Items Approved by Education Council
January 16, 2020

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Science, Technology, and Health Programs

MATH 314 – 3 – 3   **Calculus and Linear Algebra for Business**
Course revision:
    Calendar description
    Prerequisites
    Hours
Rationale:
This course is necessary for the Post-Baccalaureate Diploma in Marketing and Data Analytics program. We have discovered, however, that there is insufficient time to cover the linear algebra required for the program. Since there is not enough additional material to necessitate a second math course in the program, our

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Continuing Studies Programs

Medical Office Assistant Certificate
Program revision:
> **Calendar description**
> **Admission requirements**
> **Graduation requirements**
> **Addition of courses**
> **Revision of courses**
> **Deletion of courses**
> **Program outline**

Rationale:

The Medical Office Assistant (MOA) certificate program goes through an annual review. During the review process, consultation takes place with an AdHoc Review Committee (ARC) to ensure that the program continues to meet student needs and industry standards for successful employment of the program's graduates. The ARC included current instructors, Interior Health Authority (IHA) and the Divisions of Family Practice.

The Divisions of Family Practice is comprised of community-based groups of family physicians working together to achieve common health-care goals working collaboratively with community and health care partners to enhance local patient care. The Divisions of Family Practice has been expanding within the province of BC, which includes the Interior Health region, and there is a growing need for well-trained MOAs to support the doctors within these practices.

During the most recent review, it was evident that the role of an MOA has changed significantly and OC's MOA Certificate program requires changes in order to be in line with industry's requirements and to prepare graduates of this program to work in this field.

The key findings of the consultation resulted in the following revisions to the MOA Certificate program:

Overview of Revisions: Program Description, Admission Requirements, Graduation Requirements, Course and writtenccomimndicption eociuesemonstrate office proceduebs ahd uim managemen(, a)4pply Descriptions, Course Hours, Learning Outcomes, and Student Assessments.

Deletion of courses: MSCW 110 (Computers in the Workplace), MOA 06 (Medical and Surgical Transcription) and MOA 03 (Medical Office Observation).

Addition of new courses: MOA 101 (Medical Terminology), MOA 102 (Pharmacology), MOA 103 (Computers and Transcription), MOA 106 (Workplace Skills) and MOA 107 (Practicum)

Revised course: MOA 104 (Medical Office Practice management) and MOA 105 (Medical Office Procedures).

The program hours change from 254 to 336; a difference of 82 hours. The addition of a 90-hour practicum contributes to the additional program hours. The addition of a practicum is a requirement for students wanting to work within the Interior health Authority. For students wishing to work in a doctor's office, the practicum will provide valuable hands-on experience to integrate the theory into practice7(ui)7(r)-3(em)-20(en)4(ts)-4(, G)-2(r

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Admission requirements:

Existing	Proposed
BC Secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes. A minimum grade of 60% in one of English 12, Technical and Professional Communications (TPC) 12 or an equivalent Provincial Level ABE English course or a minimum score of 24/40 (Level 4) on the Language Proficiency Index (LPI) test. Note: Communications 12 is not acceptable. Standard First Aid and CPR Level C Keyboarding speed of 40 net wpm	BC secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes. A minimum grade of 60% in one of: English 12, English 12 First Peoples, or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level Adult Basic Education English course; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable. Applicants must provide evidence of a negative tuberculin test, taken no more than six months before the date of application (or evidence of an appropriate follow-up if the test was positive). - A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Graduation requirements:

Existing	Proposed
Students must complete the five core courses with a minimum passing grade of 70% on each course and receive a pass on MOA 03 (Medical Office Observation).	Students must pass the practicum and attain a minimum grade of 70% in each of the other courses in the program.

Addition of courses:
MOA 101 Medical Terminology, MOA 102 Pharmacology, MOA 103 Computers and Transcription, MOA 105 Medical Office Procedures, MOA 106 Workplace Skills, MOA 107 Practicum

Revision of courses:
MOA 104 Medical Office Practice Management Systems

Deletion of courses:
MOA 02 Medical Office Procedures, MOA 03 Medical Office Observation, MOA 06 Medical and Surgical Transcription

Program outline:

Existing	Proposed
MOA 01 Medical Terminology MOA 02 Medical Office Procedures MOA 03 Medical Office Observation MOA 104 Medical Office Practice Management Systems	**MOA 101 Medical Terminology:** This course is designed to provide entry-level proficiency, specific to MOAs, on topics including human anatomy and the ten major body systems. Students will learn basic word structure, prefixes, suffixes, terms pertaining to the body as a whole and those related to general body systems. Abbreviations, an overview of basic medical terminology with an emphasis on the roots of complex terms and symbols, will also be covered. **MOA 102 Pharmacology:** This course examines how medications work, medication classifications, methods of administration and the major medication groups affecting the various body systems. An understanding of the components of a physician's order and using commonly accepted medical abbreviations will also be discussed.

MSCW 110 Computers in the Workplace MOA 06 Medical and Surgical Transcription	**MOA 103 Computers and Transcription:** This course is designed to provide foundational knowledge of computers in the office environment, including word processing, spreadsheets, email and presentation skills. Students will also be introduced to basic transcription skills. **MOA 104 Medical Office Practice Management Systems:** In this course students will learn about managing the flow of information in the medical office and will be introduced to the role of computers. Students will explore the skill of entering patient information, scheduling, coding medical procedures, billing and claims management. Students will have hands-on training in a computer lab and in using practice management computer systems. **MOA 105 Medical Office Procedures:** In this course students will be introduced to the common routines and procedures of a medical office. Students will learn how to book appointments and manage patient records. Students will also learn universal precautions, basic patient care procedures and the components of instrument sterile processing. **MOA 106 Workplace Skills:** This course is designed to introduce students to the basic communication skills used in the workplace. Students will learn how to create a welcoming atmosphere, common factors affecting behaviour, communication strategies for difficult situations and diverse populations. These skills will include written and oral communication, and working with others. **MOA 107 Practicum:** This supervised experience provides the student with an opportunity to integrate the theory into practice at one of several accredited practicum sites. During this hands-on experience, students gain further insights, awareness, and knowledge of the workspace.

Implementation date: April 2020
Cost: N/A

Nursing Unit Assistant Certificate
Program revision:
       Admission requirements
Rationale:
This program revision is to update the admission requirements. A minimum typing speed is not a requirement for any of the courses within the NUA Certificate program; it is strictly an employer requirement. The Interior Health Authority is one of the main employers for the graduates of the NUA program and they have recently changed their typing speed requirement from 50 net wpm to 40 net wpm.   The Continuing Studies Program Coordinators and instructors will ensure that participants of the NUA program are aware that different employers have different employment requirements and they need to be aware that a minimum typing speed is one of those requirements.
Admission requirements:

Existing	Proposed
B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes. English 12 with minimum 60% or alternatives. A minimum grade of 60% in Okanagan College's Continuing Studies'	

Continuing Studies' Computer Fundamentals challenge test Applicants must provide evidence of a negative tuberculin test, taken no more than six months before the date of application (or evidence of an appropriate follow-up if the test was positive.) Keyboarding speed of 50 net wpm. A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.	Continuing Studies' Computer Fundamentals challenge test Applicants must provide evidence of a negative tuberculin test, taken no more than six months before the date of application (or evidence of an appropriate follow-up if the test was positive.) A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Implementation date: April 2020
Cost: N/A

Arts and Foundational Programs

IALG 011 – 112 hours   **Introductory Algebra 011**
Course revision:
        Prerequisites
Rationale:
To make prerequisites match with the other equivalent courses, Mathematics 080 and Mathematics 084.
Currently, IALG 011 has a minimum grade of 80% in Mathematics 072. We are adding Mathematics 070 as
a prerequisite and then ringing both Mathematics 070 and Mathematics 072 prerequisites to a minimum of
60%.
Prerequisites:

Existing	Proposed
ABE MATH 072[1] or ABE MATH 084[2] [1] minimum grade of 80 required [2] minimum grade of 60 required Also offered by Distance Education	ABE MATH 070[1] or ABE MATH 072[1] or level 5 on the MSI (MATH Skills Indicator) [1] minimum grade of 60 required

Implementation date: January 2020
Cost: N/A

MATH 080 – 160 hours   **Mathematics 080**
Course revision:
        Prerequisites
Rationale:
To make prerequisites match with the other equivalent courses, Mathematics 084 and Introductory Algebra
011. Currently, Math 080 has a minimum grade of 70% in Mathematics 070 and Mathematics 072. We are
bringing all prerequisites to the minimum of 60%
Prerequisites:

Existing	Proposed
ABE MATH 070[1] or MATH 072[1] or level 5 on the MSI (Math Skills Indicator) [1] minimum grade of 70 required	ABE MATH 070[1] or MATH 072[1] or level 5 on the MSI (MATH Skills Indicator) [1]

Program outline:

Existing:	Proposed:

General Selection Criteria

Updating Calendar Language

That Education Council empowers the Registrar to update existing Calendar copy to use inclusive language.