

Fanshawe College

FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

Documentation (Approvals etc...)

Office Administration - Health Services

2021

OAM4 Curriculum Modification for 2022-23

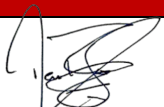


Fanshawe College

Follow this and additional works at: https://first.fanshawec.ca/cae_infotech_officeadminhs_documentation

CURRICULUM MODIFICATION REQUEST FORM

COURSE OR PROGRAM CURRICULUM "RATIONALE FOR CHANGE"

Program Requiring Changes

Program Title: Office Administration – Health Services		
Program Number: OAM4	Date Submitted: Click here to enter a date.	
Dean responsible for program: Mary Pierce	Associate Dean: Dev Sainani	
Credential Provided: <input type="checkbox"/> Declaration of Academic Achievement <input type="checkbox"/> Local Certificate <input type="checkbox"/> Ontario College Certificate <input checked="" type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Grad Certificate <input type="checkbox"/> Degree <input type="checkbox"/> Apprenticeship		
Program Intakes: <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> W <input type="checkbox"/> S Other:	Catalogue Year(s) Impacted: 20223	
Residency Requirement: <input checked="" type="checkbox"/> Met or <input type="checkbox"/> Not Met	Date of Last Program Review: 2019/20	
<i>I have read the reasons for the change and...</i>	<i>Signature and date</i>	
Associate Dean of School:	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Dean of Faculty (Lead program):	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Dean of Faculty (Affiliate program-impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Senior Vice President Academic (required for major changes and late DAs):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Director, Centre for Academic Excellence:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	 December 2, 2021
Office of the Registrar:	<input type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	
Notes:		

Please answer each of the questions below, if applicable. Missing or incomplete information may delay review of the proposed changes.

1.0 Describe proposed change(s). Complete Appendix A (if necessary), Appendix B and amend SDAR (Refer to Appendix C).

Name changes to both courses to better reflect the content of the courses. Medical terminology is only one component of medical language. Additionally, the following topics are covered: medical ethics, medical confidentiality, anatomy, physiology, pathology, pharmacology; surgical studies; diagnostic studies, medical abbreviations, vital signs, and in-office medical procedures (vital signs, urine dips).

2.0 Reason/Rationale for Changes

2.1 The reason for the change is based on:

- A recent program review
- Program Advisory Committee feedback
- Student feedback
- KPI results
- Accreditation or other regulatory requirements
- Shared curriculum
- Trends in the field/industry
- Other (please describe):

2.2 Does the change support the College's Strategic Framework (mission, vision, values)?

- Yes
- No (If no, please explain)

2.3 What strategic goal(s) does the proposed change support?

- Goal 1 – Enhance innovative practices for exceptional student learning
- Goal 2 – Manage enrolment growth
- Goal 3 – Optimize use of resources
- Goal 4 – Build sustainable sources of alternative revenue

3.0 Students

3.1 Will the change affect the cost of the program for students?

- Yes
- No

3.2 If yes, there will be an additional cost for:

- Materials (Include details):
- Equipment (Include details):
- Other (Please describe):

4.0 Program Learning Outcomes

4.1 Will the proposed change meet the Program Vocational Learning Outcomes? (Complete Appendix B and mark the changes in the mapping [e.g. red font])

- Yes
- No

4.2 Are there any implications related to progression because of pre-requisite courses (and/or co-requisite courses)?

- No
- Yes (If yes, please explain)

5.0 Relationships with Other Programs

5.1 Are any of the courses impacted by the change provided by another School (e.g., SLLS, LKSB) and/or delivered at another campus?

- No
- Yes

5.2 What Schools/Campuses will be impacted by the proposed change?

- Lawrence Kinlin School of Business
- School of Information Technology
- School of Contemporary Media
- School of Design
- School Digital and Performing Arts
- School of Tourism, Hospitality and Culinary Arts
- School of Community Studies
- School of Health Sciences
- School of Nursing
- School of Public Safety
- Donald J. Smith School of Building Technology
- Norton Wolf School of Aviation Technology
- School of Applied Sciences and Technology
- School of Transportation Technology and Apprenticeship
- School of Language and Liberal Studies
- English Language Institute

- London South Campus
- Simcoe/Norfolk Regional Campus
- St Thomas/Elgin Regional Campus
- Woodstock/Oxford Regional Campus
- Huron/Bruce Regional Sites

5.3 Will the change affect pathway agreements (e.g., bridging, articulations, laddering, advanced standing) with other Fanshawe program(s) and/or other institution(s)?
(Refer to the pathway agreements listed here: <http://transferagreements.fanshawec.ca/>)

- No
- Yes (If yes, indicate when you will notify the other Fanshawe program(s) and/or other institution(s) and the Pathways Coordinator in the Centre for Academic Excellence of the change)

5.4 If this program is a Co-Operative Education program, will the proposed change impact Co-op?

- No
- Yes (If yes, consult with the Co-op office prior to submission)

6.0 Resource Implications of Proposed Changes

6.1 Will the proposed change have staffing implications?

- No
- Yes (If yes, please explain)

6.2 Will the proposed change impact any of the Enabling areas?

- No
- Yes (If yes, please explain)

6.3 Will the proposed change affect space and/or technology requirements?

- No
- Yes (If yes, please explain)

7.0 General College Requirements

7.1 Are changes consistent with Colleges policies?

- Yes
- No (If no, please explain)

7.2 Will the program meet the General Education requirements (Policy A126) as listed below?

- No

Yes

Local Certificate, Ontario College Certificate and Graduate Certificate - none required)	Diploma - 3 required (minimum of 1 must be an elective)	Advanced Diploma - 4 required (minimum of 2 must be electives)
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7.3 Will the program have 25% distinct curriculum to meet the Residency Requirement of 25% credit units? Consider all pathway agreements (e.g., bridging, internal articulations, laddering, advanced standing) with other Fanshawe programs and/or other institutions.

No

Yes

Note: In accordance with POLICY NUMBER: A122 Graduation from Approved College Programs

...to be eligible for any College Credential a student must be enrolled and complete at least 25% of that program's credit units at Fanshawe College, unless stipulated differently by other approving bodies such as the Postsecondary Education Quality Assessment Board (PEQAB).

7.4 Indicate:

i) Total program hours before proposed change: no change

ii) Total program hours after proposed change: no change

iii) Level(s) in which the proposed change(s) occurs: 3 & 4

7.4.1 Are the total program hours consistent with the requirements as listed below?

Yes

No (If no, please explain)

Local Certificate - 300 hours	Ontario College Certificate - 600 hours
Diploma - 1200 to 1400 hours	Advanced Diploma - 1800 to 2100 hours
Graduate Certificate - 600 hours	DOAA – 120 to 200 hours

APPENDIX A: PROPOSED CURRICULUM MODIFICATION

Course Code	Existing DA Courses	Total Hours	Total Credits	Describe proposed changes	Course Code	Proposed DA Courses	Total Hours	Total Credits
Level 1								
TOTAL		0	0		TOTAL		0	0
Level 2								
TOTAL		0	0		TOTAL		0	0
Level 3								
ADMN-1042	Medical Terminology 1	45	3	New course code/title to reflect updated content	ADMN-1050	Medical Concepts & Language 1	45	3
TOTAL		45	3		TOTAL		45	3
Level 4								
ADMN-5005	Medical Terminology 2	50	3	New course code/title to reflect updated content	ADMN-5007	Medical Concepts & Language 2	50	3
TOTAL		50	3		TOTAL		50	3
Level 5								
TOTAL		0	0		TOTAL		0	0
Level 6								
TOTAL		0	0		TOTAL		0	0

PROGRAM TOTAL

50	3
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PROGRAM TOTAL

50	3
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COMMS - Vocational Learning Outcomes by Program, Level and Course

Program Name: Office Administration Health Services

Program Code: OAM4 (OAM4-ITY-20212)

Academic Year: 2021-2022

Date Generated: 11/16/2021 1:17:19 PM

Only Display Core Courses:

Level 1

Course Number	Course Name	1	2	3	4	5	6	7	8	9
ACCT-1034	Accounting Fundamentals	I	I	I			I			
ADMN-1014	Administrative Documentation 1		I	I	I			I		
BUSI-1156	Strategies for Success	I	I						I	
MATH-1143	Fundamental Math for Business		B	B			C			
WRIT-1032	Reason & Writing Business 1									
WRIT-1034	Reason & Writing 1-EAP									

Level 2

Course Number	Course Name	1	2	3	4	5	6	7	8	9
ACCT-3045	Accounting 2						IBC			
ADMN-1013	Office Procedures & Strategies	I	B	B	C	B		I	B	
ADMN-3006	Administrative Documentation 2	B	B	B	B	B		B		
COMM-3079	Comm for Office Admin									
COMP-1100	Spreadsheet Design	B	BC				B	B		
COMP-3019	Principles of Presentations	B	IBC							

Level 3

Course Number	Course Name	1	2	3	4	5	6	7	8	9
ACCT-3049	Electronic Scheduling/Billing1	B	B	B	B	B	B	B	B	
ADMN-1042	Medical Terminology 1	B	B	B	B	B	B	B	B	B
ADMN-1050	Medical Concepts & Language 1	B	B	B	B	B	B	B	B	B
ADMN-3014	Medical Office Procedures 1	B	B	B	B	I		B	B	
COMP-5047	Med Spreadsheet Applications	BC	BC	BC		BC		BC		

Level 4

Course Number	Course Name	1	2	3	4	5	6	7	8	9
ACCT-5016	Electronic Scheduling/Billing2	C	C	C	C	C	C	C	C	C
ADMN-5004	Medical Office Procedures 2	C	C	C	B	C		C	C	C
ADMN-5005	Medical Terminology 2	C	C	C	C			C	C	C

ADMN-5007	Medical Concepts & Language 2	C	C	C	C			C	C	C
COMP-5049	Medical Database Management	I	IB	IBC		IBC				
COMP-5066	Medical Transcription	C	B	C	B	B		B		B
WRKE-5001	Medical Work Placement	C	C	C	C	C	C	C	C	C

Vocational Learning Outcomes

- 1 conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics.
- 2 manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities.
- 3 coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information.
- 4 operate and provide support to others related to the use of office equipment and technologies.
- 5 evaluate, establish and administer health records management systems to ensure confidential, secure, accessible and organized electronic and paper records.
- 6 produce financial and client billing records for health services by compiling relevant information and using accounting software.
- 7 produce health documents and reports using available technologies and applying industry standards.
- 8 use interpersonal and client service skills to respond to the diverse needs of clients, their family members and the health care team.
- 9 identify and use non-invasive clinical tasks to support effective and efficient health service operations.

Legend

- I Introductory
- B Building
- C Culminating

Degree Audit Report

Catalog: 2022/2023

Program: OAM4

Name: Office Administration - Health Services

Department: ITY - Information Technology

Academic Level: PS

CCD: 8 - 4AcadSem/1200-1400hrs

Credential: Ontario College Diploma

Grade Scheme: LG2

Major: OAM4 - Office Admin - Health Services

Div: ITY - Information Technology Division

Co-Op Indicator: N/A

Academic Program Requirement

Total Credits: 79.60

Residency Reqmt: 20.00

GPA Requirement: 2.00

Residency Reqmt GPA: 2.00

Minimum Grade: D

Academic Requirement: OAM4.22 Office Administration - Health Services

Major: OAM4

Grade Scheme: LG2

Minimum GPA: 2.00

Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:

Group 1

	Total Hours	Total Credits	GE
ACCT-1034 Accounting Fundamentals	60.00	4.00	
ADMN-1014 Administrative Documentation 1	56.00	4.00	
MATH-1143 Fundamental Mathematics for Business	42.00	3.00	
BUSI-1156 Strategies for Success	14.00	1.00	
MGMT-3052 Understanding Workplace Behaviours	45.00	3.00	**

Group 2

TAKE WRIT-1032 OR WRIT-1034

	Total Hours	Total Credits	GE
WRIT-1032 Reason & Writing Business 1	45.00	3.00	
WRIT-1034 Reason & Writing 1-EAP	60.00	4.00	

Subrequirement: Level 2

Take all of the following Mandatory Courses:

	Total Hours	Total Credits	GE
ACCT-3045 Accounting 2	60.00	4.00	
ADMN-3006 Administrative Documentation 2	56.00	4.00	
ADMN-1013 Office Procedures & Strategies	60.00	4.00	
COMP-1100 Spreadsheet Design & Production	42.00	3.00	
COMP-3019 Principles of Dynamic Presentations	42.00	3.00	
COMM-3079 Communications for Office Administration	45.00	3.00	

Subrequirement: Level 3

Gen Ed - Take a 3 credit General Education elective course Take all of the following Mandatory Courses:

Degree Audit Report

	Total Hours	Total Credits	GE
ADMN-3014 Medical Office Procedures 1	75.00	5.00	
ADMN-1042 Medical Terminology 1	45.00	3.00	
ADMN-1050 Medical Concepts & Language 1	45.00	3.00	
COMP-5047 Medical Spreadsheet Applications	42.00	3.00	
ADMN-3002 Canadian Business in the Global Economy	45.00	3.00	**
ACCT-3049 Electronic Scheduling & Billing1	42.00	3.00	
SFTY-1056 General Health & Safety Field Placement	2.00	0.00	

Subrequirement: Level 4

Take all of the following Mandatory Courses:

	Total Hours	Total Credits	GE
ACCT-5016 Electronic Scheduling & Billing 2	30.00	2.00	
ADMN-5004 Medical Office Procedures 2	50.00	3.00	
ADMN-5005 Medical Terminology 2	50.00	3.00	
ADMN-5007 Medical Concepts & Language 2	50.00	3.00	
COMP-5049 Medical Database Management	40.00	3.00	
WRKE-5001 Medical Work Placement	180.00	6.60	
COMP-5066 Medical Transcription	40.00	3.00	

Subrequirement: Gen Ed - Electives

Take 3 General Education Credits - Normally taken in Level 3

Subrequirement: Program Residency


Students Must Complete a Minimum of 20 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program



Approved By Chair/Manager:

School of Information Technology | 2021-12-01

Department and Date:

Approved by Dean: 

Date: December 1, 2021

Date:

General Education Approved By(as appropriate):