

# 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

Revision Dates: February 2010; June 2010; July 2011; August 2012; June 2014; September 2016; October 2017; December 2017; February 2018; May 2018; June 2020.

### 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

Each of the programs described below is offered in two delivery models:

- In person in the classroom at a DCC campus with practicum placements in the community
- In person online with practicum placements in the community

The Medical Dental Applications (MDA) program is available in these formats.

Program and Courses	Hours/week	Weeks	Total Hours
Medical Dental Applications (MDA)	20		
▪ Orientation: online learning, DCC policy & procedure, financial literacy		1	20
▪ Dental Office Administration		3	60
▪ Medical Office Procedures		3.2	64
▪ Medical Terminology Anatomy & Physiology		15	300
▪ Medical Pharmacology		2	40
▪ Keyboarding (practice)		1.2	24
▪ Medical Transcription		2	40
▪ Employability Skills		0.4	8
▪ Work Experience Preparation		0.2	4
▪ Work Experience		3	60
Totals		31	620

Medical Dental Office Administration (MDOA)	20		
Requires completion of all courses in:			
▪ Computerized Business Applications		15	300
▪ Medical Dental Applications		31	620
Totals		46	920
Medical Dental Accounting Administration (MDAA)	20		
Requires completion of all courses in:			
▪ Accounting and Finance		15	300
▪ Medical Dental Applications		31	620
Totals		46	920
Medical Dental Office Management (MDOM)	20		
Requires completion of all courses in:			
▪ Accounting and Finance		15	300
▪ Computerized Business Applications		15	300
▪ Medical Dental Applications		31	620
Totals		61	1220

Schedules may vary, and students must be prepared to attend in person and online classes as scheduled. Schedules will be distributed at the beginning of the program. Class times may be subject to change. Students must be able to attend all classes: either in the campus classroom or in the online classroom, and at a host facility for work experience.

For online learning students will require a suitable device such as a laptop computer (preferably using Windows operating system), and access to internet services. We recommend a laptop with a keyboard (not just touch screen) and additional devices such as a cell phone.

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

## **PROGRAM and COURSE INFORMATION**

### Accounting and Finance

Manual Bookkeeping and Payroll (142 hours)

Sage Accounting (118 hours)

QuickBooks (40 hours)

- 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

Introduction to Computers (26 hours)

MS Outlook (15 hours)  
MS Word (66 hours)  
MS Excel (48 hours)  
MS PowerPoint (35 hours)  
MS Publisher (30 hours)  
MS Access (70 hours)  
Employability Skills (10 hours)

- Troubleshoot 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

Courses are listed above.

- 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.

### Orientation Week

The focus in this course is on introducing students to information that will support their success.

Student handbook of policies and procedures, review schedules (4 hours)  
College study skills (4 hours)  
Enriched Academy (financial responsibility) (8 hours)  
Microsoft Teams modules (online and in class learning) (4 hours)

### Work Experience

Students are encouraged to assist in finding work experience placements.

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.

Work experience placements will be at a variety of sites in the community. Please note that students may have to travel outside of their home community to attend their work experience placement. Students must be able to attend their placement as scheduled; this may be on days, evenings, or weekends. Students will be required to supply their own transportation to their placements and to assume any other related costs.

Students must have successfully completed all the courses in the MDA program prior to attending their work experience. While on their work experience students must portray a professional image.

### 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.

### **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.
- Applicants who are non-native English users (who have not completed grade 10 English as described above) must provide proof of satisfactory English proficiency as follows (either IELTS or TOEFL or an equivalent test):
  - IELTS overall band score level 6.5 and a minimum score of 6.0 in each of the speaking, listening, writing, and reading
  - TOEFL total score 79-93 and minimum individual scores of Reading 13-18, Listening 12-19, Speaking 18-19, Writing 21-23

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.

Applicants must meet with a DCC official and complete required documents.

### **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.

### **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.

### **CAREER OCCUPATION**

These programs prepare graduates for careers in the business, finance, and administration occupations described in the Government of Canada National Occupational Classification (also known as NOC 2016). Information may be accessed at: <http://noc.esdc.gc.ca/English/NOC/OccupationIndex.aspx?ver=16>

### **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.