

STUDENT ACADEMIC STANDING AND ADVANCEMENT

Technology Program: Document Design & Multimedia Technology 412.A0

Students' standing and advancement in any program are governed by the provisions of *Bylaw 8, Academic Success*, the general policy of the College, and by any additional rules set by the Program and approved by the College.

COLLEGE POLICY: GOOD ACADEMIC STANDING IN THE COLLEGE

Each Autumn and Winter semester **Document Design & Multimedia Technology Program** students must pass

- more than 50% of the courses in which they are registered and
- more than 50% of the Professional Program courses in which they are registered.

Document Design & Multimedia Technology Program Courses

Professional Program courses in **BOLD**

Semester 1

412-HSA-03	Analyzing the Job Function
412-HSB-05	Processing Information 1
412-HTG-VA	Introduction to the Web
412-HSE-VA	Business Communication (Written)
412-HSJ-03	Graphic Creation & Digital Image Editing 1 English, Physical Education, French

Semester 2

412-HSN-03	Graphic Creation and Digital Image Editing 2
412-HSF-04	Processing Information 2
412-HSR-VA	Forms Design
602-HTC-03	Oral Communication (French) English, French B, Physical Education, Complementary

Semester 3

350-HSC-04	Interacting in the Workplace
412-HSC-04	Excel
412-HSD-03	Business Communication (Oral)
412-HSM-05	Page Layout 1
412-HSV-VA	Hypertext Documents
602-HTE-VA	Rédaction d'affaires Humanities

Semester 4

412-HSP-04	Training Manual
412-HSQ-04	Page Layout 2
412-HSW-05	Multimedia Presentations 1
412-HSS-03	Report Writing - Level 1 English B, Humanities, Complementary, Physical Education

Semester 5

410-HTA-VA	Introduction to Business
412-HST-03	Report Writing - Level 2
412-HSU-VA	Promotional Documents 1
412-HSZ-05	Internal Publications
412-HSY-03	Multimedia Presentations 2
602-HTF-04	Translation English, Humanities B

Semester 6

412-HSX-VA	Promotional Documents 2
412-HSL-04	Technical Support
412-HTD-VA	Stage/Customer Service Inquiries
412-HTH-VA	Managing Multimedia Projects
412-HTC-03	Workforce Integration & Career Orientation

Students who fail to comply with the College Policy for the first time will be placed on Academic Probation. Students who have previously been on Academic Probation in this Program or any other Program will be suspended from the College.

Vanier College Board of Directors, College By-Law 8: Academic Success, approved December 13, 2005

PROFESSIONAL SUITABILITY IN THE PROGRAM

Since the technology student is being educated for a specific profession, academic performance is not the only criterion for evaluating a student's standing. Individual aptitudes and capabilities may have to be considered in evaluating a student's suitability for a specific technology. Should a student be declared professionally unsuitable, the Faculty Dean may, on the recommendation of the Program, require the student to withdraw from the Program.

Vanier College Administrative Policies And Procedures, 7210-23: Professional Unsuitability, 1999-01-26

ADDITIONAL PROGRAM REQUIREMENTS: STANDING

None

ADDITIONAL PROGRAM REQUIREMENTS: ADVANCEMENT

None

Approval Level	Coordinator/Chair/Dean	Date
<p align="center">Document Design & Multimedia Technology Program 412.A0</p>		
<p align="center">Faculty of Applied Technologies</p>		
<p align="center">Academic Advising Review Committee</p>		
<p align="center">Academic Advisory Committee</p>		
<p align="center">Academic Council</p>		
<p align="center">Effective as of:</p>		