

DISCOVERY COMMUNITY COLLEGE

SCHOOL OF BUSINESS AND TECHNOLOGY

Medical/Dental Programs

Accounting and Finance Program

Computerized Business Applications Program

Medical Dental Applications Program

CURRICULUM GUIDE

Development Date: September 2009

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PURPOSE

Each of these programs is designed to provide the learners with the hands-on training required to develop the skills, knowledge, and attitudes that will enable them to work in a variety of administrative roles within the health care community.

The area in which each graduate works will depend on his/her interests and on the individual programs completed. Graduates may work in accounting and/or payroll administration, in administrative support roles, in jobs requiring knowledge of computer software, in medical or dental health care administration, and in either business or non-profit organizations.

PROGRAM DESIGN

Program and Courses	Hours/week	Weeks	Total Hours
Accounting & Finance (AF)	20	15	300
<ul style="list-style-type: none"> ▪ Manual Bookkeeping 140 hours ▪ Manual Payroll 20 hours ▪ Sage Accounting 100 hours ▪ QuickBooks 40 hours ▪ Work Experience 30 hours (optional) 			
Computerized Business Applications (CBA)	20	15	300
<ul style="list-style-type: none"> ▪ Introduction to Computers 28 hours ▪ MS Outlook 16 hours ▪ MS Word 60 hours ▪ MS Excel 48 hours ▪ MS PowerPoint 35 hours ▪ MS Publisher 35 hours ▪ MS Access 70 hours ▪ Employability Skills 8 hours ▪ Work Experience 30 hours (optional) 			
Medical Dental Applications (MDA)	20	30	600

<ul style="list-style-type: none"> ▪ Dental Office Administration 60 hours ▪ Medical Office Procedures 48 hours ▪ Medical Terminology Anatomy & Physiology 300 hours ▪ Medical Pharmacology 40 hours ▪ Keyboarding (practice) 24 hours ▪ Medical Transcription 40 hours ▪ Employability Skills 8 hours ▪ First Aid 16 hours ▪ Work Experience Preparation 4 hours ▪ Work Experience 60 hours (over 3 weeks) 			
Medical Dental Office Administration (MDOA)	20	45	900
<ul style="list-style-type: none"> ▪ Completion of the CBA and MDA programs 			
Medical Dental Accounting Administration (MDAA)	20	45	900
<ul style="list-style-type: none"> ▪ Completion of the AF and MDA programs 			
Medical Dental Office Management (MDOM)	20	60	1200
<ul style="list-style-type: none"> ▪ Completion of the AF , CBA, and MDA programs 			

Course information will be given to students at the beginning of each course.

To graduate from each program students must satisfactorily complete all courses in the program.

Schedule

Students will be in class for a minimum of twenty hours per week (emergencies excepted). Class schedules vary and will be given to students during their admission to the program. Class times and schedules may change.

Methods of Instruction

The Accounting and Finance and the Computerized Business Applications programs are offered in a self-directed learning format. The Medical Dental Applications program is offered in an instructor led format.

Primary methods of instruction will include demonstrations, discussion, practice, individual guidance, and small group instruction. Homework may be required.

Work Experience

Students are encouraged to assist in finding work experience placements.

The optional placements for the AF and CBA programs (AF, CBA) may be on a part-time basis outside of class time (e.g. students in a morning class may schedule some of their work experience hours in the afternoon). Arrangements with hosts may vary e.g. one 4 hour day per week; three 10 hour weeks for three weeks; or any other flexible arrangement that suits both the host and the student. All work experience must be completed by the last day of each program.

The work experience for the Medical Dental Applications (MDA) program will be scheduled over three weeks at a predetermined time towards the end of the MDA program.

Students are required to supply their own transportation for all off-site experiences.

ADMISSION REQUIREMENTS

- Grade 12 graduation from BC secondary school or equivalent (ABE, GED), or equivalent from another school system OR be a mature applicant (must be 19 years old on the first day of class)
- If a mature applicant then provide proof of completion of grade 10 English from a BC secondary school or equivalent from another school system OR complete a Discovery Community College English assessment.
- A satisfactory entrance interview with a DCC official
- Submission of completed application forms
- Applicants who are non-native English users must provide proof of satisfactory English proficiency: IELTS overall band score level 6.5 and a minimum score of 6.0 in each of the speaking, listening, writing, and reading OR an equivalent standard

Some work experience hosts for the Medical Dental Applications program may require a criminal record check. It is the student's responsibility to provide this directly to the host. If a criminal record check reveals information that raises concerns relevant to the placement the host may decline the placement. Students who cannot be placed in the required work experience (MDA program) cannot graduate from the program and will be withdrawn.

RECOMMENDED STUDENT CHARACTERISTICS

Our experience has shown that participants in these programs will be more successful if they are:

- Willing to engage in class discussion
- Enjoy reading, research, and study
- Able to write and record information gathered
- Able to maintain excellent attendance in class
- Able to complete work on time

RESOURCES AND EQUIPMENT

The required textbooks for this program are available through the College and will be distributed as needed during the courses. The instructor will supply other resources such as

handouts and website addresses. Students will be learning in a well-equipped classroom. Computers are equipped with high speed internet access.

LEARNING OUTCOMES

Accounting and Finance

- Keep an accurate manual financial record of business transactions and use accounting software to present informative financial reports.
- Keep an accurate manual and computerized financial record of payroll calculations; keep necessary records and prepare documentation required by various agencies; calculate and remit moneys to relevant agencies; ensure the business organization complies with regulatory requirements.

Computerized Business Applications

- Trouble shoot technical problems with computers and know how and when to ask for expert assistance; use the internet and email; use MS Windows XP to manage files and folders.
- Use a selection of computer software tools to accomplish a variety of administrative and management tasks that may be required in a 'typical' business environment; these tasks will include communication, information management, and number use.

Medical Dental Applications

- Develop specialized knowledge of anatomy (structure, location, and function of body systems), complex medical terminology (related to body systems), transcription (speed and accuracy), and pharmacology (the science of drugs).
- Demonstrate a comprehensive range of office administration skills including scheduling, patient file folders, telephone and mail, purchasing and ordering procedures, word processing, completing records.

ASSESSMENT AND EVALUATION

Student progress and success will be assessed regularly throughout each program. This will be accomplished using a variety of evaluation tools, including written evaluations such as tests, quizzes, assignments, and case studies. Assessment items used are fully described in course outlines.

Final transcripts will record all marks for courses within each program.

The passing mark for all courses is 70%. Each course within a program must be passed to graduate. Attendance of at least 80% is required for successful completion and graduation.

A perfect attendance certificate will be awarded to each student maintaining 100% attendance.

PROGRAM CHOICES

Applicants may choose any one of the different combinations of programs described below to earn their certificate or diploma.

Accounting and Finance

To graduate from this program you must complete the Accounting and Finance Certificate Program.

Computerized Business Applications

To graduate from this program you must complete the Computerized Business Applications Certificate Program.

Medical Dental Applications

To graduate from this program you must complete the Medical Dental Applications program.

Medical Dental Office Administration

This 900 hour diploma program will normally require 45 weeks to complete.

To graduate from this program you must complete the Computerized Business Applications and Medical Dental Applications programs.

Medical Dental Accounting Administration

This 900 hour diploma program will normally require 45 weeks to complete.

To graduate from this program you must complete the Accounting and Finance and Medical Dental Applications programs.

Medical Dental Office Management

This 1,200 hour diploma program will normally require 60 weeks to complete.

To graduate from this program you must complete the Accounting and Finance, Computerized Business Applications, and Medical Dental Applications programs.

REVISIONS

Information contained in this curriculum guide is correct at the time of publication. Content of courses and programs is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. Students will be given notice of any changes as soon as possible.