# Items approved by Education Council  
**December 5, 2013**

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## Arts and Foundational Programs

**CMNS 112 – 3 – 3 Business Communications I**

**Course revision**
- Course description
- Course content
- Prerequisites
- Course title – *from Business Communications I to Professional Writing I*

**Rationale:**
The CMNS 112: Business Communication revision is necessary to address student needs for foundational writing skills. The previous CMNS 112 focused on writing for the workplace, primarily on business correspondence. However, students will not engage in such writing until they have graduated, typically two-four years after completing CMNS 112. The revised course still addresses workplace writing expectations, and the content continues to address workplace situations and audiences. Further, the revisions include increasing consistency across all sections. The prerequisite change is necessary as Business has lowered the entrance requirement for the program to 60% on Grade 12 English, which means that students accepted into Business could not take CMNS 112 without special permission.

**Current calendar description:**
This course is for Business Administration students who, in developing business writing and editing skills, must consider their audience and purpose and then adjust their style accordingly to produce high-quality documents. Students will learn efficient writing techniques, to produce summaries, letters, memos, job-search documents, and a report. Students will also develop their speaking skills.

**Proposed calendar description:**
This course provides students the opportunity to develop reading, writing, and editing skills suitable to a professional context. Students will learn writing fundamentals such as clarity and conciseness, sentence and paragraph structure, summary, synthesis, and analysis.

**Content change:**
The previous CMNS 112 focused on preparing students to write business correspondence. Students wrote letters, memos, a resume, and short research reports. The proposed revision puts greater focus on the fundamentals of professional writing and leads toward the development of higher level skills rather than on formatting. Emphasis is placed on sentence and paragraph construction, summary, and secondary research.
Prerequisites:
Current
- a minimum grade of 70 in one of ABE ENGL 012 or English 12 or English 12 First Peoples or
- a minimum score of 30 out of 40 (Level 5) on the LPI Language Proficiency Index

Proposed
- a minimum grade of 60 in one of ABE ENGL 012 or English 12 or English 12 First Peoples or
- a minimum score of 24 out of 40 (Level 4) on the LPI (Language Proficiency Index)

Proposed date of implementation: January 2014
Costs: n/a

CMNS 122 – 3 – 3 Business Communications II
Course revision
- Course description
- Course content
- Course title – from Business Communications II to Professional Writing II

Rationale:
The CMNS 122: Business Communication II revision is necessary to flow from CMNS 112. The previous 122 focused on collaborative work and a team research report. The collaborative structure was seen as taking away the focus on learning professional writing at more advanced level (as compared to 112). Moreover, Business students engage in a significant number of collaborative projects in other Business classes while the ability to hone their individual written communication skills is a unique aspect of CMNS 122. The new focus is on individual research reports, document analysis and persuasion. The revisions also include increasing consistency across all sections.

Current calendar description:
Business Administration students will apply the skills learned in CMNS 112 to the forms and strategies of proposals, progress reports, research reports, and case analyses. Students will conduct research, apply standard methods of documentation, produce professional-quality reports, and design and deliver oral presentations using current presentation software.

Proposed calendar description:
This course provides students the opportunity to further advance the fundamental professional writing and editing skills developed in CMNS 112. Students will conduct research, engage in detailed analysis, and develop basic persuasive strategies to produce professional quality documents.

Content change:
The previous version of CMNS 122 focused primarily on a collaborative research report. This collaborative report has been replaced with individual research reports. The time spent learning how to collaborate effectively is now put towards audience analysis, the efficient use of sources, and persuasive strategies. A series of assignments have been created to meet these objectives.

Proposed date of implementation: January 2014
Costs: n/a

Science Technology and Health Programs

MATH 114 Business Mathematics
Course revision
- Prerequisites

Rationale:
Currently the prerequisites for MATH 114 include admission to the Business Administration Diploma program, whose mathematics admission requirements do not quite match the other listed prerequisites for the course. MATH 114 is a required course for the Commercial Aviation program, and the admission requirements for this program are essentially the same as the admission requirements for the Business
Administration diploma program. As a result, some Commercial Aviation students cannot enroll in MATH 114. Therefore, it is proposed that the prerequisites for MATH 114 be modified to include admission to the Commercial Aviation program. In addition, admission to the Bachelor of Business Administration program should also be added to the prerequisites.

Prerequisites:
Existing
- A minimum grade of 60 in one of Principles of Math 11 or Pre-Calculus 11 or Foundations of Mathematics 12 or Applications of Mathematics 11 or
- A minimum grade of 70 in one or Introductory Mathematics 11 or
- admission to the Bachelor of Business Administration degree program or
- admission to the Business Administration Diploma program

Proposed
- A minimum of 60 in one of: Introductory Algebra 11 or MATH 084/085, MATH 011, Principles of Math 11, Pre-Calculus Grade 11, Foundations of Mathematics 12, or Applications of Mathematics 11 or
- A minimum grade of 70 in Introductory Mathematics 11 or
- admission to the Bachelor of Business Administration degree program or
- admission to the Business Administration Diploma program or
- admission to the Commercial Aviation Diploma program

Proposed date of implementation: January 2014

Costs: n/a

Business and Commercial Aviation Programs

Commercial Aviation Diploma
Program revision:
- Program description
- Resequencing of courses
- Addition or deletion of courses
- Admission requirements
- Graduation requirements

Rationale:
Overall Program
Currently the CAD diploma program mandates that students complete 72 credits over four semesters. Part-time attendance or program extension is not permitted except in extenuating circumstances and only with permission of the Dean. This heavy academic workload combined with compulsory aviation courses and flight training hours is exceedingly demanding to the point that it’s a concern for the program administrators, PAC members, students and graduates. The School of Business and the CAD Program Advisory Committee have compared the Okanagan College CAD program with three very similar programs, all located in Western Canada, and has recommended the program academic credits be reduced by 12 credits from the current 72 to 60.

The aviation components of the program have been not been changed or reduced. One general, 3-credit, academic elective course has been removed from each semester. Full-time attendance will still be mandatory, and CAD students must still complete the full diploma requirements within a 24-month period. Part-time attendance will not be allowed due to the nature of the training, and the fact that CAD training is designed to prepare students for rigorous industry working conditions. Most other diploma programs at Okanagan College have been revised to 60 credits, and do allow part-time studies. Eligibility for financial assistance is retained as are all Ministry of Transport requirements.

Intake Dates
The current calendar description indicates students may begin the CAD program only in September. However, students may begin the CAD program in January and still complete courses in sequence and time frame. AVIA and academic course sequencing has been verified by the Associate Dean of Business and the Flight Director at Southern Interior Flight Centre.

**Required Course Changes – CMNS 112 added, STAT 124 removed**

Most other aviation training programs require English or communications competencies but the present OC CAD program does not. The addition of CMNS 112 Professional Writing I as a required course in the Okanagan College program will provide graduates with high-quality written and verbal communications competencies as well as an understanding of business communications standards and expectations. STAT 124 is removed as a required course.

**Program description:**

The Commercial Aviation Diploma (CAD) program is for people who are interested in pursuing a career in commercial aviation. The program provides students with university-level business competencies as well as Transport Canada commercial aviation licensing requirements. Graduates are qualified to be employed as pilots with charter companies, regional carriers and private corporations, and upon attaining sufficient flying hours, will also have job opportunities with major airline companies. Graduates may also find employment in other aviation-related careers.

The Commercial Aviation diploma program consists of two distinct and separate areas of study: aviation and flight training courses, and university-level academic courses. The flight training is taught at the Southern Interior Flight Centre facility located at the Kelowna International Airport and consists of Transport Canada-prescribed flight training, simulator training, aviation theory and exams. The business portion of the program is completed at Okanagan College and consists of two, 3-credit academic courses per semester for a total of eight 3-credit courses over a 24-month period. Notwithstanding general policies of Okanagan College, the academic courses must be completed concurrently with the flight training portion of the Commercial Aviation Program. Students must have prior approval from the Dean for any program modifications.

The Commercial Aviation program is made available through a co-operative partnership between Okanagan College and the Southern Interior Flight Centre (1993) Ltd. The academic portion offered by Okanagan College is subject to normal Okanagan College regulations and tuition fees. The aviation and flight training portion is offered by Southern Interior Flight Centre and is not subject to Okanagan College control and regulations, although all tuition fees for academic courses and flight training are paid to Okanagan College. Okanagan College will maintain records of the student’s flight training achievements as provided by Southern Interior Flight Centre on the official Okanagan College transcript.

**Admission requirements:**

**Rationale for changes:**

**Math Change** - As June 2012 has now passed, math requirements needed to be re-worded to correct tense. (wording change only - no change to actual math entrance standard) The Math Diagnostics Test (MDT) has been added as an alternate way of satisfying math admission requirements to the CAD program.

**Other entrance changes** - Historically very few CAD applicants have completed Physics 12 as it is not required for high school graduation. Information technology, computer and keyboarding competencies are now integrated throughout most grade 8 to 12 courses so separate, generic Information Technology grade 11 and 12 courses are not available in most secondary schools. (Min. of Education IRP 129)

**Existing Requirements:**

B.C. secondary school graduation (or its equivalent).

- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.
- Students graduating from secondary school in or prior to 2012: Principles of Mathematics 11 or an equivalent Advanced Level Adult Basic Education mathematics course, or a minimum of 70% in Introductory Mathematics 11, or a minimum of 60% in Applications of Mathematics 11.
- Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11.
- Private Pilot License.
- Category 1 Aviation Medical.
- Letter of recommendation from the Southern Interior Flight Centre indicating successful completion of a personal interview, aptitude test, and proof of financial ability.
- Physics 12 or Applied Physics 12, Information Technology 11 or 12, and Keyboarding 11 (20 wpm) are strongly recommended.
- Private pilot training requires two months of full-time attendance and up to six months of part-time attendance. Contact the flying school for details.

**Proposed Admission Requirements:**
- B.C. secondary school graduation (or its equivalent), or mature student status.
- A minimum grade of 60% in one of English 12, English 12 First Peoples, or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.
- Students graduating from secondary school prior to 2012: Principles of Mathematics 11 or an equivalent Advanced Level Adult Basic Education mathematics course, or a minimum of 70% in Introductory Mathematics 11, or a minimum of 60% in Applications of Mathematics 11. Students graduating from secondary school in 2012 or later: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11. Mature applicants without Mathematics 11 may write the mathematics diagnostic test (MDT), administered by Okanagan College. A minimum score of 16/25 on the MDT is required.
- Private Pilot License (PPL)
- Category 1 Aviation Medical
- Letter of recommendation from the Southern Interior Flight Centre indicating successful completion of a personal interview, aptitude test, and proof of financial ability.
- NOTE: Private pilot training requires two months of full-time attendance and up to six months of part-time attendance. Contact the flying school for details.

**Graduation requirements:**

**Existing Graduation Requirements:**
Graduation: A diploma in Commercial Aviation is awarded to students who successfully complete the 36 credits of business and elective courses as listed in the program outline and present a letter from Southern Interior Flight Centre indicating satisfactory completion of aviation theory courses, Transport Canada Commercial Pilot License, a Multi-Engine Instrument rating, and the IATRA written exam.

**Proposed Graduation Requirements:**
A diploma in Commercial Aviation is awarded to students who successfully complete the 24 credits of required business, communication and math courses listed in the program outline and present a letter from Southern Interior Flight Centre indicating satisfactory completion of aviation theory courses, Transport Canada Commercial Pilot License, a Multi-Engine Instrument rating, and the IATRA written exam.

**Program table:** see next page

**Proposed date of implementation:** February 2014

**Costs:** n/a
FORMS MUST BE SUBMITTED SINGLE SIDED AND ON YELLOW PAPER
Science Technology and Health Programs

HCA 101 – 60 hours  Interpersonal Communications
Course revision
  •  Hours increase from 60 hours to **70 hours**

**Rationale:**
To align with requirements for the BC Care Aide Registry approval process for 2014

**Proposed date of implementation:** February 2014

**Costs:** see program revision

HCA 103 – 178 hours  Personal Care and Assistance
Course revision
  •  Hours increase from 178 hours to **219 hours**

**Rationale:**
To align with requirements for the BC Care Aide Registry approval process for 2014

**Proposed date of implementation:** February 2014

**Costs:** see program revision

Health Care Assistant
Program revision
  •  Admission requirements
  •  Change to program hours

**Rationale:**
To align with requirements for the BC Care Aide Registry approval process for 2014.

**Admission requirements:**

**Existing**
  •  B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
  •  English 12, English 12 First Peoples, or a minimum grade of 60% in either English 11 or English 11 First Peoples; or a minimum score of 24/40 or Level 4 on the Language Proficiency Index.
  It is recommended that students also complete a Grade 11 Science or ABE Science at the 70 or 80 level.
  •  Applicants must provide evidence of successful completion of a Red Cross Standard First Aid or St. John Ambulance Standard First Aid that includes Basic Life Support, Level C course no more than 12 months before admission.
  •  A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.
  •  A medical examination confirming good health is required. Applicants must provide evidence of a negative tuberculin test, taken no more than six months before the date of application (or evidence of appropriate follow-up if the test was positive).
  •  Applicants must have successfully completed the provincially-approved FOODSAFE training program.

All applicants are strongly advised to ensure their immunization status is current. Vaccination for hepatitis B is strongly recommended. Most agencies which employ home support attendants require that their employees be bondable.

Attendance at a program orientation day is strongly recommended. Applicants will be notified of the exact date.
Applicants are advised that students in this program engage actively in laboratory practice, acting both as patient/client and as caregiver in simulated situations. Notwithstanding all specific program prerequisites, Okanagan College reserves the right to deny admission to any applicant when, in the opinion of OC, there is sufficient and substantiated evidence, medical or otherwise, to conclude that by granting admission OC would jeopardize the safety of clients under student care or would otherwise be negligent in providing for the safety and well-being of clients, agency staff or other students.

**Proposed**

- B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- **English 12** or **English 12 First Peoples**; or a minimum grade of 60% in either English 11 or English 11 First Peoples; or a Language Proficiency Index (LPI) score of at least four.
- It is recommended that students also complete a Grade 11 Science or ABE Science at the 70 and 80 level.
- Applicants must provide evidence of successful completion of a Red Cross Standard First Aid or St. John Ambulance Standard First Aid that includes Basic Life Support, Level C course no more than 12 months before admission.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions.
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**Proposed date of implementation:** May 2014

**Costs:** The hours for the program have increased by 51 hours; 1.70 billing units and $172.65 in tuition. The revised tuition would be $2522.07.

**PHRM 101 - 21 hours Introduction to Pharmacy Practice**

- **New course**
- **Course name to show on transcripts:** Intro to Pharmacy Practice

**Rationale:**
To prepare students for the role of the pharmacy technician.

**Course description:**
This course familiarizes the learner with the role of the pharmacy technician, pharmacist and pharmacy in the Health Care delivery system. The learner is introduced to common concepts, principles, and procedures in pharmacy practice (fundamentals).
Prerequisites:
Admission to the Pharmacy Technician Program
Proposed date of implementation: January 2014
Costs: Implementation - $1000.

PHRM 102 - 63 hours Medical Terminology
New course
  • Course name to show on transcripts: n/a
Rationale:
To provide students with a basic understanding of human anatomy, major body systems and basic medical word structure required for the role of the pharmacy technician.
Course description:
This course introduces learners to human anatomy, including the major body systems. Learners will study anatomical language, studying basic word structure including prefixes, suffixes and terms pertaining to the body as a whole.
Prerequisites: none
Proposed date of implementation: January 2014
Costs: Implementation - $1000.

PHRM 103 - 42 hours Pharmacy Law
New course
  • Course name to show on transcripts: n/a
Rationale:
To provide students with the appropriate knowledge and understanding of the laws and regulations related to the role of the pharmacy technician.
Course description:
In this course, learners will study the federal and provincial Acts, the records required for the acquisition and use of pharmaceuticals, and the types of contracts used for payment by third party agencies. The relationship between the pharmacy technician and the pharmacist is explored and the responsibility and authority of each position is clearly delineated.
Prerequisites: none
Proposed date of implementation: January 2014
Costs: Implementation - $1000.

PHRM 104 – 42 hours Pharmacy Computer Applications
New course
  • Course name to show on transcripts: n/a
Rationale:
To introduce and familiarize students to the different pharmacy software programs.
Course description:
This course provides an introduction to the use of computers in pharmacies using pharmacy software programs.
Prerequisites: PHRM 101
Proposed date of implementation: January 2014
Costs: Implementation - $1000.

PHRM 105 – 42 hours Communications and Employment Preparation
New course
  • Course name to show on transcripts: Communications/Employment Prep
Rationale:
To provide students with effective written and oral communication skills essential to the pharmacy technician. Also to prepare students for employment as a pharmacy technician.

**Course description:**
This course focuses on the study and application of effective written and oral communication skills essential to the pharmacy technician. Topics include interpersonal, intercultural and intra-professional communication in the health care industry. Learners will have the opportunity to develop and use active listening and conflict management skills in a manner that encourages and emphasizes ethical communication, self-evaluation and critical thought.

**Prerequisites:** Admission to the Pharmacy Technician Program

**Proposed date of implementation:** January 2014

**Costs:** Implementation - $1000.

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**PHRM 106 – 91 hours  Pharmacology I**

**New course**

**Rationale:**
To provide students with the appropriate knowledge and understanding of the different prescription drug classes and the pharmacy technician's role with these types of medications in a pharmacy setting.

**Course description:**
This course presents the major prescription drug classes used in health care. Learners will acquire knowledge in the technician's role concerning medications used in pharmacy practice.

**Prerequisites:** PHRM 101

**Proposed date of implementation:** January 2014

**Costs:** Implementation - $1000.

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**PHRM 107 – 77 hours  Drug Distribution**

**New course**

**Rationale:**
To provide students with the appropriate level of knowledge and understanding required by the pharmacy technician to properly calculate and dispense medications.

**Course description:**
This course introduces the learner to all aspects of dispensing. Learners complete a calculation component related to dispensing prescriptions as well as fill prescriptions and complete all required pricing and record keeping functions. Private plan and billing is introduced and learners use the Drug Benefit List and Lowest Cost Alternative for applicable client groups.

**Prerequisites:** PHRM 104

**Proposed date of implementation:** January 2014

**Costs:** Implementation - $1000.

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**PHRM 108 – 91 hours  Pharmacology II**

**New course**

**Rationale:**
To provide students with the appropriate knowledge and understanding of the different types of non-prescription (over-the-counter) medications and the pharmacy technician's role with these types of medications in a pharmacy setting.

**Course description:**
This course deals primarily with non-prescription (over-the-counter) medications available in Canada and their use, merchandising, and operation of community pharmacies.

**Prerequisites:** PHRM 101

**Proposed date of implementation:** January 2014

**Costs:** Implementation - $1000.

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**PHRM 109 – 77 hours  Product Preparation I**
New course
Rationale:
To provide students with the appropriate knowledge and understanding of the principles of compounding and preparation of a variety of pharmaceuticals using the appropriate system of measurement.

Course description:
This course is a continuation of all aspects of dispensing introduced in PHRM 107, and also focuses on the principles of compounding in the preparation of a variety of pharmaceuticals. Pharmacy compounding calculations are completed using the appropriate system of measurement.

Prerequisites: PHRM 106, PHRM 107

Proposed date of implementation: January 2014

Costs: Implementation - $1000.

PHRM 110 – 105 hours  Product Preparation II
New course
- Course name to show on transcripts: n/a

Rationale:
To provide students with the appropriate knowledge and understanding of the techniques involved in preparing sterile products under aseptic conditions as well as the techniques involved in preparing anti-neoplastic drugs.

Course description:
In this course, learners receive individual as well as group instruction in the preparation of sterile products under aseptic conditions. Special techniques involved in preparation of anti-neoplastic drugs will also be presented and practiced.

Prerequisites: PHRM 106, PHRM 107

Proposed date of implementation: January 2014

Costs: Implementation - $1000.

PHAR 14 – 140 hours  Community Practicum
Course revision
- Course code changing from PHAR 14 to PHRM 112
- Course description

Rationale:
The Pharmacy Technician program and its courses have undergone significant revision that required new course codes and course numbers.

Course description:
Add this sentence to the end of the current course description: If PHRM 111 is the learner's second practicum, a pass (P) grade in PHRM 112 is required.

Proposed date of implementation: January 2014

Costs: n/a

PHAR 15 – 150 hours  Hospital Practicum
Course revision
- Course code changing from PHAR 15 to PHRM 111
- Course description

Rationale:
The Pharmacy Technician program and its courses have undergone significant revision that required new course codes and course numbers.

Course description:
Add this sentence to the end of the current course description: If PHRM 112 is the learner's second practicum, a pass (P) grade in PHRM 111 is required.

Proposed date of implementation: January 2014

Costs: n/a
Pharmacy Technician Certificate
Program revision
- Addition of courses
- Admission requirements
- Deletion of courses
- Resequencing of courses
- Other – Hours increase from 940 to 941 hours

Rationale:
The curriculum and program structure for the Pharmacy Technician Program requires revision in order to meet the Standards for Accreditation as directed by The Canadian Council for Accreditation of Pharmacy Programs (CCAPP).

Program description:
The Pharmacy Technician Program prepares students for employment as technicians in community and hospital pharmacies. Students gain knowledge and skills relevant to the technical and clerical aspects of the pharmacy profession.

Topics covered include: job orientation, pharmacy equipment, prescription preparation, mathematical skills in pharmacy, inventory maintenance, record keeping, pharmaceutical products, compounding, sterile product handling, hospital pharmacy procedures, computer skills, communication skills and the law as it applies to pharmacies, and the legal relationship between a pharmacist and technician.

The program includes theory, demonstrations and practice in the classroom. Students will be assigned both a community pharmacy and a hospital pharmacy practicum. Students are required to have a lab coat or nurse's uniform for the labs and practicum. Please note that practicum placements may be anywhere in BC, so travel may be required.

Program graduates will have completed the first step to becoming a regulated pharmacy technician. For more information on the regulation process for pharmacy technicians please visit http://www.bcpharmacists.org/about_us/key_initiatives/index/articles27.php.

The length of the theory and lab practice portion of the program is approximately 20 full-time weeks per year, depending on the Calendar year. The two practica, hospital and community, are 150 and 140 hours respectively. The two practica usually take two months to complete.

Admission requirements:
Existing:
Regular Applicants:
- B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- A minimum grade of 60% in Biology 11 or an equivalent Advanced Level ABE Biology course, or Biology 12 or an equivalent Provincial Level ABE Biology course or a passing grade of 60% on the Pharmacy Technician Biology Competency Test.
- For applicants whose first language is English: A minimum grade of 60% in one of English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level ABE English course, or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.
- For applicants whose first language is not English: A TOEFL score of at least 91 (Internet-based), or an overall band score of 6.5 on the academic version of IELTS.
- Students graduating from secondary school in or prior to 2012: A minimum grade of 60% in Principles of Mathematics 12 or an equivalent Provincial Level ABE Mathematics course. Applicants who have not satisfied this requirement within the last seven (7) years may write the Okanagan College Mathematics 12 competency exam and must receive a minimum grade of 60%.
· Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in Pre-calculus Grade 12, or the equivalent Provincial Level Adult Basic Education mathematics course. Applicants who have not satisfied this requirement within the last seven (7) years may write the Okanagan College Mathematics 12 competency exam and must receive a minimum grade of 60%.
· Minimum keyboarding speed of 35 net words per minute.
· A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Proposed Admission Requirements:
Regular Applicants:
· B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
· A minimum grade of 60% in Biology 11 or an equivalent Advanced Level ABE Biology course, or Biology 12 or an equivalent Provincial Level ABE Biology course.
A minimum grade of 60% in Chemistry 11 or an equivalent Advanced Level Adult Basic Education Chemistry course.
- For applicants whose first language is English: A minimum grade of 60% in one of English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level ABE English course, or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.
- For applicants whose first language is not English: A TOEFL score of at least 91 (Internet-based), or an overall band score of 6.5 on the academic version of IELTS.
- Students graduating from secondary school in or prior to 2012: A minimum grade of 60% in Principles of Mathematics 12 or an equivalent Provincial Level ABE Mathematics course.
Applicants who have not satisfied this requirement within the last seven (7) years may write the Okanagan College Mathematics 12 competency exam and must receive a minimum grade of 60%.
- Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in Pre-calculus Grade 12, or the equivalent Provincial Level Adult Basic Education mathematics course. Applicants who have not satisfied this requirement within the last seven (7) years may write the Okanagan College Mathematics 12 competency exam and must receive a minimum grade of 60%.
- Minimum keyboarding speed of 35 net words per minute.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Graduation Requirements
· A minimum passing grade (P) for PHRM 111 and PHRM 112, and a minimum grade of 70% in all other courses in the program outline.
· Students must complete this program within 2.5 years (30 months) to receive the certificate.

This change to the Admission Requirements will take effect in 2015.

Program table:
| PHAR 01 | Communications in Pharmacy | 45 | PHRM 101 | Introduction to Pharmacy | 21 |
| PHAR 02 | Pharmacy Practice I | 45 | PHRM 102 | Medical Terminology | 63 |
| PHAR 03 | Pharmaceutical Calculations | 45 | PHRM 103 | Pharmacy Law | 42 |
| PHAR 04 | Pharmaceutical Products I | 45 | PHRM 104 | Computer Applications | 42 |
| PHAR 05 | Pharmacy Law and Agreements | 45 | PHRM 105 | Communications and Employment | 42 |
| PHAR 06 | Computer Skills (Lab) | 45 | PHRM 106 | Pharmacology I | 91 |
| PHAR 07 | Dispensing (Lab) | 75 | PHRM 107 | Drug Distribution | 77 |
| PHAR 08 | Community Pharmacy | 45 | PHRM 108 | Pharmacology II | 91 |
| PHAR 09 | Pharmaceutical Products II | 45 | PHRM 109 | Product Preparation I | 77 |
| PHAR 10 | Pharmacy Practice II | 45 | PHRM 110 | Product Preparation II | 105 |
| PHAR 11 | Hospital Pharmacy | 45 | PHRM 111 | Hospital Practicum | 150 |
| PHAR 12 | Dispensing II (Lab) | 75 | PHRM 112 | Community Practicum | 140 |
| PHAR 13 | Aseptic Technique | 50 |
| PHAR 14 | Community Practicum | 140 |
| PHAR 15 | Hospital Practicum | 150 |
| **Total hours** | **940** | **Total hours** | **941** |

Proposed date of implementation: January 2014
Costs: Other costs (renovating, etc) $6,000.

Course deletions
- PHAR 01 Communications in Pharmacy
- PHAR 02 Pharmacy Practice I
- PHAR 03 Pharmaceutical Calculations
- PHAR 04 Pharmaceutical Products I
- PHAR 05 Pharmacy Laws and Agreements
- PHAR 06 Computer Skills (Lab)
- PHAR 07 Dispensing I (Lab)
- PHAR 08 Community Pharmacy
- PHAR 09 Pharmaceutical Products II
- PHAR 10 Pharmacy Practice II
- PHAR 11 Hospital Pharmacy
- PHAR 12 Dispensing II (Lab)
- PHAR 13 Aseptic Technique (Lab)

Rationale:
The courses and the program structure for the Pharmacy Technician Program is being revised to meet the Standards for Accreditation as directed by The Canadian Council for Accreditation of Pharmacy Programs.

Intended date of deletion: December 31, 2015