Communications I	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 1	COMP	578	016276	Introductory Computing	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 1	MATH	11	007405	Math Fund. Business Studies	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 1	ORGB	24	016275	Intro to Org. Behaviour	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 2	ACCT	20	006572	Operations Management	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 2	ACCT	22	006027	Management Accounting I	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 2	ACCT	4	006010	Introductory Accounting II	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 2	BUSN	18	006570	Microeconomics	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 2	MGMT	7	008784	Human Resources Admin.	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 2	MKTG	14	008864	Marketing	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 3	ACCT	74	012883	Computerized Accounting I	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 3	ACCT	76	013429	Intermediate Accounting:Assets	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 3	ACCT	77	013430	Finance I	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 3	BUSN	13	006565	Macroeconomics	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 3	LAWS	4	008401	Business and Contract Law	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 4	ACCT	23	006028	Management Accounting II	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 4	ACCT	68	012522	Taxation I	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 4	ACCT	80	013544	Intermediate Acct. Liabilities	

- Enter in the associated EES number that applies to the course in the 'EES Number' column and then click the appropriate checkbox(s) if the EES is meets 'Taught', 'Reinforced' and/or 'Assessed' requirement.

Course Essential Employability Skills

Academic Program: BAB Business Admin-Accounting

Max Units: 45.00

Academic Level: Sem 1

Subject: ACCT 72

Course ID: 012781

Description: Introductory Accounting

Start Term: 1189 2018 Fall

Course Category: Mandatory

Effective Term: 1189 2018 Fall

Active Term	*EES Number	Summary	Taught	Reinforced	Assessed
1	1189		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Active Essential Employability Skills

EES Number	Detailed Description	Effective Term
1	Able to communicate complex thoughts through social media	1189
2	Respond to written, spoken, or visual messages in a manner that ensures effective communication.	1149
3	Execute mathematical operations accurately.	1149
4	Apply a systematic approach to solve problems.	1149

As a reference guide, the application lists all active Essential Employability Skills (EES) in a grid below the mapping grid. The grid includes the 'EES Number', 'Detailed Description', and the 'Effective Term'. The effective term informs the user the last time the 'EES Description' was updated. The default 'Effective Term' is 1149 (Fall 2014). The 'Effective Term' must be equal to or less than the 'Curriculum Start Term'. If the 'Detailed Description' is missing or incorrect refer to the above sections for the steps to add, edit or update an EES.

Active Essential Employability Skills

EES Number	Detailed Description	Effective Term
1	Able to communicate complex thoughts through social media	1189
2	Respond to written, spoken, or visual messages in a manner that ensures effective communication.	1149
3	Execute mathematical operations accurately.	1149
4	Apply a systematic approach to solve problems.	1149

- If a course meets several EES click the **'Plus'** button found on the lefthand side of the grid to add additional rows to the record. If the user had added too many rows click the **'Minus'** button found on the lefthand side of the grid to remove the unused rows.

Active Term	*EES Number	Summary	Taught	Reinforced	Assessed		
1	1189	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

- Click the **'Save'** button at the bottom of the page when the EES mapping is complete. This is an example of a successful EES mapping for the course ACCT 72 in the Business Admin-Accounting program.

Course Essential Employability Skills

Academic Program: BAB Business Admin-Accounting

Max Units: 45.00

Academic Level: Sem 1

Subject: ACCT 72

Course ID: 012781

Description: Introductory Accounting

Start Term: 1189 2018 Fall

Course Category: Mandatory

Effective Term: 1189 2018 Fall

Active Term	*EES Number	Summary	Taught	Reinforced	Assessed		
1	1189	<input type="text" value="1"/> <input type="button" value="Q"/> Communicate via Social Media	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	1189	<input type="text" value="4"/> <input type="button" value="Q"/> Solve problems systematically	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	1189	<input type="text" value="7"/> <input type="button" value="Q"/> Analyze information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>



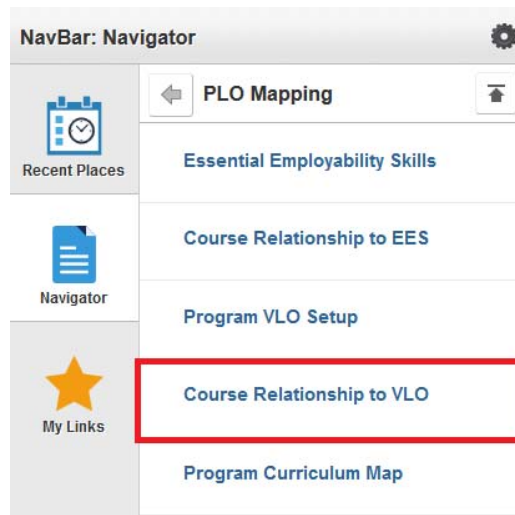
COURSE RELATIONSHIP TO VLO

This section will describe the steps required to map (tie) the vocational learning outcomes (VLOs) to a course within a specific program of study. This mapping uses the curriculum start term (cohort) which begins each academic year (September).

MAPPING A VLO TO A COURSE WITHIN A PROGRAM (NEW AND AMENDED)

The user will need to map (tie) each course within a program to the appropriate VLO. Each program is distinct. Mapping information is not shared across programs; courses shared across multiple programs will need to be mapped (tied) to each applicable program.

1. Click the 'Course Relationship to EES' link.



2. Enter the program code into the 'Program' field and the cohort term into the 'Curriculum Start Term' field and then click the 'Search' button. The 'Curriculum Start Term' must be a fall academic term.

Program VLO for Courses

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Program begins with

Description begins with

Curriculum Start Term begins with

Academic Level =

Subject Area begins with

Catalog Nbr begins with

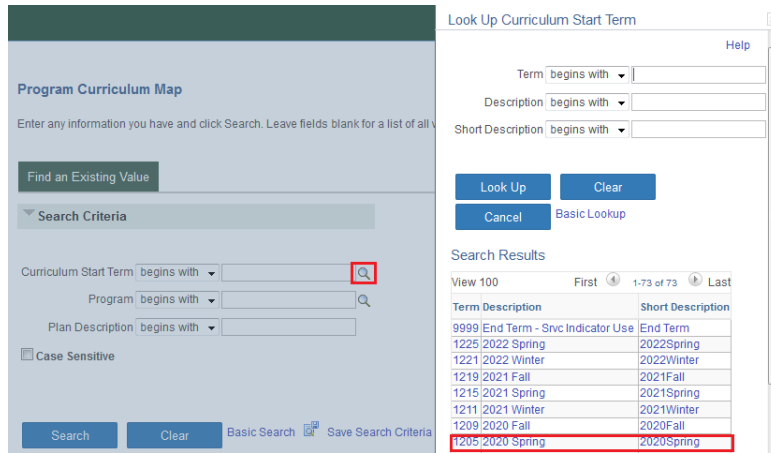
Course ID begins with

Case Sensitive

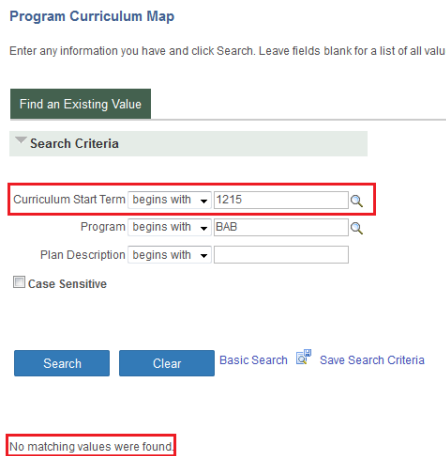
[Basic Search](#)

Term code	Term description
1149	Fall 2014
1159	Fall 2015
1169	Fall 2016
1179	Fall 2017
1189	Fall 2018
1199	Fall 2019
1209	Fall 2020
1219	Fall 2021

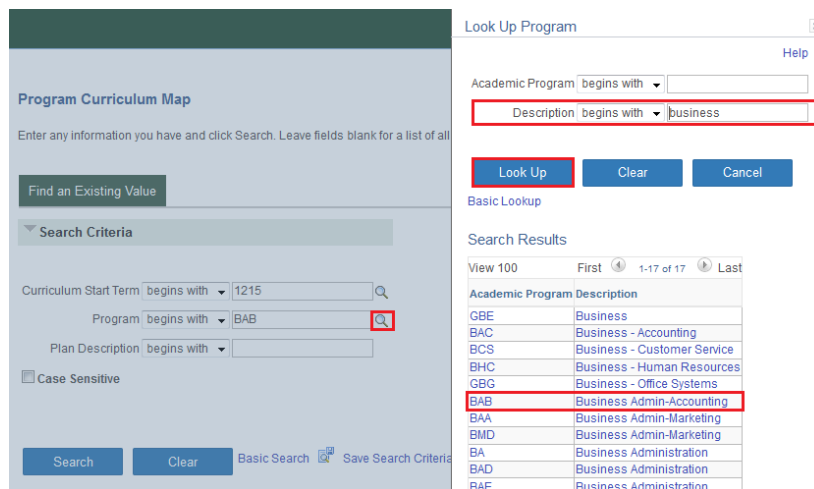
If the 'Curriculum Start Term' code is unknown, click on the **magnifying glass** located next to the field and search for the code in the prompt. Select the term by clicking any of the blue text within the specific row (e.g. 1205, 2020 Spring, or 2020Spring).



If the user selected a 'Curriculum Start Term' that was not Fall, the application will return no search results and display the message 'No matching values were found.'



If the 'Program code' is unknown, click on the **magnifying glass** located next to the field and search for the code in the prompt. Enter the first part of the program's name in the 'Description' field then click the 'Look Up' button. Select the program by clicking any of the blue text within the specific row (e.g. BAB, or Business Admin - Accounting).



- Select the course by clicking any of the blue text within the specific row (e.g. BAB, Business Admin-Accounting, 1189, 2018 Fall, Sem 1, ACCT, 72, 012781, or Introductory Accounting).

Search Results

View All First 1-30 of 30 Last

Program	Description	Curriculum	Start Term	Descr	Academic Level	Subject Area	Catalog Nbr	Course ID	Course Name
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 1	ACCT	72	012781	Introductory Accounting	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 1	BUSN	188	015415	Intro To Bus & Success Strat	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 1	COMM	201	015773	Communications I	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 1	COMP	578	016276	Introductory Computing	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 1	MATH	11	007405	Math Fund. Business Studies	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 1	ORGB	24	016275	Intro to Org. Behaviour	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 2	ACCT	20	006572	Operations Management	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 2	ACCT	22	006027	Management Accounting I	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 2	ACCT	4	006010	Introductory Accounting II	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 2	BUSN	18	006570	Microeconomics	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 2	MGMT	7	008784	Human Resources Admin.	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 2	MKTG	14	008864	Marketing	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 3	ACCT	74	012883	Computerized Accounting I	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 3	ACCT	76	013429	Intermediate Accounting:Assets	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 3	ACCT	77	013430	Finance I	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 3	BUSN	13	006565	Macroeconomics	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 3	LAWS	4	008401	Business and Contract Law	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 4	ACCT	23	006028	Management Accounting II	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 4	ACCT	68	012522	Taxation I	
BAB	Business Admin-Accounting	1189	2018 Fall	Sem 4	ACCT	80	013544	Intermediate Acct. Liabilities	

- Enter in the associated VLO number that applies to the course in the 'VLO Number' column and then click the appropriate checkbox(s) if the VLO meets the 'Taught', 'Reinforced' and/or 'Assessed' requirement.

Course Vocational Learning Outcomes

Academic Program: BAB Business Admin-Accounting Max Units: 45.00 Academic Level: Sem 1
 Subject: ACCT 72 Course ID: 012781
 Description: Introductory Accounting Start Term: 1189 2018 Fall
 Course Category: Mandatory Effective Term: 1189 2018 Fall

Active Term	*VLO Number	Description	Taught	Reinforced	Assessed
1	1189		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Active Vocational Learning Outcomes

VLO Number	VLO Description	Effective Term
1	Record financial transactions in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships, private enterprises, publicly accountable enterprises and non-profit organizations.	1149
2	Prepare and present financial statements, reports and other documents in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships and private enterprises.	1149
3	Contribute to strategic decision-making by applying advanced management accounting concepts.	1149

As a reference guide, the application lists all active vocational learning outcomes in a grid below. The grid includes the 'VLO Number', 'Detailed Description', and the 'Effective Term'. The effective term informs the user the last time the 'VLO Description' was updated. The default 'Effective Term' is 1149 (Fall 2014). The 'Effective Term' must be equal to or less than the 'Curriculum Start Term'. If the 'Detailed Description' is missing or incorrect refer to the above sections for the steps to add, edit or update a VLO.

Active Vocational Learning Outcomes

VLO Number	VLO Description	Effective Term
1	Record financial transactions in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships, private enterprises, publicly accountable enterprises and non-profit organizations.	1149
2	Prepare and present financial statements, reports and other documents in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships and private enterprises.	1149
3	Contribute to strategic decision-making by applying advanced management accounting concepts.	1149

- If a course meets several VLOs click the **'Plus'** button found on the lefthand side of the grid to add additional rows to the record. If the user had added too many rows click the **'Minus'** button found on the lefthand side of the grid to remove the unused rows.

Active Term	*VLO Number	Description	Taught	Reinforced	Assessed		
1	1189	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

- Click the **'Save'** button at the bottom of the page when the VLO mapping is complete. This is an example of a successful VLO mapping for the course ACCT 72 in the Business Admin-Accounting program.

Course Vocational Learning Outcomes

Academic Program: BAB Business Admin-Accounting Max Units: 45.00 Academic Level: Sem 1
 Subject: ACCT 72 Course ID: 012781
 Description: Introductory Accounting Start Term: 1189 2018 Fall
 Course Category: Mandatory Effective Term: 1189 2018 Fall

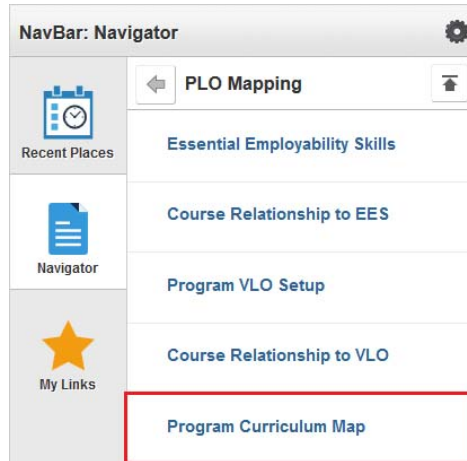
Active Term	*VLO Number	Description	Taught	Reinforced	Assessed		
1	1189	<input type="text" value="1"/>	Record financial transactions in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships, private enterprises, publicly accountable enterprises and non-profit organizations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
2	1189	<input type="text" value="5"/>	Analyze and evaluate organizational structures and the interdependence of functional areas, and contribute to the development of strategies which positively impact financial performance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
3	1189	<input type="text" value="3"/>	Contribute to strategic decision-making by applying advanced management accounting concepts.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

PROGRAM CURRICULUM MAP

This section will describe the steps required to view the results of the EES and VLO mapping. This mapping uses the curriculum start term (cohort) which begins each academic year (September).

USING THE PROGRAM CURRICULUM MAP

1. Click the 'Program Curriculum Map' link.



2. Enter the cohort term into the 'Curriculum Start Term' field and the program code into the 'Program' field and then click the 'Search' button. The 'Curriculum Start Term' must be a fall academic term.

Program Curriculum Map

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Curriculum Start Term begins with

Program begins with

Plan Description begins with

Case Sensitive

Term code	Term description
1149	Fall 2014
1159	Fall 2015
1169	Fall 2016
1179	Fall 2017
1189	Fall 2018
1199	Fall 2019
1209	Fall 2020
1219	Fall 2021

3. The application will automatically load the selected program curriculum map. The user will need to be patient because the application must pull together the program of study and VLO and EES mappings.

Program Curriculum Map

Academic Program: BAB Business Admin-Accounting
Curriculum Start Term: 1189 2018 Fall

Program Grid											
Program of Study		VLO's	EES's								
Program	Start Term	Description	Academic Level	Subject	Catalog	Description	Maximum Units	Course Category	Required	Course ID	
1	BAB	1189	2018 Fall	Sem 1	ACCT	72	Introductory Accounting	45.00	Mandatory	1 of 1	012781
2	BAB	1189	2018 Fall	Sem 1	BUSN	188	Introduction to Business and Success Strategies	60.00	Mandatory	1 of 1	015415
3	BAB	1189	2018 Fall	Sem 1	COMM	201	Communications I	45.00	Mandatory	1 of 1	015773
4	BAB	1189	2018 Fall	Sem 1	COMP	578	Introductory Computing	45.00	Mandatory	1 of 1	016276
5	BAB	1189	2018 Fall	Sem 1	MATH	11	Math Fundamentals for Business Studies	45.00	Mandatory	1 of 1	007405
6	BAB	1189	2018 Fall	Sem 1	ORGB	24	Introduction to Organizational Behaviour	45.00	Mandated Gen Ed	1 of 1	016275


GRID INFORMATION

- The user can click on the 'Program of Study', 'VLO's', or 'EES's' tab to examine the results or click on the 'Show all Columns' button to view all of the results in its entirety.

Program Curriculum Map

Academic Program: BAB Business Admin-Accounting
Curriculum Start Term: 1189 2018 Fall


Program Grid

Program of Study VLO's EES's 

Program Curriculum Map

Academic Program: BAB Business Admin-Accounting
Curriculum Start Term: 1189 2018 Fall

Program Grid


Program of Study VLO's EES's 


- To download the 'Program of Study', 'VLO', and 'EES' results into a single spreadsheet the user first must click on the 'Show all Columns' button and then click on the 'Download to Excel' button. After expanding the grid, the 'Download to Excel' button can be found in the top right-hand corner of the grid. The user may need to scroll right to locate this button.

Program Curriculum Map

Academic Program: BAB Business Admin-Accounting
Curriculum Start Term: 1189 2018 Fall

Program Grid

Program of Study VLO's EES's 

Personalize 

EES 10 EES 11 EES 12



- Column references of the 'Program Curriculum Map' – 'Program of Study Tab'

	Program	Start Term	Description	Academic Level	Subject	Catalog	Description	Maximum Units	Course Category	Required	Course ID
1	BAB	1189	2018 Fall	Sem 1	ACCT	72	Introductory Accounting	45.00	Mandatory	1 of 1	012781
2	BAB	1189	2018 Fall	Sem 1	BUSN	188	Introduction to Business and Success Strategies	60.00	Mandatory	1 of 1	015415
3	BAB	1189	2018 Fall	Sem 1	COMM	201	Communications I	45.00	Mandatory	1 of 1	015773
4	BAB	1189	2018 Fall	Sem 1	COMP	578	Introductory Computing	45.00	Mandatory	1 of 1	016276

Column	Description	Referenced
Program	Program code	MAPS – Program of Study > Academic Program
Start Term	Cohort term code	MAPS – Program of Study > Curriculum Start Term
Description	Cohort term code description	Term Table
Academic Level	Academic level (semester)	MAPS – Program of Study > Academic Level
Subject	Course subject code	Course Catalog
Catalog	Course catalog number	Course Catalog
Description	Course long description	Course Catalog
Maximum Units	Course hours	Course Catalog
Course Category	Course type	MAPS – Program of Study > Course Details
Required	Requirement (groups)	MAPS – Program of Study > Course Details
Course ID	Primary key for course	MAPS – Program of Study > Course Details

- The **'Program Curriculum Map'** contains a **'VLO Details'** grid and **'EES Details'** grid for reference. Each grid can be downloaded into Excel. However, the user will need to download each grid separately and then compile it into a single Excel document.
- The grid includes the **'VLO Number'** / **'EES Number'**, **'Detailed Description'**, and the **'Effective Term'** columns. The effective term informs the user the last time the **'VLO Description'** / **'EES Description'** was updated. The default **'Effective Term'** is 1149 (Fall 2014). The **'Effective Term'** must be equal to or less than the the **'Curriculum Start Term'**. If the **'Detailed Description'** is missing or incorrect refer to the above sections for the steps to add, edit or update a VLO.

VLO & EES INDICATORS: T = TAUGHT R = REINFORCED A = ASSESSED

VLO Details Personalize  		
VLO Number	VLO Description	Effective Term
1	Support an industry and workplace service culture by adopting a positive attitude and professional decorum, accommodating diverse and special needs, and contributing as a team member.	1149
2	Deliver customer service and solutions that anticipate, meet and/or exceed individual expectations, as well as organizational expectations, standards and objectives.	1149

EES Details Personalize  		
EES Number	EES Learning Outcome	Effective Term
1	Able to communicate complex thoughts through social media	1189
2	Respond to written, spoken, or visual messages in a manner that ensures effective communication.	1149

[END OF DOCUMENT]