



Vancouver Community College Education Council  
 Meeting Agenda  
 March 7, 2023  
 3:30–5:30 p.m. Videoconference  
<https://vcc.zoom.us/j/66323468506>

Topic	Action	Speaker	Time	Attachment	Page
<b>1. CALL TO ORDER</b>		N. Mandryk			
<b>2. ACKNOWLEDGEMENT</b>		G. Sarnoh			
<b>3. ADOPT AGENDA</b>	Approval	N. Mandryk	1 min	✓	<b>1-2</b>
<b>4. APPROVE PAST MINUTES</b>	Approval	N. Mandryk	1 min	✓	<b>3-7</b>
<b>5. ENQUIRIES &amp; CORRESPONDENCE</b>	Info	N. Mandryk	1 min		
<b>6. BUSINESS ARISING</b>					
a. Budget Update	Info	J. Choi	15 min		
b. Annual Update – Deans & Directors: Part 2	Info	J.-E. Zakoor, T. Morgan L. Griffith, S. Lew	30 min		
c. Duolingo English Language Assessment	Approval	D. McMullen	10 min	✓	<b>8-9</b>
d. English Language Proficiency Equivalencies: Addition of Pearson Test of English (PTE) and English 10	Approval	D. McMullen	15 min	✓	<b>10-11</b>
e. Guiding Questions for EdCo Curriculum Approvals	Info	N. Mandryk	5 min		
<b>7. COMMITTEE REPORTS</b>					
<b>a. Curriculum Committee</b>					
i. New Course: ACED 0715 Previous Work and Job Skills	Approval	C. Reeves	5 min	✓	<b>12-16</b>
ii. Program Update: Medical Transcription and Documentation Editing Certificate	Approval	J. Slade, L. Forde	5 min	✓	<b>17-71</b>
<b>b. Policy Committee</b>	Info	S. Kay	5 min		
<b>c. Education Quality Committee</b>	Info	T. Rowlatt	5 min		
<b>8. RESEARCH UPDATE</b>	Info	A. Copp	5 min		

	<b>Topic</b>	<b>Action</b>	<b>Speaker</b>	<b>Time</b>	<b>Attachment</b>	<b>Page</b>
9.	<b>CHAIR REPORT</b>	Info	N. Mandryk	5 min		
10.	<b>STUDENT REPORT</b>	Info	G. Sarnoh	5 min		
11.	<b>NEXT MEETING &amp; ADJOURNMENT</b>	Info	N. Mandryk	1 min		

Special Meeting:

March 16, 2023, 3:30-4:30 p.m.

Next regular meeting: April 11,  
2023, 3:30-5:30 p.m.



**ATTENDANCE**

**Education Council Members**

Ali Oliver	Dennis Innes	Shirley Lew
Andy Sellwood	Heidi Parisotto	Todd Rowlatt
Dave McMullen	Louise Dannhauer	Vivian Munroe
David Wells	Marcus Ng	

**Regrets**

Belinda Kaplan	Janita Schappert	Sonal Singh
Derek Sproston	Natasha Mandryk (Chair)	
Gabby Sarnoh	Sarah Kay (Vice-Chair)	

**Guests**

Aastrid Evensen	Jennifer Cummins	Marnie Findlater
Adrian Lipsett	Jennifer Gossen	Nicole Degagne
Andrew Dunn	Jo-Ellen Zakoor	Patris Aghakian
Brenda Carmichael	John Demeulemeester	Pervin Fahim
Clay Little	Karen Brooke	Reza Nezami
Clayton Munro	Ken McMorris	Stefan Nielsen
Dawn Cunningham Hall	Lucy Griffith	Taryn Thomson
Feras Ghesen	Maria Klassen	Vincent Chauvet
Herbie Atwal	Mark Chiarello	

**Recording Secretary**

Darija Rabadzija

**1. CALL TO ORDER**

- The meeting was called to order at 3:31 p.m. A. Sellwood chaired the meeting on behalf of N. Mandryk.

**2. ACKNOWLEDGEMENT**

- D. Innes acknowledged the College’s location on the traditional and unceded territories of the x̣m̄əθk̄əȳ əm (Musqueam), Sk̄wx̄ wú7mesh (Squamish), and səliłw̄ ətaʔt̄ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

**3. ADOPT AGENDA**

**MOTION:** THAT Education Council adopt the February 14, 2023 agenda as amended. Item 6b) was revised (from “New Program” to “Program Information”) since discussions about the Interpreting Diploma program are ongoing.

**Moved by D. Wells, Seconded & CARRIED (Unanimously)**

**4. APPROVE PAST MINUTES**

**MOTION:** THAT Education Council approve the January 10, 2023 minutes as presented.

**Moved by V. Munroe, Seconded & CARRIED (Unanimously)**

## 5. ENQUIRIES & CORRESPONDENCE

- There were none.

## 6. BUSINESS ARISING

### a) Annual Update – Deans & Directors: Part 1

- Annual updates were presented by J. Gossen, Director of International Education; D. McMullen, Registrar; and C. Munro, AVP, Student and Enrolment Services. This year, presentations focused on providing context and themes for EdCo to consider related to curriculum and educational policy.
- There were questions about capacity to accommodate growth in International Education. There is pent-up demand following the pandemic, and the conversion rate (students accepting offers of admission) has been higher than forecast, due to changes to the student visa application process and shorter processing times by IRCC (Immigration, Refugees and Citizenship Canada). The recent addition of an additional cohort on short notice was accomplished in close collaboration with the department. There are regular conversations between International Education and the Registrar's Office to coordinate seat allocation between international and domestic students.
- There were discussions about incorporating mental health and well-being considerations into curriculum and policy, as well as around program promotion and student recruitment.

### b) Program Information: Sign Language Interpreting Diploma

- D. Wells reported on current developments around Douglas College's (DC) Sign Language Interpreting Diploma, which operates on a 1+2 year model: Most students in this program are graduates of VCC's long-standing 10-month ASL and Deaf Studies Certificate who continue their studies for another 2 years at DC.
- Due to low enrolment, DC has suspended the fall 2023 intake. There are discussions about the possibility of transferring the program to VCC for this fall, and to create a combined program structure at VCC. There are very few other options for ASL interpreter training in Canada, and several institutions have suspended their programming.
- There is a tight timeline to transfer the program, and discussions are in progress among DC, VCC and the province. Wide consultation will take place, including with the Westcoast Association of Visual Language Interpreters (WAVLI). The proposal to transfer the program requires approval by both colleges' governance bodies; discussions at DC's Education Council and Board of Governors are scheduled for March.

### c) First Draft Enrolment Plan 2023–2024

- D. Wells presented the first draft of the Enrolment Plan. It was noted that some numbers in the current draft will be revised, particularly in course-based offerings in the School of Arts & Sciences (LINC, EAL, ABE, CF, UT, etc.). Budgeted FTE numbers listed are too low, compared to budgeted registrations, since some data on contact hours was missing. These numbers will be recalculated for the next draft.
- Overall, numbers are relatively consistent. Some fluctuation in trades can be attributed to changes in the proportion of international and domestic students. Contract delivery in health sciences can make these numbers more challenging to forecast.
- In line with the previous discussion about increased international student demand, questions were raised regarding capacity to accommodate and support rapid growth, particularly in Continuing Studies and Hospitality, Food Sciences and Applied Business. Challenges around space, particularly computer labs, were discussed. Space utilization is being analyzed, and some programs are considering a move towards use of student-owned laptops.

- There were questions about significant differences between budgeted numbers and actuals from last year in several areas (Baking, AST, and Hair apprenticeships; Drafting; missing Nail Technology numbers). Some apprenticeship courses are budgeted but did not run last year due to low enrolment; there are discussions with SkilledTradesBC around industry needs.  
D. Wells will follow up with deans on the questions raised. Further inquiries can be directed to A. Sellwood or N. Mandryk.

#### **d) Annual Affiliation Agreements Update**

- D. Wells presented the annual update and suggested creating a framework for different types of affiliation agreements.
- Questions were raised about International Education referring students to private language schools for English language instruction, and whether the option of providing equivalent training in house has been explored. There have been conversations in this regard, including at EdCo meetings in 2019.

#### **e) Affiliation Agreements with Private Institutions – School of Hospitality, Food Studies & Applied Business**

- D. Innes reported on affiliation agreements with private institutions, particularly in hospitality management. Articulation agreements allow students to either transfer into year 2 of VCC's diploma program, or to ladder into VCC's degree program after completion of a 2-year diploma at a private institution. The experience has been positive; transfer students tend to be successful, as they are well prepared due to previous study and/or work experience. The additional pool of applicants has enabled VCC both to mitigate attrition and expand the number of cohorts. Private institutions benefit from being able to market pathways into VCC's internationally recognized hospitality management programs.
- It was emphasized that private institutions are thoroughly vetted before an agreement is signed. A number of existing agreements were put in place in collaboration with the Registrar's Office and International Education, but without governance approval. The College and Institute Act outlines the roles of Education Council and the Board of Governors in approving agreements. Conversations are underway to align the current process with governance requirements and bring existing agreements into compliance.

#### **f) Articulation Agreement with CCTB (Canadian College of Technology and Business) for Computer Systems Technology Diploma**

**MOTION:** THAT Education Council approve the Computer Systems Technology Articulation Agreement with Canadian College of Technology and Business (CCTB) and forward it to the Board of Governors for joint approval.

**Moved by D. Wells, Seconded & CARRIED (Unanimously)**

- F. Ghesen presented the articulation agreement, which will create an option for students who have completed the first term at CCTB to transfer into term 2 of VCC's Computer Systems Technology Diploma (CST). This will enable the CST program to fill vacant seats and mitigate attrition. Multiple College areas were consulted, including the Registrar's Office, International Education, and Marketing. Course outlines were reviewed by Curriculum Committee to ensure alignment of learning outcomes.
- It was confirmed that international students completing the program at VCC will be eligible for a post-graduate work permit (PGWP) since they will complete 4 (out of 5) terms at VCC.

#### **g) Program Suspension: Teaching Online Certificate**

**MOTION:** That Education Council recommend the Board of Governors suspend the Teaching Online Certificate program, effective March 29, 2023.

**Moved by L. Dannhauer, Seconded & CARRIED (Unanimously)**

- K. Brooke presented the proposal to suspend the Teaching Online Certificate (TOC). The program was developed following the renewal of the Provincial Instructor Diploma Program (PIDP) and Online/eLearning Instruction Certificate (ONEL) in 2018/19. At that time, it was felt that online teaching should remain separate from the general PIDP. However, the pandemic has led to a significant shift towards online teaching as the norm.
  - The courses developed for the TOC are also offered as electives in the PIDP, with good uptake. However, enrolment in the separate TOC program has been too low to make this program viable. The proposal is to suspend the TOC but continue offering the courses as electives in the PIDP. The department is working on a plan to teach out the TOC to enrolled students.
  - It was suggested to consider offering higher-level/advanced training in online teaching in the future.
- A. Oliver left the meeting at 5:06 p.m.

#### **h) Concept Paper: Automotive Parts and Service Management Diploma**

- L. Griffith presented the concept paper for this new program, which will prepare students for success in a variety of roles within the automotive industry, including parts and service management, parts sales and service, and customer service. This program is also an option for those with experience in the automotive industry looking to advance their careers. There is industry demand for these roles, and Program Advisory Committees in the Automotive areas have requested this type of offering for years. Conversations with other colleges are underway to develop common training standards.
- Students will be trained in both technical and business and customer service aspects. There are great opportunities for collaboration with other VCC programs, including in Hospitality, Food Services and Applied Business, for example around events.

#### **i) EdCo By-Election**

- A by-election is underway to fill two vacancies on Education Council. Two nominations were received for the Downtown student seat; there are no nominees for the Student Success faculty seat. Voting will take place from February 22 to February 28.

### **7. COMMITTEE REPORTS**

#### **a) Curriculum Committee**

- No proposals were put forward this month. T. Rowlett reported on a presentation by R. Warick (CareerLAB) to Curriculum Committee on Work-Integrated Learning (WIL). Lack of standard terminology was identified as a gap, and a working group was established to develop definitions for different types of WIL at VCC. Another group is working on a myVCC page to provide resources for curriculum developers.

#### **b) Policy Committee**

##### **i) Policies for College Feedback: F.1.2 Ethics and Integrity in Research and Scholarly Activity and F.1.3 Conflict of Interest Related to Research (*to be rescinded*)**

- A. Sellwood delivered S. Kay's report. Policy F.1.2 Ethics and Integrity in Research and Scholarly underwent a scheduled review. Key changes included the establishment of a clear process for handling allegations of misconduct; expanded definition of research misconduct; and the requirement to follow First Nations Principles of Ownership, Control, Access, and Possession (OCAP) for data collected by, on, or from Indigenous communities. Content from policy F.1.3 Conflict of Interest Related to Research was merged into F.1.2, so the proposal is to rescind policy F.1.3. Both policies are posted for College feedback from February 9 to March 2, 2023.
- A working group will explore ways to incorporate considerations around anti-racism, justice, equity, diversity and inclusion (JEDI) and Universal Design for Learning (UDL) into the policy review process.

## c) Education Quality Committee

### i) Program & Education Services Renewal Schedules 2022-2027

- T. Rowlatt presented the renewal schedules. It was suggested to populate years 4 and 5 so departments are aware of upcoming renewals well in advance.
- The committee will meet with deans to discuss annual program reviews. To streamline and focus the conversation, the format this year will be a panel discussion with guiding questions.
- Curriculum Development (CD) Fund proposals are due on February 17. Adjudication will take place on March 9. It was noted that the Service Innovation and Enhancement Fund (SIEF) has been adjudicated; notices will be sent out this week.

## 8. STUDENT REPORT

- S. Nielsen reported that SUVCC is pleased that efforts are underway to continue the Interpreting Services Diploma program, for which there is great social need.

## 9. CHAIR REPORT

- A. Sellwood delivered N. Mandryk's report.

N. Mandryk and T. Rowlatt met with members of the Registrar's Office to discuss the possibility of an expedited governance approval process for curriculum changes in specific cases, where a technically "major" change has only a minor impact (e.g., rearranging learning outcomes between courses). No decisions have been made. There will be a fuller discussion at Education Council when there is a concrete example.

- There was a meeting with various stakeholders to discuss an alternative to program content guides (PCGs) for areas that are mostly course-based. A "course content guide" could provide an option to better present these offerings on the website and improve marketing and recruitment. This idea is still at the concept stage.
- The appeals working group will meet later this week.

## 10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on March 7, 2023, 3:30-5:30 p.m., via Zoom.
- A special meeting will be held on March 16, 3:30-4:30 p.m., for the Enrolment Plan 2023/24.
- The meeting was adjourned at 5:25 p.m.

**Andy Sellwood, EdCo Executive Member  
on behalf of Natasha Mandryk, Chair, VCC Education Council**



## Decision Note

<b>PREPARED FOR:</b>	Education Council
<b>DATE:</b>	March 7, 2023
<b>ISSUE:</b>	Duolingo English Language Assessment

### BACKGROUND:

On March 20, 2020, Education Council approved a pilot program to accept the online Duolingo English Test as an alternative way to assess English Language Proficiency. This decision provided a means for English language assessments to continue despite the temporary closure of the VCC Assessment Centre.

The minimum scores used during the pilot phase were reviewed by the Registrar's Office in consultation with faculty from the English as an Additional Language department, College and Career Access, and Humanities. The Assessment Centre also provided feedback on the Duolingo test in comparison to other assessment tools. Based on this review, the scores were recalibrated. In December 2021, Education Council approved the revised minimum scores and extended the use of Duolingo as an approved method for demonstrating English language proficiency to any programs starting before or during the January—April 2023 term.

### DISCUSSION

A range of benefits of using the Duolingo assessment have become apparent. These include:

- **Location:** Applicants can take the test at a location of their choice; no need to travel
- **Time:** The test takes approximately 1 hour to complete; results are received within two days; applicants can take the test on demand; no need to book a time slot
- **Cost to applicant:** At approximately \$60 CAD (versus \$250-300 for TOEFL or IELTS), the test is affordable for most applicants
- **Resources:** There are no administrative or resource costs to VCC, making this a cost-efficient solution

A different assessment tool, Accuplacer, is currently being explored for use at VCC. The Registrar's Office anticipates that many of the benefits of Duolingo will be continued by the implementation of Accuplacer. To mitigate any potential risks and allow maximum flexibility, the recommendation at this time is to continue accepting Duolingo as an assessment tool and revisit options once Accuplacer is in place.



**RECOMMENDATION:**

THAT Education Council approve extending the use of Duolingo as an approved method for demonstrating English language proficiency to any programs starting before or during the January–April 2024 term.

**PREPARED BY:** Dave McMullen, Registrar

**DATE:** February 28, 2023



## DECISION NOTE

<b>PREPARED FOR:</b>	Education Council
<b>DATE:</b>	March 7, 2023
<b>ISSUE:</b>	English language proficiency equivalencies: Addition of Pearson Test of English (PTE) and English 10

### BACKGROUND:

The Registrar's Office establishes and maintains English language proficiency equivalencies for admissions at VCC. In response to requests from international students, and in recognition of existing gaps in VCC's publicly available English Language Proficiency tables, the Registrar's Office is seeking to add the Pearson Test of English (PTE) to the list of acceptable external assessments that applicants can use to meet English Language Proficiency requirements. Further, the equivalencies for external assessments that are already accepted by VCC have been expanded to provide equivalency scores for meeting English 10 requirements; English 10 equivalencies were previously established only for Cambridge Assessments and the Duolingo test of English.

The PTE is widely accepted in post-secondary institutions across Canada. At a cost of \$300 CAD, it has a similar price point to IELTS (\$340 CAD). With VCC's incoming English Language Assessment tool being priced at \$40-60 CAD, there will be little concern about losing potential testing revenue to PTE. The PTE would not displace use of a VCC English Language Assessment tool; it simply provides applicants with more options for meeting the requirements. This may be particularly useful for those who are unable to come to campus to complete VCC's English Language Assessment.

In collaboration with the International Education department, the minimum scores for the PTE and English 10 equivalencies were developed following a review of practices at institutions throughout BC, and in consultation with faculty from the English as an Additional Language department, College and Career Access, and Humanities. Based on the recommendations from these consultations, the Registrar's Office recommends equivalencies as follows.

VCC requirements	English 12 'B'	English 12 'C+'	English 12 'C'	English 12 'Pass'	English 11	English 10
<a href="#">CAEL CE/CAEL Online</a> Canadian Academic English Language Test <i>Scores are valid for 2 years</i>	Overall: 70	Overall: 60	Overall: 60	Overall: 60	Overall: 50	Overall: 40
<a href="#">IELTS</a> Academic module <i>Scores are valid for 2 years</i>	Listening: 6.0 Speaking: 6.5 Reading: 6.0 Writing: 6.5 Overall: 6.5	Overall 6.5 with no band less than 6.0	Overall 6.5 with no band less than 6.0	Overall 6.5 with no band less than 6.0	Overall 6.0 with no band less than 5.5	Overall 5.5 with no band less than 5.0
<a href="#">TOEFL</a> Internet-based <i>Scores are valid for 2 years</i>	Overall: 90	Overall: 80	Overall: 80	Overall: 80	Overall: 70	Overall: 50
<a href="#">Cambridge Assessment</a> B2 First (FCE), or C1 Advanced (CAE), or C2 Proficiency (CPE) <i>Scores are valid for 2 years</i>	Overall: 178	Overall: 176	Overall: 176	Overall: 176	Overall: 169	Overall: 162
<a href="#">Duolingo Test*</a> <i>Scores are valid for 2 years</i>	Overall: 120	Overall: 115	Overall: 115	Overall: 115	Overall: 105	Overall: 95
<a href="#">PTE (Pearson Test of English)</a> <i>Scores are valid for 2 years</i>	Overall: 61	Overall: 56	Overall: 56	Overall: 56	Overall: 50	Overall: 43
*Note: The Duolingo test is not accepted for Practical Nursing, Access to Practical Nursing, or Health Care Assistant programs.						

### EXPECTED IMPACT:

By adding the PTE to the list of external assessments acceptable for meeting admissions requirements at VCC, prospective students will have more options for meeting English language proficiency requirements. The impact is expected to be most noticeable amongst international applicants who may be unable to come to campus to complete VCC's English Language Assessment.

By adding equivalency scores for English 10 to the range of available external assessments, there will be greater consistency in the standards for programs that have English 10 as an admissions requirement. Both internal and external stakeholders will benefit from the increased options and clarity of information regarding the PTE and English 10.

### RECOMMENDATION:

THAT Education Council approve addition of the Pearson Test of English (PTE) and English 10 equivalencies to VCC's English language proficiency requirements.

**PREPARED BY:** Dawn Cunningham Hall, Assistant Registrar, Curriculum & Calendar

**DATE:** February 27, 2023



## DECISION NOTE

**PREPARED FOR:** Education Council

**DATE:** March 7, 2023

**ISSUE:** New Course: ACED 0715 Previous Work and Job Skills

### BACKGROUND:

The College and Career Access (CCA) department is proposing a new course: ACED 0715 Previous Work and Job Skills. The course provides students who already have a minimum of 270 paid and/or volunteer working hours with a framework to recognize and reflect on their work experience. This includes reflection and activities related to occupational health, communication, and workplace ethics.

This 3-credit course would replace the similarly focused 1-credit course ACED 0710, but the changes would allow for it to be articulated as a provincial-level elective toward the BC Adult Graduation Diploma. The College of the Rockies, Selkirk College and Coast Mountain College all have similar courses. If approved, the department will take this course to articulation in March 2023.

### DISCUSSION:

Cindy Reeves, course instructor, presented the proposal. The Committee was supportive of the course and the option for an additional elective for students working on the BC Adult Graduation Diploma. No changes were requested.

### RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the new course ACED 0715 Previous Work and Job Skills.

**PREPARED BY:** Todd Rowlett, Chair, Curriculum Committee

**DATE:** February 23, 2023

# Course Change Request

## New Course Proposal

Date Submitted: 02/08/23 1:43 pm

Viewing: **ACED 0715 : Previous Work and Job Skills**

Last edit: 02/08/23 3:56 pm

Changes proposed by: creeves

Course Name:	Previous Work and Job Skills	
Effective Date:	September 2023	
School/Centre:	Arts & Sciences	
Department:	Employ & Ed Acc for Women (2001)	
Contact(s)		

**In Workflow**

1. 2001 Leader
2. SAS Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

**Approval Path**

1. 02/08/23 3:50 pm  
Todd Rowlatt  
(trowlatt): Approved for 2001 Leader
2. 02/15/23 12:00 pm  
Shirley Lew (slew): Approved for SAS Dean
3. 02/23/23 12:40 pm  
Todd Rowlatt  
(trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Cindy Reeves	creeves@vcc.ca	8301
Allison Schubert	aschubert@vcc.ca	8301

Banner Course Name: Previous Work and Job Skills

Subject Code: ACED - Access to Careers & Education

Course Number: 0715

Year of Study: Grade 12 Equivalency

Credits: 3

Bridge College Code	LS
Bridge Billing Hours	0-3
Bridge Course Level	11

Course Description: Previous Work and Job Skills recognizes that many adults have gained significant workplace skills and knowledge. This course is intended, in part, to provide students who already have a minimum of 270 hours of paid and/or volunteer work with a framework to recognize and reflect on the work experience. The course includes opportunities to demonstrate knowledge of occupational health and safety, effective communication, and workplace ethics, as well as mastery of technical and applied skills, knowledge, and



## Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply:

Hours in Category 2:

## Category 3: Practicum, Self Paced, Individual Learning

Check all that apply: Self-Paced

Hours in Category 3: 45

Course Topics

### Course Topics:

Workplace health and safety  
 Essential skills for a continually changing labour market  
 Problem solving skills  
 Self-advocacy skills and self-efficacy  
 Workplace ethics and best practices  
 Describing work experience and transferable skills

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

WorksafeBC Website: <https://www.worksafebc.com/>

## Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

Yes

Provide a rationale  
 for this proposal:

Change ACED 0710 Work Experience - 1 credit course to a 3-credit articulated course as a elective towards the BC Adult Graduation Diploma. This will help us to be competitive with College of the Rockies, Selkirk College, and Coast Mountain College. We will be taking this to articulation in March.

Are there any  
 expected costs as a  
 result of this  
 proposal?

Consultations

Consulted Areas	Consultation Comments
Registrar's Office	The Registrar has been consulted at least 3 times about the proposed change - new course name, and number, number of credits and timeline, and rationale. R/O says sounds like a positive and necessary change to make!
Centre for Teaching, Learning, and Research (CTLR)	The CTLR has been consulted numerous times about the steps and process, and the course proposal.
Financial Aid	Financial Aid has been consulted and there is no problem for AUG funding.
Disabilities Services	Meeting to discuss opportunities for students to reflect on their experiences if they have a disability. For example, requesting accommodations.

Consulted Areas	Consultation Comments
Advising & Recruitment	Advising says this is a great course and gives our students additional option towards the Adult Graduation diploma
<b>Additional Information</b> ----- Provide any additional information if necessary.  Supporting documentation:  Reviewer Comments	

### Marketing Information

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*FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.*

*This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact [webmaster@vcc.ca](mailto:webmaster@vcc.ca).*

Make Available on Website:





## DECISION NOTE

**PREPARED FOR:** Education Council

**DATE:** March 7, 2023

**ISSUE:** Renewal of Medical Transcription and Documentation Editing Certificate program

### BACKGROUND:

The Applied Business department is proposing extensive revisions to the Medical Transcription and Documentation Editing Certificate program (formerly Medical Transcriptionist). The program went through renewal in 2021/22 and identified a number of updates needed to reflect industry changes and expectations. In addition, during the COVID-19 pandemic, the program switched to fully online, and this delivery mode has worked very well for them. The revised version will continue as an online program, with the exception of some practicum placements like hospitals and clinics that require in-person attendance.

The primary change is a greater focus on document editing as a requirement that has emerged from industry consultation. This is also reflected in the new name of the program.

### DISCUSSION:

Loney Forde, course instructor, and Julie Gilbert, instructional associate, presented the proposal. The Committee found the curriculum to be in good shape and had a few recommendations:

- Instructional Strategies section in the PCG: expand the description of the student experience in this program. It was not clear that the program was fully online, nor that there are some synchronous and asynchronous aspects. In addition, the Committee asked for language explaining how some practicums (e.g., in hospitals) must be face-to-face so that students know this at the start of the program.
- MEDC 1110 Medical Document Editing is a new course, and the Committee asked for more integration of the medical aspects of the material, as the course description and outcomes read more like a traditional office management course.
- Consider Prior Learning Assessment & Recognition (PLAR) for three additional courses: MEDC 1132, MEDC 1121, and MEDC 1110.

### RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the program content guide for the Medical Transcription and Documentation Editing Certificate program, 12 revised course outlines, and 4 new courses.

**PREPARED BY:** Todd Rowlatt, Chair, Curriculum Committee

**DATE:** February 23, 2023

# Program Change Request

Date Submitted: 02/13/23 3:32 pm

Viewing: **Medical Transcription and Documentation Editing**

## Transcriptionist Certificate

Last approved: 09/27/22 2:15 pm

Last edit: 02/28/23 8:13 am

Changes proposed by: jslade

Catalog Pages Using [Medical Transcriptionist Certificate](#)  
this Program

Program Name: Medical **Transcription and Documentation Editing** **Transcriptionist** Certificate  
 Credential Level: Certificate  
 Effective Date: September **2023** ~~2022~~  
 Effective Catalog Edition: 2021-2022  
 School/Centre: Hospitality, Food Studies & Applied Business  
 Department: Medical Office Assistant 15/16 (4602)  
 Contact(s)

### In Workflow

1. **4602 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. EDCO Chair
6. Education Council

### Approval Path

1. 01/12/23 3:00 pm  
Darija Rabadzija (drabadzija):  
Rollback to Initiator
2. 02/14/23 11:52 am  
Darija Rabadzija (drabadzija):  
Approved for 4602 Leader
3. 02/14/23 8:19 pm  
Dennis Innes (dinn): Approved for SHP Dean
4. 03/01/23 10:36 am  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

### History

1. Dec 20, 2017 by clmig-jwehrheim
2. Jan 3, 2018 by Todd Rowlatt (trowlatt)
3. Jun 26, 2019 by ndegagne
4. Aug 21, 2019 by ndegagne
5. Mar 10, 2022 by Todd Rowlatt (trowlatt)
6. May 2, 2022 by Darija Rabadzija (drabadzija)
7. Sep 27, 2022 by Darija Rabadzija (drabadzija)

Name	E-mail	Phone/Ext.
Julia Slade <del>Helen Roberts</del>	jslade@vcc.ca <del>hroberts@vcc.ca</del>	604-443-8525 <del>8525</del>

## Program Content Guide

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### Purpose

This program is designed to prepare graduates for employment as a Medical Transcriptionist **and documentation editor** in a variety of health care environments or their own home-based **businesses. Students acquire the knowledge, skills and attitudes needed to transcribe medical reports, format and edit documentation, communicate effectively with members of the medical profession, and demonstrate computer skills and keyboarding proficiency.** ~~businesses.-~~

### Admission Requirements

Grade 12 graduation or equivalent

English Language Proficiency as demonstrated by *one* of the following:

English 12 with a minimum 'B' grade, or equivalent

*or*

English Language Proficiency at an English 12 'B' level

Successful completion of a 5-minute keyboarding test with a typing speed of 25 **net gross** words per minute with five errors or **fewer less** using the touch-typing method (using the appropriate fingers for each key on the keyboard and not looking at your fingers as you **type**)

**Upon Acceptance to the Program ~~type~~**

**Please note that some practicum placement areas, including hospitals, may require:**

**Criminal Record Check (CRC): The CRC must be completed according to VCC's Criminal Record Check instructions. Students whose CRC results indicate they pose a risk to vulnerable populations will not be able to complete the requirements of the program (e.g. practicums) or graduate.**

**Submission of a negative TB skin test taken within the past six (6) months. If the skin test is positive, proof of a negative TB chest x-ray is required.**

**The following immunizations in the following are strongly recommended:**

**Diphtheria/Tetanus/Pertussis**

**Polio**

**Measles, Mumps & Rubella**

**Varicella (Chicken pox)**

**Hepatitis B**

**Influenza**

**COVID-19**

**Practicum facilities may decline individual students for their placement if a student is unable to provide proof of immunizations or satisfactory serum titers and TB screening.**

**Notes: Students who have completed VCC's Medical Office Assistant program or an equivalent program may be exempt for some Medical Transcription and Document Editing courses:**

**MEDC 1135 Medical Terminology for MOA 1 exempt from MEDC 1120 Medical Terminology for MT 1**

**MEDC 1136 Medical Terminology for MOA 2 exempt from MEDC 1130 Medical Terminology for MT 2**

**MEDC 1236 Medical Speed & Accuracy for MOA 2 exempt from MEDC 1131 Medical Speed & Accuracy for MT 2**

**Students may request formal recognition of prior learning attained through informal education, work, or other life experience, including Indigenous ways of knowing. Credits may be granted to students who are able to sufficiently demonstrate the learning outcomes of specific courses.**

**PLAR is available Available** for the following courses:

[MEDC 1121](#) Medical Speed & Accuracy 1

[MEDC 1131](#) Medical Speed & Accuracy for MT 2

[MEDC 1132](#) Human Relation Skills

[MEDC 1240](#) Medical Speed and Accuracy for MT 3

~~[MEDC 1241](#)~~ ~~[Medical Speed & Accuracy 3](#)~~ [MEDC 1120](#) Medical Terminology for MT 1

[MEDC 1130](#) Medical Terminology for MT 2

See course outlines for more **information. Tuition and fees may still apply to PLAR candidates. information-**

**See VCC's D.3.5 Prior Learning Assessment and Recognition Policy and Procedures for more information.**

Program Duration & Maximum Time for Completion

The program is thirty-two (32) weeks of full-time study. Students have three years to complete this program.

Program Learning

Outcomes

	Upon successful completion of this program, graduates will be able to:
<b>PLO #1</b>	<b>Accurately and efficiently transcribe medical reports.</b>
<b>PLO #2</b>	<b>Effectively use hard and electronic resources to perform medical transcription duties.</b>
<b>PLO #3</b>	<b>Demonstrate excellent proofreading and editing skills.</b>
<b>PLO #4</b>	<b>Demonstrate strong oral and written English communication skills.</b>
<b>PLO #5</b>	<b>Demonstrate excellent spelling, grammar, and punctuation skills.</b>
<b>PLO #6</b>	<b>Operate medical transcription equipment and relevant software.</b>
<b>PLO #7</b>	<b>Demonstrate proficiency in computer and keyboarding skills.</b>
<b>PLO #8</b>	<b>Display confidence, initiative and critical thinking while performing transcription and editing duties.</b>
<b>PLO #9</b>	<b>Maintain high professional standards of integrity and confidentiality.</b>
<b>PLO #10</b>	<b>Work effectively as team members.</b>

Additional PLO Information

~~Students acquire the knowledge, skills and attitudes needed to transcribe medical reports, communicate effectively with members of the medical profession, and demonstrate computer skills and keyboarding proficiency. Upon completion of the Medical Transcriptionist (MT) Certificate Program, graduates will be able to: Accurately and efficiently transcribe medical reports. Effectively use hard and electronic resources to perform medical transcription duties. Demonstrate excellent proofreading and editing skills. Demonstrate strong oral and written English communication skills. Demonstrate excellent spelling, grammar, and punctuation skills. Operate medical transcription equipment and relevant software. Demonstrate proficiency in computer and keyboarding skills. Display confidence, initiative and critical thinking while performing transcription duties. Maintain high professional standards of integrity and confidentiality. Work effectively as team members.~~

~~This The program is an 8-month program consisting of divided into two terms and a 3-week practicum. of integrated training.~~  
**Terms 1 and 2 are held online Monday to Thursday. Students have real-time access to the instructors via Zoom, email and online forums regularly from Monday to Thursday. Regularly scheduled assessments take place during the morning sessions. Attendance and an active camera feed are mandatory during assessments. A schedule of upcoming assessments is provided at the start of each course. Instructional Zoom lectures/learning activities occur in Term 1, mornings and afternoons, and in Term 2 during the mornings. Attendance and participation are strongly encouraged, although these Zoom sessions are recorded for the benefit of student learning. Students complete assignments independently or may collaborate using online forums. The 3-week practicum occurs in April, Monday to Friday, during regular daytime business hours (exact start and end times will vary depending on practicum site). Attendance is mandatory for the duration of the practicum. Students who select a hospital or clinic placement are required to be physically present at the practicum site. Students who select a home-based placement may participate from their homes or any other location of their choosing.**

~~The theory component is delivered through lectures, lab, seminars, group work, demonstrations and student presentations. Students apply the component through case simulations, exercises, role practice and practicum experiences~~

#### Evaluation of Student Learning

Courses are based on written exams, **quizzes, quizzes group work** and assignments. Practicum performance is assessed by feedback from practicum staff and instructor observations.

~~Upon successful completion of the program, if students receive a GPA of 2.33 or higher ('C+'), students will receive a VCC certificate for Medical Transcriptionist. Adult learners have a responsibility to prepare themselves to meet the program goals. To achieve the highest level of success, students are required to attend all classes and participate in all course activities. Students must have pass the first level of a minimum cumulative grade point average of 'B-' (2.67) upon completion of all program courses course in order to successfully graduate, and proceed to the second level of a minimum program term grade point average of 'B-' (2.67) to advance into subsequent courses/terms in the program. course. Students must pass all Term 1 courses in order to proceed to Term 2. To participate in achieve the practicum, highest level of success, students must have successfully completed are required to attend all other courses. classes and participate in all course activities: Students must pass all other courses in order to take the Practicum course. Students must pass the Practicum course in order to receive a VCC certificate.~~

#### Recommended Characteristics of Students

Ability to deal with colleagues and staff in a tactful and courteous manner

Personal hygiene, grooming and appearance acceptable to a medical environment

High standard of honesty, integrity, and professionalism

Ability to maintain confidentiality

**The ability to hear and see accurately for the interpretation of medical dictation, with or without reasonable accommodation.**

~~Good hearing and vision in order to be able to interpret medical dictation Ability to remain seated for the majority of a working day~~ Attention to detail, accuracy, patience, and ability to work well under pressure

Excellent command of English grammar and punctuation

~~Ability to work effectively in a team environment Basic computer literacy~~

#### Courses

##### Plan of Study Grid

Term One	Credits
<b>MEDC 1110 Medical Document Editing</b>	<b>2</b>
<del>MEDC 1120 Medical Terminology for MT 1</del>	<del>2.5</del>
<del>MEDC 1121 Medical Speed &amp; Accuracy 1</del>	<del>2</del>
<del>MEDC 1130 Medical Terminology for MT 2</del>	<del>2.5</del>
<del>MEDC 1131 Medical Speed &amp; Accuracy for MT 2</del>	<del>2</del>
<del>MEDC 1132 Human Relation Skills</del>	<del>1</del>
<del>MEDC 1133 Electronic File Management</del>	<del>2</del>
<del>MEDC 1134 Medical Transcription for MT</del>	<del>3</del>
Credits	15
Term Two	
<del>MEDC 1212 History &amp; Physical Reports</del>	<del>2</del>
<del>MEDC 1213 Diagnostic Imaging Reports</del>	<del>2</del>

<a href="#">MEDC 1215</a> Discharge Summaries	2
<a href="#">MEDC 1216</a> Oncology Reports	1
<a href="#">MEDC 1219</a> Pathology Reports	2
<del><a href="#">MEDC 1220</a> Practicum</del>	<del>2</del>
<del><a href="#">MEDC 1241</a> Medical Speed &amp; Accuracy 3</del>	<del>2</del>
<a href="#">MEDC 1240</a> Medical Speed and Accuracy for MT 31	
<a href="#">MEDC 1242</a> General Surgery Reports	2
<del><a href="#">MEDC 1246</a> Specialized Operative Reports</del>	<del>2</del>
<a href="#">MEDC 1243</a> Advanced Transcription	2
<a href="#">MEDC 1245</a> Medical Transcription Practicum	3
Credits	17
Total Credits	32

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

## Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60		1.67
D	50-55		1.00
F	0-49	Failing Grade	0.00
S	71 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
<b>Course Standings</b>			
R		Audit. No Credit	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

## Grade Point Average (GPA)

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

The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

### Rationale and Consultations

Provide a rationale for this proposal. This program underwent Program Renewal in 2021/22. As a result, recommendations were made to update the curriculum for currency, relevancy, structure to reflect industry changes and expectations.

Are there any expected costs to this proposal. No

Consultations

Consulted Area	Consultation Comments
Centre for Teaching, Learning, and Research (CTRL)	CTRL (Julie Gilbert) worked closely with this program on the renewal and CD updates.
Registrar's Office	Dawn Cunningham Hall consulted through the CD process re: credits, hours and course names amongst other feedback.
Assessment Centre	Patricia Mori consulted, feedback Jan 4, 2023 re: admission assessment and criteria for Typing.
Learning Centre	Consulted Dec. 19, 2023 No recommendations.
Disabilities Services	Feedback re: recommended characteristics, adapted into PCG - Feb. 13, 2023 Still working with Brianna Higgins on this piece.
Indigenous Education & Community Engagement (IECE)	Emailed Dec. 19, 2022
Faculty/Department	Department currently reviewing. Main faculty member who teaches program actively involved in the development.

### Additional Information

Provide any additional information if necessary.

**Under Department - (Re: Category)**

**Showing: Department Medical Office Assistant 15/16 (4602)**

**Should be Medical Transcription and Documentation Editing (4615)**

Supporting documentation:

### Marketing Information

*FOR MARKETING PURPOSES ONLY. DO NOT EDIT.*

*These fields are NOT required for governance approval. The wording in these fields is written by Marketing for a specific purpose and must be consistent with all other College publications. If changes are needed, contact webmaster@vcc.ca.*

This program is for: Domestic  
International

Marketing Description

**Gain the skills to professionally transcribe and edit medical reports from audiorecordings:**

What you will learn

**Medical terminology Efficient transcription of medical reports including diagnostic imaging reports, discharge summaries, oncology reports, pathology reports, and surgery reports Effective use of hard and electronic resources Proofreading and editing skills Oral and written English communication Spelling, grammar, and punctuation Transcription equipment and software Computer and keyboarding skills Confidence, initiative, and critical thinking Integrity and confidentiality**

What to expect

**Two terms of integrated training Lectures, labs, seminars, and demonstrations Group work and student presentations Case simulations, exercises, role practice Written exams Quizzes, assignments, exams Three-week practicum experience**

# Course Change Request

## New Course Proposal

Date Submitted: 12/14/22 8:44 am

Viewing: **MEDC 1110 : Medical Document Editing**

Last edit: 03/01/23 10:23 am

Changes proposed by: jgilbert

Programs  
referencing this  
course

[68: Medical Transcription and Documentation Editing Certificate](#)

Course Name: Medical Document Editing  
Effective Date: September 2023  
School/Centre: Hospitality, Food Studies & Applied Business  
Department: Medical Office Assistant 15/16 (4602)  
Contact(s)

### In Workflow

1. 4602 Leader
2. SHP Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

### Approval Path

1. 02/14/23 11:52 am  
Darija Rabadzija  
(drabadzija):  
Approved for 4602  
Leader
2. 02/14/23 8:22 pm  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 03/01/23 10:36 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course Name: Medical Document Editing  
Subject Code: MEDC - Medical Office Careers  
Course Number: 1110  
Year of Study: 1st Year Post-secondary  
Credits: 2

Bridge College Code: VO  
Bridge Billing Hours: 2  
Bridge Course Level: 01

Course Description: This foundational course introduces students to the basic windows interface and medical document processing. Students develop competency using Windows Explorer to create and maintain an electronic filing system that they will use throughout the course of the program: creating, saving, moving and copying documents, folders and subfolders. Students also identify a variety of report types and formats from various medial specialties and become proficient in the use of dropdown menus, toolbars, and keyboard shortcuts in formatting and editing medical reports. Students develop critical thinking skills by further expanding their



knowledge and understanding of system-specific medical abbreviations, diagnostic term and procedures, medical homonyms; applying this knowledge in editing medical reports according to established guidelines set out by employers.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe and create an electronic filing system.
CLO #2	Describe the features of Microsoft Word.
CLO #3	Identify medical document types and formats.
CLO #4	Apply keyboard shortcut keys.
CLO #5	Apply correct document formatting features.
CLO #6	Define system-specific medical abbreviations by context.
CLO #7	Select correct medical homonyms by context.
CLO #8	Define system-specific diagnostic terms.

Instructional Strategies: Classroom instruction will provide a variety of learning methods including discussions, demonstrations, and simulated exercises.

### Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade: B-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	10	Electronic Filing System
Assignments	5	Quick Reference Chart
Assignments	10	Resume and Cover Letter
Assignments	10	Personal Dictionary
Assignments	65	Completion of editing exercises

### Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

**TOTAL COURSE HOURS:** 50

### Category 1: Lecture, Online, Seminar, Tutorial

---

Check all that apply:

Hours in Category 1:

### Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

---

Check all that apply: Lab

Hours in Category 2: 50

### Category 3: Practicum, Self Paced, Individual Learning

---

Check all that apply:

Hours in Category 3:

Course Topics

#### Course Topics:

Electronic filing systems

Management of filing systems

Features of Microsoft Word

Formatting features

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Textbooks, software and computer equipment as outlined by the program.

## Rationale and Consultations

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You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal Medical Transcription

### Additional Information

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Provide any additional information if necessary.

Replacing MEDC 1133 Electronic File Management

New Course name needs new course #

Supporting  
documentation:

Reviewer

Comments

## Marketing Information

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*FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.*

*This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact [webmaster@vcc.ca](mailto:webmaster@vcc.ca).*

# Course Change Request

Date Submitted: 12/14/22 8:49 am

Viewing: **MEDC 1120 : Medical Terminology for MT 1**

Last approved: 10/30/21 4:47 am

Last edit: 12/14/22 8:49 am

Changes proposed by: jgilbert

Programs  
referencing this  
course

[68: Medical Transcription and Documentation Editing Certificate](#)

Course Name: Medical Terminology for MT 1  
Effective Date: September 2023  
School/Centre: Hospitality, Food Studies & Applied Business  
Department: Medical Office Assistant 15/16 (4602)  
Contact(s)

## In Workflow

1. 4602 Leader
2. SHP Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

## Approval Path

1. 02/14/23 11:52 am  
Darija Rabadzija (drabadzija): Approved for 4602 Leader
2. 02/14/23 8:26 pm  
Dennis Innes (dinner): Approved for SHP Dean
3. 03/01/23 10:36 am  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

## History

1. May 12, 2018 by Todd Rowlatt (trowlatt)
2. Oct 30, 2021 by ndegagne

Name	E-mail	Phone/Ext.
<a href="#">Julia Slade -</a>	<a href="mailto:jslade@vcc.ca">jslade@vcc.ca -</a>	<a href="tel:604-443-8525">604-443-8525 -</a>

Banner Course Name: Medical Terminology for MT 1  
Subject Code: MEDC - Medical Office Careers  
Course Number: 1120  
Year of Study: 1st Year Post-secondary  
Credits: 2.5

Bridge College Code: VO  
Bridge Billing Hours: 2.5

Course Description: This course is designed to introduce **foundations of** medical terminology and provide a working knowledge **of of** anatomy, physiology, and disease processes. Students become familiar with basic word structure, prefixes, suffixes, terms pertaining to the body as a whole, and those relating to **specific general** body systems and abbreviations. Emphasis is on spelling, definition and pronunciation. ~~This course is part of the full-time Medical Transcriptionist Program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR: Student must achieve a grade of at least 70% on the challenge examination.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Divide and define the components of parts of medical words
CLO #2	Name the organs of each body system and describe their location and function
CLO #3	Identify normal and abnormal functions of the body
CLO #4	Define diagnostic, operative and pathological terminology
CLO #5	Build medical terms using prefixes, roots and suffixes
CLO #6	Apply correct spelling <b>to all work</b>
CLO #7	Interpret medical abbreviations <b>accurately</b>

Instructional Strategies: Discussions, **lectures**, demonstrations, and simulated exercises

### Evaluation and Grading

Grading System: Letter Grade (A-F)      Passing grade: **B- C+**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	40	8 word Building/Spelling Quizzes
Midterm Exam	30	
Final Exam	30	<b>Cumulative Exam</b>

### Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

**TOTAL COURSE HOURS:** 62.5

**Category 1: Lecture, Online, Seminar, Tutorial**

---

Check all that apply:

Hours in Category 1: **50**

**Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio**

---

Check all that apply:

**Lab**  
**Simulation**

Hours in Category 2: **62.5** ~~12.5~~

**Category 3: Practicum, Self Paced, Individual Learning**

---

Check all that apply:

Hours in Category 3:

Course Topics

**Course Topics:**

1. Basic word structure
2. Terms pertaining to the body as a whole
3. Suffixes
4. Prefixes
5. Musculoskeletal system
6. Integumentary system
7. Digestive system
8. Cardiovascular system
9. Respiratory system

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Textbooks, software and computer equipment as outlined by the program.**

## Rationale and Consultations

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You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal      Medical Transcription and Documentation Specialist Certificate.

**Additional Information**

---

Provide any additional information if necessary.

Supporting  
documentation:

Reviewer  
Comments

# Course Change Request

Date Submitted: 12/14/22 8:49 am

Viewing: **MEDC 1121 : Medical Speed & Accuracy 1**

Last approved: 06/07/22 5:41 am

Last edit: 12/14/22 8:49 am

Changes proposed by: jgilbert

Programs referencing this course	<a href="#">67: Medical Office Assistant Certificate</a> <a href="#">68: Medical Transcription and Documentation Editing Certificate</a>
Other Courses	As A Banner Prerequisite:

Course Name:	Medical Speed & Accuracy 1
Effective Date:	September 2023
School/Centre:	Hospitality, Food Studies & Applied Business
Department:	Medical Office Assistant 15/16 (4602)
Contact(s)	

## In Workflow

1. 4602 Leader
2. SHP Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

## Approval Path

1. 02/14/23 11:52 am  
Darija Rabadzija (drabadzija): Approved for 4602 Leader
2. 02/14/23 8:27 pm  
Dennis Innes (dinnes): Approved for SHP Dean
3. 03/01/23 10:36 am  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

## History

1. Jun 7, 2022 by ndegagne

Name	E-mail	Phone/Ext.
<b>Julia Slade</b>	<a href="mailto:jslade@vcc.ca">jslade@vcc.ca</a>	<b>8525</b>

Banner Course Name: Medical Speed & Accuracy 1

Subject Code: MEDC - Medical Office Careers

Course Number: 1121

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: VO

Bridge Billing Hours: 0-2

Bridge Course Level: 01

Course Description:

This course gives students the opportunity to develop their keyboarding skills. Students develop keyboarding speed and accuracy by means of selected timed writings and drills on a computer. Students identify areas for improvement and develop corrective practices. ~~This course is part of the full-time Medical Office Assistant & Medical Transcriptionist Program~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR: Successfully complete a keyboarding speed test - 40 ~~net gross~~ words per minute on a five minute test with five or ~~errors or fewer.~~ ~~less errors.~~

Course Learning Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Demonstrate a minimum keyboarding speed of 40 <del>net gross</del> words per minute on a 5-minute test with 5 errors or <del>fewer</del> <del>less</del>

Instructional Strategies: Instructional activities include classroom and lab activities, discussions and demonstrations

### Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade: **B- C+**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Five-Minute Timings
Quizzes/Tests	20	Skill Development Paragraphs
Quizzes/Tests	25	<b>Five-Minute</b> Honour Rolls
Quizzes/Tests	25	Speed & Accuracy Studies

### Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
  2. Check all instruction types that could be applicable for this course.
  3. Breakdown the total hours into each relevant category where instruction types are selected.
- Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

**TOTAL COURSE HOURS:** 50

#### Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

#### Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply: **Lab**

Hours in Category 2: 50

### Category 3: Practicum, Self Paced, Individual Learning

---

Check all that apply:

Hours in Category 3:

Course Topics

#### Course Topics:

Five-Minute Timings

Skill Development Paragraphs

Honour Roll Timings

Accuracy & Speed Study Drills

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal      Medical Transcription Certificate

### Additional Information

---

Provide any additional information if necessary.

This course is shared between two programs, Medical office assistant and Medical Transcriptionist

Supporting  
documentation:

Reviewer

Comments

## Marketing Information

---

*FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.*

*This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact [webmaster@vcc.ca](mailto:webmaster@vcc.ca).*

Make Available on Website:



# Course Change Request

Date Submitted: 12/14/22 8:50 am

Viewing: **MEDC 1130 : Medical Terminology for MT 2**

Last approved: 11/30/21 5:11 am

Last edit: 12/14/22 8:50 am

Changes proposed by: jgilbert

Programs  
referencing this  
course

[68: Medical Transcription and Documentation Editing Certificate](#)

Course Name: Medical Terminology for MT 2  
Effective Date: September 2023  
School/Centre: Hospitality, Food Studies & Applied Business  
Department: Medical Office Assistant 15/16 (4602)  
Contact(s)

## In Workflow

1. 4602 Leader
2. SHP Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

## Approval Path

1. 02/14/23 11:52 am  
Darija Rabadzija (drabadzija): Approved for 4602 Leader
2. 02/14/23 8:28 pm  
Dennis Innes (dinnes): Approved for SHP Dean
3. 03/01/23 10:36 am  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

## History

1. May 12, 2018 by Todd Rowlatt (trowlatt)
2. Nov 30, 2021 by ndegagne

Name	E-mail	Phone/Ext.
<a href="#">Julia Slade -</a>	<a href="mailto:jslade@vcc.ca">jslade@vcc.ca -</a>	<a href="#">8525 -</a>

Banner Course Name: Medical Terminology for MT 2  
Subject Code: MEDC - Medical Office Careers  
Course Number: 1130  
Year of Study: 1st Year Post-secondary  
Credits: 2.5

Bridge College Code: VO  
Bridge Billing Hours: 2.5

Course Description: This course continues to introduce the medical terminology, anatomy, physiology, and disease processes **and abbreviations** of **specific specialty** body **systems**. ~~systems and abbreviations~~. Proficiency in spelling, definition, and pronunciation continue to be the **main** focus. ~~This course is part of the full-time Medical Transcriptionist Program.~~

Course Pre-Requisites (if applicable):  
~~MEDC 1120~~

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)  
Yes

Details of PLAR: Student must achieve a grade of at least 70% on the challenge examination.

Course Learning Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Divide and define the components of parts of medical words
CLO #2	Name the organs of each body system and describe their location and function
CLO #3	Identify normal and abnormal functions of the body
CLO #4	Define diagnostic, operative and pathological terminology
CLO #5	Build medical terms using prefixes, roots and suffixes
CLO #6	Apply correct spelling
CLO #7	Interpret medical abbreviations

Instructional Strategies: Discussions, ~~lectures~~, demonstrations, and simulated exercises

### Evaluation and Grading

Grading System: Letter Grade (A-F)      Passing grade: **B- C+**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	40	8 Word building/spelling quizzes
Midterm Exam	30	
Final Exam	30	<b>Cumulative</b>

### Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

**TOTAL COURSE HOURS:** 62.5

### Category 1: Lecture, Online, Seminar, Tutorial

---

Check all that apply:

Hours in Category 1: ~~50~~

### Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

---

Check all that apply:

**Lab**

**Simulation**

Hours in Category 2: **62.5** ~~42.5~~

### Category 3: Practicum, Self Paced, Individual Learning

---

Check all that apply:

Hours in Category 3:

#### Course Topics

##### Course Topics:

1. Blood
2. Lymphatic and immune systems
3. Urinary system
4. Male reproductive system
5. Female reproductive system
6. Endocrine system
7. Nervous system
8. Ear and eye
9. Cancer medicine
10. Radiology

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Textbooks, software and computer equipment as outlined by the program.**

## Rationale and Consultations

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You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal      Medical Transcription

### Additional Information

---

Provide any additional information if necessary.

Supporting  
documentation:

Reviewer  
Comments

# Course Change Request

Date Submitted: 12/14/22 8:51 am

Viewing: **MEDC 1131 : Med Speed & Accuracy for MT 2**

Last approved: 06/07/22 5:41 am

Last edit: 02/22/23 4:25 pm

Changes proposed by: jgilbert

Programs  
referencing this  
course

[68: Medical Transcription and Documentation Editing Certificate](#)

Course Name: Medical Speed & Accuracy **for MT 2**  
 Effective Date: September 2023  
 School/Centre: Hospitality, Food Studies & Applied Business  
 Department: Medical Office Assistant 15/16 (4602)  
 Contact(s)

## In Workflow

1. **4602 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

## Approval Path

1. 02/14/23 11:52 am  
Darija Rabadzija (drabadzija):  
Approved for 4602 Leader
2. 02/14/23 8:29 pm  
Dennis Innes (dinnes): Approved for SHP Dean
3. 03/01/23 10:36 am  
Todd Rowlett (trowlatt): Approved for Curriculum Committee

## History

1. Jun 7, 2022 by ndegagne

Name	E-mail	Phone/Ext.
<b>Julia Slade</b>	<a href="mailto:jslade@vcc.ca">jslade@vcc.ca</a>	<b>8325</b>

Banner Course Name: Med Speed & Accuracy for MT 2

Subject Code: MEDC - Medical Office Careers

Course Number: 1131

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: VO

Bridge Billing Hours: 2

Bridge Course Level: 01

Course Description:

This course gives students the opportunity to further develop their keyboarding skills. Students develop keyboarding speed and accuracy by means of selected timed writings and **corrective drills**. ~~drills on a computer. Students identify areas for improvement and develop corrective practices.~~ This course is part of ~~the full-time Medical Transcriptionist Programs.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR: Successfully complete a keyboarding speed test - 50 **net gross** words per minute on a five minute test with five or **fewer less** errors.

Course Learning Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Demonstrate a minimum keyboarding speed of 50 <b>net gross</b> words per minute on a 5-minute test with 5 errors or <b>fewer less</b>

Instructional Strategies: Instructional activities include classroom and lab activities, discussions and demonstrations

### Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade: **B- C+**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Five-Minute Timings
Quizzes/Tests	20	Skill Development Paragraphs
Quizzes/Tests	25	<b>Five-Minute</b> Honour Rolls
Quizzes/Tests	25	<b>Corrective Drills Speed &amp; Accuracy Studies</b>

### Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
  2. Check all instruction types that could be applicable for this course.
  3. Breakdown the total hours into each relevant category where instruction types are selected.
- Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

**TOTAL COURSE HOURS:** 50

#### Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

#### Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply: **Lab**

Hours in Category 2: 50

### Category 3: Practicum, Self Paced, Individual Learning

---

Check all that apply:

Hours in Category 3:

Course Topics

#### Course Topics:

Five-Minute Timings

Skill Development Paragraphs

Honour Roll Timings

**Corrective Drills** ~~Accuracy & Speed Study Drills~~

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Textbooks, software and computer equipment as outlined by the program.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal      Medical Transcription

### Additional Information

---

Provide any additional information if necessary.

Supporting  
documentation:

Reviewer

Comments

## Marketing Information

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*FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.*

*This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact [webmaster@vcc.ca](mailto:webmaster@vcc.ca).*

Make Available on Website:

# Course Change Request

Date Submitted: 12/14/22 8:53 am

Viewing: **MEDC 1132 : Human Relation Skills**

Last approved: 06/07/22 5:41 am

Last edit: 02/28/23 8:17 am

Changes proposed by: jgilbert

Programs referencing this course	<a href="#">67: Medical Office Assistant Certificate</a> <a href="#">68: Medical Transcription and Documentation Editing Certificate</a>
Other Courses	As A Banner Prerequisite:

Course Name:	Human Relation Skills
Effective Date:	September 2023
School/Centre:	Hospitality, Food Studies & Applied Business
Department:	Medical Office Assistant 15/16 (4602)
Contact(s)	

## In Workflow

1. 4602 Leader
2. SHP Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

## Approval Path

1. 02/14/23 11:52 am  
Darija Rabadzija (drabadzija): Approved for 4602 Leader
2. 02/14/23 8:30 pm  
Dennis Innes (dinnes): Approved for SHP Dean
3. 03/01/23 10:36 am  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

## History

1. Jun 7, 2022 by ndegagne

Name	E-mail	Phone/Ext.
<b>Julia Slade</b>	<a href="mailto:jslade@vcc.ca">jslade@vcc.ca</a>	<b>8525</b>

Banner Course Name: Human Relation Skills

Subject Code: MEDC - Medical Office Careers

Course Number: 1132

Year of Study: 1st Year Post-secondary

Credits: 1

Bridge College Code: VO

Bridge Billing Hours: 1

Bridge Course Level: 01

Course Description:

In this course students explore key communication concepts and practical skills **that** contribute to effective interpersonal relationships. This course focuses on the development of self-awareness and increased understanding of others including **cultural safety and humility, sociocultural competency**, compassionate communications, **cultural** awareness, diversity **and** inclusivity **and** conflict management.  
**This course is part of the full-time Medical Office Assistant & Medical Transcriptionist Programs:**

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

**Yes No**

Details of PLAR:

Course Learning  
Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply <b>effective</b> verbal and non-verbal communication <b>in practice</b>
<del>CLO #2</del>	<del>Apply the A-B-C-D-E of the sociocultural competency model within various workplace environments</del>
CLO #2 #3	Apply the principles of compassionate communication when interacting with others
CLO #3 #4	Reflect <b>on about</b> the effects of cultural diversity in the classroom and the workplace
CLO #4 #5	Reflect <b>on about</b> appropriate and effective team work strategies
CLO #5	<b>Discuss cultural safety and humility in relation to communication practices.</b>

Instructional Strategies: Lectures, seminars, journaling and group work

## Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade: **B- C+**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	<b>Reflection and self-assessment</b> <del>Essay - reflection self-assessment</del>
Assignments	30	<b>Case study</b> <del>Essay - case study</del>
Final Exam	30	Multiple choice
<b>Assignments Participation</b>	10	<b>Case based assignment on cultural safety</b>

## Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.



**TOTAL COURSE HOURS:** 25

### Category 1: Lecture, Online, Seminar, Tutorial

---

Check all that apply: **Online**

Hours in Category 1: **10** ~~25~~

### Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

---

Check all that apply: **Lab**  
**Simulation**

Hours in Category 2: **15**

### Category 3: Practicum, Self Paced, Individual Learning

---

Check all that apply:

Hours in Category 3:

#### Course Topics

##### Course Topics:

Interpersonal Communications

Nonverbal Communication

Diversity and Inclusivity

**Cultural safety and humility** ~~Sociocultural Competency Model~~

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Textbooks, software, computer equipment as outlined by the program.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal      Medical Transcription

### Additional Information

---

Provide any additional information if necessary.

Supporting  
documentation:

Reviewer  
Comments

## Marketing Information

---

*FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.*

*This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact [webmaster@vcc.ca](mailto:webmaster@vcc.ca).*

# Course Change Request

Date Submitted: 12/14/22 8:54 am

Viewing: **MEDC 1134 : Medical Transcription for MT**

Last approved: 06/07/22 5:41 am

Last edit: 02/23/23 1:46 pm

Changes proposed by: jgilbert

Programs  
referencing this  
course

[68: Medical Transcription and Documentation Editing Certificate](#)

Course Name: Medical Transcription **for MT**

Effective Date: September 2023

School/Centre: Hospitality, Food Studies & Applied Business

Department: Medical Office Assistant 15/16 (4602)

Contact(s)

## In Workflow

1. **4602 Leader**
2. **SHP Dean**
3. **Curriculum Committee**
4. **Education Council**
5. Records
6. Banner

## Approval Path

1. 02/14/23 11:52 am  
Darija Rabadzija (drabadzija):  
Approved for 4602 Leader
2. 02/14/23 8:31 pm  
Dennis Innes (dinnes): Approved for SHP Dean
3. 03/01/23 10:36 am  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

## History

1. Jun 7, 2022 by ndegagne

Name	E-mail	Phone/Ext.
<b>Julia Slade</b>	<a href="mailto:jslade@vcc.ca">jslade@vcc.ca</a>	<b>8525</b>

Banner Course Name: Medical Transcription for MT

Subject Code: MEDC - Medical Office Careers

Course Number: 1134

Year of Study: 1st Year Post-secondary

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 3

Bridge Course Level: 01

Course Description:

This foundational course introduces the **student to medical transcription purpose** and **document editing, Style guidelines, content of medical reports, medical transcription rules, grammar report formats, style guidelines** and **punctuation are emphasized in this course. medical transcription rules.** Students learn how to **effectively** access **electronic and hard copies of** medical resources **when transcribing to verify** dictation. **Grammar, phonetics and proofreading are also emphasized in this course. This course is part of the full-time Medical Transcriptionist Programs.**

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Operate transcription equipment
CLO #2	Utilize the principles of phonetics to interpret and transcribe dictation in various dialects
CLO #3	Utilize correct pharmacological <b>names, abbreviations names</b> and dosages
CLO #4	Apply correct grammar and punctuation <b>as defined by the Association for Healthcare Documents Integrity</b>
CLO #5	Transcribe dictated reports within specified deadlines
CLO #6	Proofread and edit transcribed reports without altering intended meaning or dictator's style

Instructional Strategies: Classroom instruction will **utilize provide** a variety of **teaching learning** methods including discussions, **lectures**, demonstrations, and transcription exercises.

### Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade: **B-**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<b>Quizzes/Tests</b>	<b>10</b>	<b>Written phonetics quiz</b>
Quizzes/Tests	20	Proofreading and editing quizzes (2 quizzes - 10% each)
Assignments	<b>30 20</b>	Transcription assignments (2 assignments - <b>15% 10%</b> each)
Assignments	<b>20 15</b>	Transcription assignment
<b>Assignments</b>	<b>5</b>	<b>Timely completion of all assigned reports</b>
Exam	30	Transcription exam

### Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

**TOTAL COURSE HOURS:** 75 ~~60~~

### Category 1: Lecture, Online, Seminar, Tutorial

---

Check all that apply:

Hours in Category 1:

### Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

---

Check all that apply:

Lab  
Simulation

Hours in Category 2: 75 ~~60~~

### Category 3: Practicum, Self Paced, Individual Learning

---

Check all that apply:

Hours in Category 3:

Course Topics

#### Course Topics:

Operation of **transcription equipment** ~~Transcription Equipment~~

**Phonetic analysis of speech** ~~Principles of phonetics~~

Interpretation and transcription of dictation in various dialects

Pharmacological **names, abbreviations** ~~names~~ and dosages

**Grammar and punctuation** ~~Grammar and punctuation used by the Association for Healthcare Documentation Integrity (AHDi)~~

~~Meeting deadlines~~

Proofreading and editing transcribed reports, while maintaining the intended meaning and dictator's style

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Textbooks, software and computer equipment as outlined by the program.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal: Medical Transcription

Provide a rationale for this proposal:

# Course Change Request

Date Submitted: 12/14/22 8:55 am

Viewing: **MEDC 1212 : History & Physical Reports**

Last approved: 06/07/22 5:41 am

Last edit: 02/14/23 8:33 pm

Changes proposed by: jgilbert

Programs  
referencing this  
course

[68: Medical Transcription and Documentation Editing Certificate](#)

Course Name: History & Physical Reports  
Effective Date: September 2023  
School/Centre: Hospitality, Food Studies & Applied Business  
Department: Medical Office Assistant 15/16 (4602)  
Contact(s)

## In Workflow

1. 4602 Leader
2. SHP Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

## Approval Path

1. 02/14/23 11:52 am  
Darija Rabadzija (drabadzija):  
Approved for 4602 Leader
2. 02/14/23 8:33 pm  
Dennis Innes (dinnes): Approved for SHP Dean
3. 03/01/23 10:36 am  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

## History

1. Jun 7, 2022 by ndegagne

Name	E-mail	Phone/Ext.
<b>Julia Slade</b>	<a href="mailto:jslade@vcc.ca">jslade@vcc.ca</a>	<b>8525</b>

Banner Course Name: History & Physical Reports

Subject Code: MEDC - Medical Office Careers

Course Number: 1212

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: VO

Bridge Billing Hours: 2

Bridge Course Level: 01

Course Description:

Students accurately transcribe history and physical reports of various **specialties**. ~~specialties using industry transcription guidelines, medical abbreviations, drug names, medical terminology, electronic and reference materials.~~ **Students also proofread reports generated by voice recognition software, editing for accuracy.** **Industry Medical transcription guidelines are emphasized as well as familiarization with antonyms, eponyms and editing guidelines, medical abbreviations, drug names, medical terminology, eponyms homonyms, nouns and homonyms, nouns adjectives, and adjectives, singular and singular and plural endings are emphasized.** ~~endings. This course is part of the full-time Medical Transcriptionist Program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning  
Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Transcribe <b>200 minutes a minimum selection</b> of dictated history and physical reports from a variety of medical specialties
CLO #2	Proofread and edit transcribed reports without altering intended meaning or dictator's style
CLO #3	Evaluate reference tools for prompt and efficient verification of unfamiliar medical and English terms

Instructional Strategies: Classroom instruction will provide a variety of learning methods including discussions, ~~lectures,~~ demonstrations, and simulated exercises. ~~To achieve the highest level of success students will be required to participate in activities and be in attendance. Minimum attendance for successful completion of this course is 90%.~~

## Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade: **B- C+**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<b>Assignments</b>	<b>5</b>	<b>Transcription assignment</b>
Assignments	<b>15</b> <del>10</del>	Transcription assignment
Assignments	15	Transcription assignment
Midterm Exam	<b>25</b> <del>20</del>	Transcription midterm exam
Assignments	15	Proofreading and editing assignment
Final Exam	<b>30</b> <del>35</del>	Transcription final exam

## Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

**TOTAL COURSE HOURS:** 50 ~~40~~

### Category 1: Lecture, Online, Seminar, Tutorial

---

Check all that apply:

Hours in Category 1:

### Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

---

Check all that apply: **Lab**

Hours in Category 2: 50 ~~40~~

### Category 3: Practicum, Self Paced, Individual Learning

---

Check all that apply:

Hours in Category 3:

Course Topics

#### Course Topics:

~~Transcription and editing of reports on~~

Reproductive System

Musculoskeletal system

Orthopedics/Endocrinology

Cardiopulmonary System

Integumentary system

Vascular/Renal System

Nervous system

Gastrointestinal System

Respiratory system

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Textbooks, software and computer equipment as outlined by the program.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal      Medical Transcription

### Additional Information

---

Provide any additional information if necessary.

Supporting  
documentation:

# Course Change Request

Date Submitted: 12/14/22 8:56 am

Viewing: **MEDC 1213 : Diagnostic Imaging Reports**

Last approved: 06/07/22 5:41 am

Last edit: 12/14/22 8:56 am

Changes proposed by: jgilbert

Programs  
referencing this  
course

[68: Medical Transcription and Documentation Editing Certificate](#)

Course Name: Diagnostic Imaging Reports  
Effective Date: September 2023  
School/Centre: Hospitality, Food Studies & Applied Business  
Department: Medical Office Assistant 15/16 (4602)  
Contact(s)

## In Workflow

1. 4602 Leader
2. SHP Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

## Approval Path

1. 02/14/23 11:52 am  
Darija Rabadzija (drabadzija): Approved for 4602 Leader
2. 02/14/23 8:34 pm  
Dennis Innes (dinnes): Approved for SHP Dean
3. 03/01/23 10:36 am  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

## History

1. Jun 7, 2022 by ndegagne

Name	E-mail	Phone/Ext.
<b>Julia Slade</b>	<a href="mailto:jslade@vcc.ca">jslade@vcc.ca</a>	<b>8525</b>

Banner Course Name: Diagnostic Imaging Reports

Subject Code: MEDC - Medical Office Careers

Course Number: 1213

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: VO

Bridge Billing Hours: 2

Bridge Course Level: 01

Course Description:



Students will learn to accurately transcribe diagnostic imaging reports of various specialties using industry standard transcription guidelines, medical abbreviations, drug names, medical terminology and reference materials. **Students also proofread reports generated by voice recognition software, editing for accuracy.** Medical transcription **and editing** guidelines are emphasized as well as familiarization with eponyms **and** **and** homonyms, nouns **and adjectives**, and **adjectives, singular** and **singular and** plural endings. ~~This course is part of the full-time Medical Transcriptionist Program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Transcribe a minimum of 200 minutes of dictated diagnostic imaging reports
CLO #2	Proofread and edit transcribed reports without altering intended meaning or dictator's style
CLO #3	Evaluate reference tools for prompt and efficient verification of unfamiliar medical and English terms

Instructional Strategies: Classroom instruction will provide a variety of learning methods including discussions, ~~lectures,~~ demonstrations, and simulated exercises. ~~To achieve the highest level of success students will be required to participate in activities and be in attendance. Minimum attendance for successful completion of this course is 90%.~~

### Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade: **B- C+**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<del>Assignments</del>	<del>5</del>	<del>Transcription assignment</del>
Assignments	<b>15</b> <del>10</del>	Transcription assignment
Assignments	15	Transcription assignment
Midterm Exam	25	Transcription midterm exam
Assignments	15	Proofreading and editing assignment
Final Exam	30	Transcription final exam

### Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

**TOTAL COURSE HOURS:** 50 ~~40~~

### Category 1: Lecture, Online, Seminar, Tutorial

---

Check all that apply:

Hours in Category 1:

### Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

---

Check all that apply: **Lab**

Hours in Category 2: 50 ~~40~~

### Category 3: Practicum, Self Paced, Individual Learning

---

Check all that apply:

Hours in Category 3:

Course Topics

#### Course Topics:

~~Transcription and editing of reports on~~

Radiology

~~Nuclear Medicine~~

MRI

CT Scans

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Textbooks, software and computer equipment as outlined by the program.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal    Medical Transcription

Provide a rationale  
for this proposal:

Are there any

### Additional Information

---

Provide any additional information if necessary.

Supporting  
documentation:

Reviewer  
Comments

# Course Change Request

Date Submitted: 12/14/22 8:58 am

Viewing: **MEDC 1215 : Discharge Summaries**

Last approved: 06/07/22 5:41 am

Last edit: 02/23/23 1:47 pm

Changes proposed by: jgilbert

Programs  
referencing this  
course

[68: Medical Transcription and Documentation Editing Certificate](#)

Course Name: Discharge Summaries  
Effective Date: September 2023  
School/Centre: Hospitality, Food Studies & Applied Business  
Department: Medical Office Assistant 15/16 (4602)  
Contact(s)

## In Workflow

1. 4602 Leader
2. SHP Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

## Approval Path

1. 02/14/23 11:52 am  
Darija Rabadzija (drabadzija): Approved for 4602 Leader
2. 02/14/23 8:35 pm  
Dennis Innes (dinnes): Approved for SHP Dean
3. 03/01/23 10:36 am  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

## History

1. Jun 7, 2022 by ndegagne

Name	E-mail	Phone/Ext.
<b>Julia Slade</b>	<a href="mailto:jslade@vcc.ca">jslade@vcc.ca</a>	<b>8525</b>

Banner Course Name: Discharge Summaries

Subject Code: MEDC - Medical Office Careers

Course Number: 1215

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: VO

Bridge Billing Hours: 2

Bridge Course Level: 01

Course Description:

Students will learn to accurately transcribe discharge summaries of various specialties using industry standard transcription guidelines, medical abbreviations, drug names, medical terminology and reference materials. **Students also proofread reports generated by voice recognition software, editing for accuracy.** Medical transcription **and editing** guidelines are emphasized as well as familiarization with eponyms **and** and homonyms, nouns **and adjectives**, and **adjectives, singular** and **singular and plural** endings. ~~This course is part of the full-time Medical Transcriptionist Program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

PLAR (Prior Learning Assessment & Recognition)

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Transcribe a minimum of 200 minutes of dictated discharge summaries from a variety of medical specialties
CLO #2	Proofread and edit transcribed reports without altering intended meaning or dictator's style
CLO #3	Evaluate reference tools for prompt and efficient verification of unfamiliar medical and English terms

Instructional Strategies: Classroom instruction will provide a variety of learning methods including discussions, ~~lectures,~~ demonstrations, and simulated exercises. ~~To achieve the highest level of success students will be required to participate in activities and be in attendance. Minimum attendance for successful completion of this course is 90%.~~

### Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade: **B- C+**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<del>Assignments</del>	<del>10</del>	<del>Transcription assignment</del>
Assignments	<b>30</b> <del>10</del>	<b>2</b> Transcription <b>assignments</b> <del>assignment</del>
<del>Assignments</del>	<del>10</del>	<del>Transcription assignment</del>
Midterm Exam	25	Transcription midterm exam
Assignments	15	Proofreading and editing assignment
final	30	Transcription final exam

### Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
  2. Check all instruction types that could be applicable for this course.
  3. Breakdown the total hours into each relevant category where instruction types are selected.
- Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

**TOTAL COURSE HOURS:** 50 ~~40~~

### Category 1: Lecture, Online, Seminar, Tutorial

---

Check all that apply:

Hours in Category 1:

### Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

---

Check all that apply: **Lab**

Hours in Category 2: 50 ~~40~~

### Category 3: Practicum, Self Paced, Individual Learning

---

Check all that apply:

Hours in Category 3:

Course Topics

#### Course Topics:

Dermatology

Ophthalmology

Neurology/Psychiatry

Pulmonology

Obstetrics & Gynecology

Orthopedics

ENT

Cardiology

Gastroenterology

Urology

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Textbooks, software and computer equipment as outlined by the program.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal      Medical Transcription

Provide a rationale  
for this proposal:

# Course Change Request

Date Submitted: 12/14/22 8:59 am

Viewing: **MEDC 1216 : Oncology Reports**

Last approved: 06/07/22 5:41 am

Last edit: 12/14/22 8:59 am

Changes proposed by: jgilbert

Programs  
referencing this  
course

[68: Medical Transcription and Documentation Editing Certificate](#)

Course Name: Oncology Reports  
Effective Date: September 2023  
School/Centre: Hospitality, Food Studies & Applied Business  
Department: Medical Office Assistant 15/16 (4602)  
Contact(s)

## In Workflow

1. 4602 Leader
2. SHP Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

## Approval Path

1. 02/14/23 11:52 am  
Darija Rabadzija (drabadzija): Approved for 4602 Leader
2. 02/14/23 8:36 pm  
Dennis Innes (dinnes): Approved for SHP Dean
3. 03/01/23 10:36 am  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

## History

1. Jun 7, 2022 by ndegagne

Name	E-mail	Phone/Ext.
<b>Julia Slade</b>	<a href="mailto:jslade@vcc.ca">jslade@vcc.ca</a>	<b>8525</b>

Banner Course Name: Oncology Reports  
Subject Code: MEDC - Medical Office Careers  
Course Number: 1216  
Year of Study: 1st Year Post-secondary  
Credits: 1

Bridge College Code: VO  
Bridge Billing Hours: 1  
Bridge Course Level: 01

Course Description:

Students accurately transcribe oncology reports of various specialties using industry standard transcription guidelines, medical abbreviations, drug names, medical terminology and reference materials. **Students also proofread reports generated by voice recognition software, editing for accuracy.** Medical transcription **and editing** guidelines are emphasized as well as familiarization with eponyms **and and** homonyms, nouns **and adjectives**; and **adjectives, singular** and **singular and** plural endings. ~~This course is part of the full-time Medical Transcriptionist Program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Transcribe a minimum of <b>125</b> <del>150</del> minutes of dictated oncology reports from a variety of medical specialties
CLO #2	Proofread and edit transcribed reports without altering intended meaning or dictator's style
CLO #3	Evaluate reference tools for prompt and efficient verification of unfamiliar medical and English terms

Instructional Strategies:

Classroom instruction will provide a variety of learning methods including discussions, ~~lectures~~, demonstrations, and simulated exercises. ~~To achieve the highest level of success students will be required to participate in activities and be in attendance. Minimum attendance for successful completion of this course is 90%.~~

## Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade: **B- C+**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<del>Assignments</del>	<del>5</del>	<del>Timely completion of all assigned reports</del>
Assignments	20	<b>Transcription assignment</b> First randomly selected graded report
Assignments	20	<b>Transcription assignment</b> Second randomly selected graded report
Assignments	<del>25</del> <b>20</b>	<b>Transcription assignment</b> Third randomly selected graded report
Final Exam	35	Transcription final exam

## Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

**TOTAL COURSE HOURS:** 25 ~~20~~

### Category 1: Lecture, Online, Seminar, Tutorial

---

Check all that apply:

Hours in Category 1:

### Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

---

Check all that apply: **Lab**

Hours in Category 2: 25 ~~20~~

### Category 3: Practicum, Self Paced, Individual Learning

---

Check all that apply:

Hours in Category 3:

Course Topics

#### Course Topics:

~~Transcription and editing of reports on~~

**Operative** ~~Surgical Instruments~~

Consultations

**History & Physicals**

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal      Medical Transcription

### Additional Information

---

Provide any additional information if necessary.

Supporting  
documentation:

Reviewer  
Comments

## Marketing Information

---

*FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.*

*This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact [webmaster@vcc.ca](mailto:webmaster@vcc.ca).*



# Course Change Request

Date Submitted: 12/14/22 9:00 am

Viewing: **MEDC 1219 : Pathology Reports**

Last approved: 06/07/22 5:41 am

Last edit: 12/14/22 9:00 am

Changes proposed by: jgilbert

Programs  
referencing this  
course

[68: Medical Transcription and Documentation Editing Certificate](#)

Course Name: Pathology Reports  
Effective Date: September 2023  
School/Centre: Hospitality, Food Studies & Applied Business  
Department: Medical Office Assistant 15/16 (4602)  
Contact(s)

## In Workflow

1. 4602 Leader
2. SHP Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

## Approval Path

1. 02/14/23 11:52 am  
Darija Rabadzija (drabadzija): Approved for 4602 Leader
2. 02/14/23 8:36 pm  
Dennis Innes (dinnes): Approved for SHP Dean
3. 03/01/23 10:36 am  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

## History

1. Jun 7, 2022 by ndegagne

Name	E-mail	Phone/Ext.
<b>Julia Slade</b>	<a href="mailto:jslade@vcc.ca">jslade@vcc.ca</a>	<b>8525</b>

Banner Course Name: Pathology Reports

Subject Code: MEDC - Medical Office Careers

Course Number: 1219

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: VO

Bridge Billing Hours: 2

Bridge Course Level: 01

Course Description:

Students will learn to accurately transcribe pathology reports of various specialties using industry standard transcription guidelines, medical abbreviations, drug names, medical terminology and reference materials. Medical transcription **and editing** guidelines are emphasized as well as familiarization with eponyms **and** **and** homonyms, nouns **and adjectives**, and **adjectives**, **singular** and **singular and** plural endings. ~~This course is part of the full-time Medical Transcriptionist Program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning  
Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Transcribe a minimum of 175 minutes of dictated pathology reports from a variety of medical specialties
CLO #2	Proofread and edit transcribed reports without altering intended meaning or dictator's style
CLO #3	Evaluate reference tools for prompt and efficient verification of unfamiliar medical and English terms

Instructional Strategies: Classroom instruction will provide a variety of learning methods including discussions, **lectures**, demonstrations, and simulated exercises. ~~To achieve the highest level of success students will be required to participate in activities and be in attendance. Minimum attendance for successful completion of this course is 90%.~~

### Evaluation and Grading

Grading System: Letter Grade (A-F)      Passing grade: **B- C+**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	Transcription assignment consisting of randomly selected pathology report(s) ( <b>2 assignments-15%</b> ( <del>3 assignments-10%</del> each)
Midterm Exam	25	Transcription midterm exam
Assignments	15	Proofreading and editing assignment
Final Exam	<b>30</b> <del>25</del>	Transcription final exam
<del>Assignments</del>	<del>5</del>	<del>Timely completion of all assigned reports</del>

### Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

**TOTAL COURSE HOURS:** 50 ~~40~~

### Category 1: Lecture, Online, Seminar, Tutorial

---

Check all that apply:

Hours in Category 1:

### Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

---

Check all that apply: **Lab**

Hours in Category 2: 50 ~~40~~

### Category 3: Practicum, Self Paced, Individual Learning

---

Check all that apply:

Hours in Category 3:

Course Topics

#### Course Topics:

Pathology

Autopsies

**Macroscopy**

**Microscopy**

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Textbooks, software and computer equipment as outlined by the program.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal: Medical Transcription

Provide a rationale for this proposal:

Are there any

### Additional Information

---

Provide any additional information if necessary.

Supporting documentation:

Reviewer Comments

# Course Change Request

## New Course Proposal

Date Submitted: 12/14/22 8:45 am

Viewing: **MEDC 1240 : Medical Speed & Accuracy MT 3**

Last edit: 02/22/23 4:27 pm

Changes proposed by: jgilbert

Programs  
referencing this  
course

[68: Medical Transcription and Documentation Editing Certificate](#)

Course Name: Medical Speed and Accuracy for MT 3  
Effective Date: September 2023  
School/Centre: Hospitality, Food Studies & Applied Business  
Department: Medical Office Assistant 15/16 (4602)  
Contact(s)

### In Workflow

1. 4602 Leader
2. SHP Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

### Approval Path

1. 02/14/23 11:52 am  
Darija Rabadzija (drabadzija):  
Approved for 4602 Leader
2. 02/14/23 8:23 pm  
Dennis Innes (dennes): Approved for SHP Dean
3. 03/01/23 10:36 am  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee

Name	E-mail	Phone/Ext.
Julia Slade	Jslade@vcc.ca	8525

Banner Course Name: Medical Speed & Accuracy MT 3

Subject Code: MEDC - Medical Office Careers

Course Number: 1240

Year of Study: 1st Year Post-secondary

Credits: 1

Bridge College Code: VO  
Bridge Billing Hours: 2  
Bridge Course Level: 01

Course Description: This course provides students with the opportunity to enhance their keyboarding speed and accuracy. Students develop keyboarding speed and accuracy by means of selected timed writings and corrective drills.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR: Successfully complete a keyboarding speed test - 60 net words per minute on a 5 minute test with 5 errors or fewer.

Course Learning

Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Demonstrate a minimum keyboarding speeding of 60 net words per minute on a 5-minute test with 5 errors or fewer.

Instructional Strategies: Instructional activities include lab activities and discussions.

### Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade: B-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Other	35	Five-Minute Timings
Other	35	Five-Minute Honour Rolls
Other	30	1-minute Skill Development Paragraphs

### Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

**TOTAL COURSE HOURS:** 25

#### Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

#### Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply: Lab

Hours in Category 2: 25

#### Category 3: Practicum, Self Paced, Individual Learning

Check all that apply:

Hours in Category 3:

## Course Topics

**Course Topics:**

Five-minute Timings

Five-Minute Honour Rolls

1-minute Skill Development Paragraphs

NOTE: All timings, including five-minute timings, honour rolls, and skill development paragraphs, must be completed during class time with an instructor present.

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal      Medical Transcription

### Additional Information

---

Provide any additional information if necessary.

Replaces MEDC 1241 Medical Speed and Accuracy 3

Credit change from 2.0 to 1.0

Supporting  
documentation:Reviewer  
Comments

## Marketing Information

---

*FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.*

*This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact [webmaster@vcc.ca](mailto:webmaster@vcc.ca).*

Make Available on Website:

# Course Change Request

Date Submitted: 02/14/23 11:53 am

Viewing: **MEDC 1242 : General Surgery Reports**

Last approved: 06/07/22 5:41 am

Last edit: 02/14/23 11:53 am

Changes proposed by: drabadzija

Programs  
referencing this  
course

[68: Medical Transcription and Documentation Editing Certificate](#)

Course Name: General Surgery Reports  
Effective Date: September 2023  
School/Centre: Hospitality, Food Studies & Applied Business  
Department: Medical Office Assistant 15/16 (4602)  
Contact(s)

## In Workflow

1. 4602 Leader
2. SHP Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

## Approval Path

1. 02/14/23 11:54 am  
Darija Rabadzija  
(drabadzija):  
Approved for 4602  
Leader
2. 02/14/23 8:37 pm  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 03/01/23 10:36 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee

## History

1. Jun 7, 2022 by  
ndegagne

Name	E-mail	Phone/Ext.
<b>Julia Slade</b>	<a href="mailto:jslade@vcc.ca">jslade@vcc.ca</a>	<b>8525</b>

Banner Course Name: General Surgery Reports

Subject Code: MEDC - Medical Office Careers

Course Number: 1242

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: VO

Bridge Billing Hours: 2

Bridge Course Level: 01

Course Description:

Students will learn to accurately transcribe general surgery reports of various specialties using industry standard transcription guidelines, medical abbreviations, drug names, medical terminology and reference materials. **Students also proofread reports generated by voice recognition software, editing for accuracy.** Medical transcription **and editing** guidelines are emphasized as well as familiarization with eponyms **and** **and** homonyms, nouns **and adjectives**, and **adjectives, singular** and **singular and** plural endings. ~~This course is part of the full-time Medical Transcriptionist Program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Transcribe a minimum of <del>200</del> <b>250</b> minutes of dictated general surgery reports from a variety of medical specialties
CLO #2	Proofread and edit transcribed reports without altering intended meaning or dictator's style
CLO #3	Evaluate reference tools for prompt and efficient verification of unfamiliar medical and English terms

Instructional Strategies: Classroom instruction will provide a variety of learning methods including discussions, ~~lectures,~~ demonstrations, and simulated exercises. ~~To achieve the highest level of success students will be required to participate in activities and be in attendance. Minimum attendance for successful completion of this course is 90%.~~

## Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade: **B- C+**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<del>Assignments</del>	<del>5</del>	<del>Transcript assignment</del>
Assignments	<b>15</b> <del>±0</del>	<b>Transcription</b> <del>Transcript</del> assignment
Assignments	15	<b>Transcription</b> <del>Transcript</del> assignment
Midterm Exam	25	<b>Transcription</b> <del>Transcript</del> midterm exam
Assignments	15	Proofreading and editing assignment
Final Exam	30	Transcription final exam

## Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.



**TOTAL COURSE HOURS:** 50 ~~40~~

### Category 1: Lecture, Online, Seminar, Tutorial

---

Check all that apply:

Hours in Category 1:

### Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

---

Check all that apply: **Lab**

Hours in Category 2: 50 ~~40~~

### Category 3: Practicum, Self Paced, Individual Learning

---

Check all that apply:

Hours in Category 3:

#### Course Topics

##### Course Topics:

~~Transcription and editing of reports on Gastroenterology~~

**Respirology** ~~Transcription and editing of reports on Respirology~~

~~Transcription and editing of reports on~~ Obstetrics & Gynecology

**Orthopedics** ~~Transcription and editing of reports on Orthopedics~~

**Urology** ~~Transcription and editing of reports on Urology~~

**Pediatrics** ~~Transcription and editing of reports on Pediatrics~~

**Plastic Surgery** ~~Transcription and editing of reports on Plastic Surgery~~

**Gastroenterology**

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Textbooks, software and computer equipment as outlined by the program.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal      Medical Transcription

### Additional Information

---

Provide any additional information if necessary.

Supporting  
documentation:

Reviewer  
Comments

# Course Change Request

## New Course Proposal

Date Submitted: 12/14/22 8:44 am

Viewing: **MEDC 1243 : Advanced Transcription**

Last edit: 02/21/23 12:57 pm

Changes proposed by: jgilbert

Programs  
referencing this  
course

[68: Medical Transcription and Documentation Editing Certificate](#)

Course Name: Advanced Transcription  
Effective Date: September 2023  
School/Centre: Hospitality, Food Studies & Applied Business  
Department: Medical Office Assistant 15/16 (4602)  
Contact(s)

### In Workflow

1. 4602 Leader
2. SHP Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

### Approval Path

1. 02/14/23 11:52 am  
Darija Rabadzija  
(drabadzija):  
Approved for 4602  
Leader
2. 02/14/23 8:24 pm  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 03/01/23 10:36 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course Name: Advanced Transcription

Subject Code: MEDC - Medical Office Careers

Course Number: 1243

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: VO  
Bridge Billing Hours: 2  
Bridge Course Level: 01

Course Description: Students will learn to accurately transcribe authentic reports of various specialties using industry standard transcription and editing guidelines, medical abbreviations, drug names, medical terminology and reference materials. Students also proofread reports generated by voice recognition software, editing for accuracy. Medical transcription and editing guidelines are emphasized as well as familiarization with eponyms and homonyms, nouns and adjectives, and singular and plural endings.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Transcribe a minimum of 200 minutes of dictated advanced authentic reports from a variety of medical specialties
CLO #2	Proofread and edit transcribed reports without altering intended meaning or dictator's style
CLO #3	Evaluate reference tools for prompt and efficient verification of unfamiliar medical and English terms

Instructional Strategies: Classroom instruction will provide a variety of learning methods including discussions, demonstrations, and simulated exercises.

### Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade: B-

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	Transcription assignment consisting of randomly selected advanced authentic report(s) (2 assignments-15% each)
Midterm Exam	25	Transcription midterm exam
Assignments	15	Proofreading and editing assignment
Final Exam	30	Transcription final exam

### Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
  2. Check all instruction types that could be applicable for this course.
  3. Breakdown the total hours into each relevant category where instruction types are selected.
- Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

**TOTAL COURSE HOURS:** 50

#### Category 1: Lecture, Online, Seminar, Tutorial

Check all that apply:

Hours in Category 1:

#### Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

Check all that apply: Lab

Hours in Category 2: 50

### Category 3: Practicum, Self Paced, Individual Learning

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Check all that apply:

Hours in Category 3:

Course Topics

#### Course Topics:

Cardiology

Neurology

ENT

Ophthalmology

Psychiatry

Dentistry

Endocrinology

Urology/Nephrology

Respirology

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Textbooks, software and computer equipment as outlined by the program.

## Rationale and Consultations

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You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal      Medical transcription

### Additional Information

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Provide any additional information if necessary.

Replacing MEDC 1246 Specialized Operative Reports

Supporting  
documentation:

Reviewer  
Comments

## Marketing Information

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*FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.*

*This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact [webmaster@vcc.ca](mailto:webmaster@vcc.ca).*

Make Available on Website:

# Course Change Request

## New Course Proposal

Date Submitted: 12/14/22 8:45 am

Viewing: **MEDC 1245 : MT Practicum**

Last edit: 02/21/23 12:59 pm

Changes proposed by: jgilbert

Programs  
referencing this  
course

[68: Medical Transcription and Documentation Editing Certificate](#)

Course Name: Medical Transcription Practicum  
Effective Date: September 2023  
School/Centre: Hospitality, Food Studies & Applied Business  
Department: Medical Office Assistant 15/16 (4602)  
Contact(s)

### In Workflow

1. 4602 Leader
2. SHP Dean
3. Curriculum Committee
4. Education Council
5. Records
6. Banner

### Approval Path

1. 02/14/23 11:52 am  
Darija Rabadzija  
(drabadzija):  
Approved for 4602  
Leader
2. 02/14/23 8:20 pm  
Dennis Innes  
(dinnes): Approved  
for SHP Dean
3. 03/01/23 10:36 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee

Name	E-mail	Phone/Ext.
Julia Slade	jslade@vcc.ca	8525

Banner Course Name: MT Practicum

Subject Code: MEDC - Medical Office Careers

Course Number: 1245

Year of Study: 1st Year Post-secondary

Credits: 3

Bridge College Code: VO

Bridge Billing Hours: 2

Bridge Course Level: 01

Course Description: This course is designed to provide work experience in an authentic workplace setting. Students are placed in an established medical office or private transcription agency so they may continue developing their professional competencies. The practicum gives them the opportunity to learn from sector professionals and deepen their understanding of the field of medical transcription within the larger healthcare context.

Course Pre-Requisites (if applicable):

MEDC 1110, MEDC 1120, MEDC 1121, MEDC 1130, MEDC 1131, MEDC 1132, MEDC 1134, MEDC 1212, MEDC 1213, MEDC 1215, MEDC 1216, MEDC 1219, MEDC 1240, MEDC 1242, MEDC 1246.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Accurately and efficiently transcribe medical reports
CLO #2	Effectively use hard and electronic resources to perform medical transcription duties
CLO #3	Demonstrate excellent proofreading and editing skills
CLO #4	Demonstrate strong oral and written English communication skills
CLO #5	Demonstrate excellent spelling, grammar, and punctuation skills
CLO #6	Competently and effectively operate medical transcription equipment and relevant software
CLO #7	Demonstrate proficiency in computer and keyboarding skills
CLO #8	Display confidence, initiative and critical thinking performing transcription and editing duties
CLO #9	Maintain high professional standards of integrity and confidentiality
CLO #10	Work effectively as team members

Instructional Strategies: Instructional activities include mentoring, hands-on experience and reflective practice.

Strategies:

### Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory      Passing grade: S

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Practicum	S	Instructor observations during site visit, and performance assessment by practicum host

### Hours by Learning Environment Type

To complete this section:

1. Enter the total course hours.
2. Check all instruction types that could be applicable for this course.
3. Breakdown the total hours into each relevant category where instruction types are selected.

Note: Not all boxes are required. The total hours and at least one category must be filled in to complete this section.

**TOTAL COURSE HOURS:** 90

**Category 1: Lecture, Online, Seminar, Tutorial**

Check all that apply:

Hours in Category 1:

### Category 2: Clinical, Lab, Rehearsal, Shop/Kitchen, Simulation, Studio

---

Check all that apply:

Hours in Category 2:

### Category 3: Practicum, Self Paced, Individual Learning

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Check all that apply:                      Practicum

Hours in Category 3:                      90

Course Topics

#### Course Topics:

Transcription software use

Client profile analysis

Specialty transcription

Feedback application, consolidation of knowledge and skills

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Textbooks, software and computer equipment as outlined by the program.

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal      Medical Transcription

### Additional Information

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Provide any additional information if necessary.

Replacing MEDC 1220 Practicum

Change in name and hours.

Supporting  
documentation:

Reviewer

Comments

## Marketing Information

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*FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.*

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