

## DISCOVERY COMMUNITY COLLEGE

### SCHOOL OF BUSINESS AND TECHNOLOGY

Business Office Management (BOM) diploma program

Business Office Administration (BOA) diploma program

Web and Office Administration (WOA) diploma program

Web and Office (WO) certificate program

Business Finance Management (BFM) diploma program

### CURRICULUM GUIDE

Development Date: September 2009

Recent Revision Dates: January 2022; April 2022; June 2022; July 2022; November 2022; April 2023; May 2023; July 2023.

Current revision: June 2025.

### 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 business 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 and web design, and in either business or non-profit organizations.

### PROGRAM Methods of Delivery

Each of the programs described below may be offered in these delivery models:

- In person in the classroom at a DCC campus with work experience placements in the community.
- In person online (synchronous) with work experience placements in the community.
- Blended in person in the classroom and in person online (synchronous) with work experience placements in the community.

### PROGRAM DESIGN BOM

Revised: 2023-07-31

	Weeks	Hours	Delivery Method
<b>Business Office Management (BOM) diploma program:</b>			
<ul style="list-style-type: none"> <li>▪ GO Week (Get Oriented – online learning, DCC policy &amp; procedure, financial literacy)</li> </ul>	1	20	In class or online
Prerequisite Office Skills (120 hrs) courses: <ul style="list-style-type: none"> <li>▪ Windows 11 Operating System</li> <li>▪ Canada Essential Skills</li> <li>▪ Common MS Office Features</li> <li>▪ Digital Marketing Essentials</li> </ul>	6	10 10 16 84	In class or online
Certify with Words and Numbers (240 hrs) courses: <ul style="list-style-type: none"> <li>▪ Microsoft Word</li> <li>▪ Microsoft Word Certification</li> </ul>	12	54 28	In class or online

	Weeks	Hours	Delivery Method
<ul style="list-style-type: none"> <li>▪ Microsoft Excel</li> <li>▪ Microsoft Excel Certification</li> <li>▪ Introduction to Business Essentials</li> <li>▪ Microsoft Planner</li> </ul>		54 28 44 32	
Communicate Your Stories (240 hrs) courses: <ul style="list-style-type: none"> <li>▪ Microsoft PowerPoint</li> <li>▪ Microsoft PowerPoint Certification</li> <li>▪ Microsoft Outlook</li> <li>▪ Microsoft Outlook Certification</li> <li>▪ Operations Management</li> <li>▪ Chrome Browser</li> <li>▪ Social Media Marketing</li> </ul>	12	40 30 16 16 24 10 104	In class or online
Build Your Own Business (240 hrs) courses: <ul style="list-style-type: none"> <li>▪ Search Engine Optimization</li> <li>▪ Starting Your Own Business</li> </ul>	12	112 128	In class or online
Essential Business & Accounting Skills (240 hrs) courses: <ul style="list-style-type: none"> <li>▪ Human Relations Management</li> <li>▪ Accounting Management</li> <li>▪ Business Communication</li> <li>▪ Excel for Accounting</li> <li>▪ Manual Bookkeeping</li> <li>▪ Manual Payroll</li> </ul>	12	28 20 40 8 120 24	In class or online
Certified Digital Accounting (240 hrs) courses: <ul style="list-style-type: none"> <li>▪ Sage 50 Accounting</li> <li>▪ Sage 50 Accounting Certification</li> <li>▪ Striven</li> <li>▪ QuickBooks Online</li> <li>▪ QuickBooks Online Certification</li> </ul>	12	100 20 44 60 16	In class or online
<ul style="list-style-type: none"> <li>▪ Employability Skills</li> </ul>	1	20	In class or online
<ul style="list-style-type: none"> <li>▪ Work Experience Practicum</li> </ul>	4	100	On site
<b>Total</b>	<b>72</b>	<b>1460</b>	

### Learning Outcomes for BOM program

Analyze and interpret best practices within the scope of practice for web, business applications, and financial application office workers in the following areas:

- Analyze and internalize the college student manual, financial literacy, MS-Teams platform for learning and soft skills such as professionalism, time management and study skills.
- Describe and use the current Windows operating system, common MS-Office features, and Canadian essential skills.
- Using multiple design philosophies to design and revise webpages to maximize visitor traffic, improve search engine efficiency and maximize conversion rates while minimizing advertising costs.

- Use Word, Excel, PowerPoint, Outlook, and MS-Planner to efficiently create documents, spreadsheets, presentations, emails, and plans that communicate ideas clearly and effectively.
- Use Word, Excel, PowerPoint, and Outlook to create documents and emails that demonstrate the skills required to pass the first level MOS exam in each application.

Analyze and interpret best practices within the scope of practice for business office workers in the following business areas:

- The nature of Canadian business and how it fits into global economic systems.
- Conducting business ethically and responsibly.
- Entrepreneurship and the creation of a viable plan for a small business.
- The growing complexity in the global business environment and major world marketplaces in light of trade agreements.
- Describe the activities that constitute the business management process and identify the basic management skills of a successful manager.
- Discuss the elements that influence a firm's organizational structure, including specialization and departmentalization, responsibility, and authority, centralized and decentralized.
- Define human resource management and explain how managers create a human resources plan in terms of hiring policy's; salaries, incentives, and benefits; workforce diversity and unionism in Canada.
- Identify and discuss the basic forms of employee behavior in organizations as it related to individual difference, employee motivation, job satisfaction, and leadership.
- Identify the characteristics that distinguish service operations from goods production in relation to operations planning, productivity and quality assurance, and supply-chain strategies.
- Explain the concept of marketing and identify the forces on it in relation to a marketing plan, market segmentation, marketing research, consumer buying patterns, organizational market types, branding and packaging.
- Identify the various pricing objectives that govern pricing decisions in terms of price-setting tools, pricing strategies, objectives of promotion, role of advertising, distribution channels and the role of intermediaries.
- Explain the role of accountants in terms of their professional designations, creation of basic financial statements, financial ratios, and ethics in accounting and reporting company health.
- Define money and identify where companies can obtain it with reference to financial institutions, the Bank of Canada, alternative banks, specialized lending and saving intermediaries, investment dealers and international banking and finance institutions.
- Describe the role of a company financial manager in relation to expenditures, long and short-term financing, risk aversion, common and preferred stock options, and other financial vehicles for raising capital.
- Analyze professional business communication in today's digital, social, and mobile world regarding writing positive and negative business messages, creating digital media, giving in-person oral and online presentations, resume writing and job search skills.
- Use generally accepted accounting principles to create general journals, general ledgers, trial balances, special journals, and payroll report document in manual bookkeeping.
- Review and apply essential Canadian payroll concepts by completing a series of exercise and assignments.
- Use Sage 50 Accounting to record financial transactions in the General, Accounts Payable and Accounting Receivable modules, carry out Payroll entries, control Inventory and projects, and create all required reports.

- Use Sage 50 Accounting to record financial transactions that demonstrate the skills required to obtain the first level certification.
- Explore Striven, a cloud-based enterprise resource planning solution which features accounting, inventory management, human resources, customer relationship management, and project management functions.
- Use QuickBooks Online to record financial transactions in the General, Accounts Payable and Accounting Receivable modules, carry out Payroll entries, control Inventory and Projects, and create all required reports.
- Use Quick Books Online to record financial transactions that demonstrate the skills required to obtain the first level certification.
- Learn the skills, knowledge, and attitudes that will help the student to successfully pursue the career of their choice.

### **Career Occupation**

The Business Office Management program prepares students for career occupations in business, finance, and administration occupations. Examples include administrative and financial supervisors; administrative and regulatory occupations; accounting, insurance, and related business administrative occupations (NOC codes 1201, 1210, 1220, 1310, 1311).

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**PROGRAM DESIGN BOA**

Revised: 2023-07-31

	<b>Weeks</b>	<b>Hours</b>	<b>Delivery Method</b>
<b>Business Office Management: Business Office Administration (BOA) diploma program:</b>			
▪ Get Oriented (GO) Week	1	20	In class or online
Prerequisite Office Skills (120 hrs) courses:	6		
▪ Windows 11 Operating System		10	In class or online
▪ Canada Essential Skills		10	
▪ Common MS Office Features		16	
▪ Digital Marketing Essentials		84	
Certify with Words and Numbers (240 hrs) courses:	12		
▪ Microsoft Word		54	In class or online
▪ Microsoft Word Certification		28	
▪ Microsoft Excel		54	
▪ Microsoft Excel Certification		28	
▪ Introduction to Business Essentials		44	
▪ Microsoft Planner		32	
Communicate Your Stories (240 hrs) courses:	12		
▪ Microsoft PowerPoint		40	In class or online
▪ Microsoft PowerPoint Certification		30	
▪ Microsoft Outlook		16	
▪ Microsoft Outlook Certification		16	
▪ Operations Management		24	
▪ Chrome Browser		10	
▪ Social Media Marketing		104	
Build Your Own Business (240 hrs) courses:	12		
▪ Search Engine Optimization		112	In class or online
▪ Starting Your Own Business		128	
Essential Business & Accounting Skills (240 hrs) courses:	12		
▪ Human Relations Management		28	In class or online
▪ Accounting Management		20	
▪ Business Communication		40	
▪ Excel for Accounting		8	
▪ Manual Bookkeeping		120	
▪ Manual Payroll		24	
▪ Employability Skills	1	20	In class or online
▪ Work Experience Practicum	4	100	On site
<b>Total</b>	<b>60</b>	<b>1220</b>	

**Learning Outcomes for BOA program**

Analyze and interpret best practices within the scope of practice for web, business applications, and financial application office workers in the following areas:

- Analyze and internalize the college student manual, financial literacy, MS-Teams platform for learning and soft skills such as professionalism, time management and study skills.
- Describe and use the current Windows operating system, common MS-Office features, and Canadian essential skills.
- Using multiple design philosophies to design and revise webpages to maximize visitor traffic, improve search engine efficiency and maximize conversion rates while minimizing advertising costs.
- Use Word, Excel, PowerPoint, Outlook, and MS-Planner to efficiently create documents, spreadsheets, presentations, emails, and plans that communicate ideas clearly and effectively.
- Use Word, Excel, PowerPoint, and Outlook to create documents and emails that demonstrate the skills required to pass the first level MOS exam in each application.

Analyze and interpret best practices within the scope of practice for business office workers in the following business areas:

- The nature of Canadian business and how it fits into global economic systems.
- Conducting business ethically and responsibly.
- Entrepreneurship and the creation of a viable plan for a small business.
- The growing complexity in the global business environment and major world marketplaces in light of trade agreements.
- Describe the activities that constitute the business management process and identify the basic management skills of a successful manager.
- Discuss the elements that influence a firm's organizational structure, including specialization and departmentalization, responsibility, and authority, centralized and decentralized.
- Define human resource management and explain how managers create a human resources plan in terms of hiring policy's; salaries, incentives, and benefits; workforce diversity and unionism in Canada.
- Identify and discuss the basic forms of employee behavior in organizations as it related to individual difference, employee motivation, job satisfaction, and leadership.
- Identify the characteristics that distinguish service operations from goods production in relation to operations planning, productivity and quality assurance, and supply-chain strategies.
- Explain the concept of marketing and identify the forces on it in relation to a marketing plan, market segmentation, marketing research, consumer buying patterns, organizational market types, branding and packaging.
- Identify the various pricing objectives that govern pricing decisions in terms of price-setting tools, pricing strategies, objectives of promotion, role of advertising, distribution channels and the role of intermediaries.
- Explain the role of accountants in terms of their professional designations, creation of basic financial statements, financial ratios, and ethics in accounting and reporting company health.
- Define money and identify where companies can obtain it with reference to financial institutions, the Bank of Canada, alternative banks, specialized lending and saving intermediaries, investment dealers and international banking and finance institutions.
- Describe the role of a company financial manager in relation to expenditures, long and short-term financing, risk aversion, common and preferred stock options, and other financial vehicles for raising capital.
- Analyze professional business communication in today's digital, social, and mobile world regarding writing positive and negative business messages, creating digital media, giving in-person oral and online presentations, resume writing and job search skills.

- Use generally accepted accounting principles to create general journals, general ledgers, trial balances, special journals, and payroll report document in manual bookkeeping.
- Review and apply essential Canadian payroll concepts by completing a series of exercise and assignments.

### **Career Occupation**

The Business Office Administration program prepares students for career occupations such as office administration services and bookkeeping services (NOC code 1221).

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**PROGRAM DESIGN WOA**

Revised: 2023-07-31

	<b>Weeks</b>	<b>Hours</b>	<b>Delivery Method</b>
<b>Business Office Management: Web and Office Administration (WOA) diploma program:</b>			
▪ Get Oriented (GO) Week	1	20	In class or online
Prerequisite Office Skills (120 hrs) courses:	6		
▪ Windows 11 Operating System		10	In class or online
▪ Canada Essential Skills		10	
▪ Common MS Office Features		16	
▪ Digital Marketing Essentials		84	
Certify with Words and Numbers (240 hrs) courses:	12		
▪ Microsoft Word		54	In class or online
▪ Microsoft Word Certification		28	
▪ Microsoft Excel		54	
▪ Microsoft Excel Certification		28	
▪ Introduction to Business Essentials		44	
▪ Microsoft Planner		32	
Communicate Your Stories (240 hrs) courses:	12		
▪ Microsoft PowerPoint		40	In class or online
▪ Microsoft PowerPoint Certification		30	
▪ Microsoft Outlook		16	
▪ Microsoft Outlook Certification		16	
▪ Operations Management		24	
▪ Chrome Browser		10	
▪ Social Media Marketing		104	
Build Your Own Business (240 hrs) courses:	12		
▪ Search Engine Optimization		112	In class or online
▪ Starting Your Own Business		128	
▪ Employability Skills	1	20	In class or online
▪ Work Experience Practicum	4	100	On site
<b>Total</b>	<b>48</b>	<b>980</b>	

**Learning Outcomes for the WOA program**

Analyze and interpret best practices within the scope of practice for web, business applications, and financial application office workers in the following areas:

- Analyze and internalize the college student manual, financial literacy, MS-Teams platform for learning and soft skills such as professionalism, time management and study skills.
- Describe and use the current Windows operating system, common MS-Office features, and Canadian essential skills.
- Using multiple design philosophies to design and revise webpages to maximize visitor traffic, improve search engine efficiency and maximize conversion rates while minimizing advertising costs.
- Use Word, Excel, PowerPoint, Outlook, and MS-Planner to efficiently create documents, spreadsheets, presentations, emails, and plans that communicate ideas clearly and effectively.

- Use Word, Excel, PowerPoint, and Outlook to create documents and emails that demonstrate the skills required to pass the first level MOS exam in each application.

Analyze and interpret best practices within the scope of practice for business office workers in the following business areas:

- The nature of Canadian business and how it fits into global economic systems.
- Conducting business ethically and responsibly.
- Entrepreneurship and the creation of a viable plan for a small business.
- The growing complexity in the global business environment and major world marketplaces in light of trade agreements.
- Describe the activities that constitute the business management process and identify the basic management skills of a successful manager.
- Identify the characteristics that distinguish service operations from goods production in relation to operations planning, productivity and quality assurance, and supply-chain strategies.
- Explain the concept of marketing and identify the forces on it in relation to a marketing plan, market segmentation, marketing research, consumer buying patterns, organizational market types, branding and packaging.
- Identify the various pricing objectives that govern pricing decisions in terms of price-setting tools, pricing strategies, objectives of promotion, role of advertising, distribution channels and the role of intermediaries.

### **Career Occupation**

The Web and Office Administration program prepares students for career occupations in business and administration occupations. Examples include administrative occupations (NOC code 1311).

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**PROGRAM DESIGN WO**

Revised: 2023-07-31

	<b>Weeks</b>	<b>Hours</b>	<b>Delivery Method</b>
<b>Business Office Management: Web and Office (WO) certificate program:</b>			
▪ Get Oriented (GO) Week	1	20	In class or online
<b>Prerequisite Office Skills (120 hrs) courses:</b>	6		
▪ Windows 11 Operating System		10	In class or online
▪ Canada Essential Skills		10	
▪ Common MS Office Features		16	
▪ Digital Marketing Essentials		84	
<b>Certify with Words and Numbers (240 hrs) courses:</b>	12		
▪ Microsoft Word		54	In class or online
▪ Microsoft Word Certification		28	
▪ Microsoft Excel		54	
▪ Microsoft Excel Certification		28	
▪ Introduction to Business Essentials		44	
▪ Microsoft Planner		32	
<b>Communicate Your Stories (240 hrs) courses:</b>	12		
▪ Microsoft PowerPoint		40	In class or online
▪ Microsoft PowerPoint Certification		30	
▪ Microsoft Outlook		16	
▪ Microsoft Outlook Certification		16	
▪ Operations Management		24	
▪ Chrome Browser		10	
▪ Social Media Marketing		104	
<b>Total</b>	<b>31</b>	<b>620</b>	

**Learning Outcomes for the WO program**

Analyze and interpret best practices within the scope of practice for web, business applications, and financial application office workers in the following areas:

- Analyze and internalize the college student manual, financial literacy, MS-Teams platform for learning and soft skills such as professionalism, time management and study skills.
- Describe and use the current Windows operating system, common MS-Office features, and Canadian essential skills.
- Using multiple design philosophies to design and revise webpages to maximize visitor traffic, improve search engine efficiency and maximize conversion rates while minimizing advertising costs.
- Use Word, Excel, PowerPoint, Outlook, and MS-Planner to efficiently create documents, spreadsheets, presentations, emails, and plans that communicate ideas clearly and effectively.
- Use Word, Excel, PowerPoint, and Outlook to create documents and emails that demonstrate the skills required to pass the first level MOS exam in each application.

Analyze and interpret best practices within the scope of practice for business office workers in the following business areas:

- The nature of Canadian business and how it fits into global economic systems.
- Conducting business ethically and responsibly.
- Entrepreneurship and the creation of a viable plan for a small business.
- The growing complexity in the global business environment and major world marketplaces in light of trade agreements.
- Identify the characteristics that distinguish service operations from goods production in relation to operations planning, productivity and quality assurance, and supply-chain strategies.
- Explain the concept of marketing and identify the forces on it in relation to a marketing plan, market segmentation, marketing research, consumer buying patterns, organizational market types, branding and packaging.
- Identify the various pricing objectives that govern pricing decisions in terms of price-setting tools, pricing strategies, objectives of promotion, role of advertising, distribution channels and the role of intermediaries.

### **Career Occupation**

The Web and Office program prepares students for career occupations in business and administration occupations. Examples include administrative occupations (NOC code 1311).

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**PROGRAM DESIGN BFM**

	<b>Weeks</b>	<b>Hours</b>	<b>Delivery Method</b>
<b>Business Office Management: Business Finance Management (BFM) diploma program:</b>			
▪ Get Oriented (GO) Week	1	20	In class or online
Accounting Prerequisite Office Skills (20 hrs) courses:	1		
▪ Windows 11 Operating System		10	In class or online
▪ Canada Essential Skills		10	
Essential Business & Accounting Skills (240 hrs) courses:	12		
▪ Human Relations Management		28	In class or online
▪ Accounting Management		20	
▪ Business Communication		40	
▪ Excel for Accounting		8	
▪ Manual Bookkeeping		120	
▪ Manual Payroll		24	
Certified Digital Accounting (240 hrs) courses:	12		
▪ Sage 50 Accounting		100	In class or online
▪ Sage 50 Accounting Certification		20	
▪ Striven		44	
▪ QuickBooks Online		60	
▪ QuickBooks Online Certification		16	
▪ Employability Skills	1	20	
▪ Work Experience Practicum	4	100	On site
<b>Total</b>	<b>31</b>	<b>640</b>	

**Learning Outcomes for the BFM program**

Analyze and interpret best practices within the scope of practice for web, business applications, and financial application office workers in the following areas:

- Analyze and internalize the college student manual, financial literacy, MS-Teams platform for learning and soft skills such as professionalism, time management and study skills.
- Describe and use the current Windows operating system, common MS-Office features, and Canadian essential skills.

Analyze and interpret best practices within the scope of practice for business office workers in the following business areas:

- Explain the role of accountants in terms of their professional designations, creation of basic financial statements, financial ratios, and ethics in accounting and reporting company health.
- Define money and identify where companies can obtain it with reference to financial institutions, the Bank of Canada, alternative banks, specialized lending and saving intermediaries, investment dealers and international banking and finance institutions.
- Describe the role of a company financial manager in relation to expenditures, long and short-term financing, risk aversion, common and preferred stock options, and other financial vehicles for raising capital.

- Analyze professional business communication in today's digital, social, and mobile world regarding writing positive and negative business messages, creating digital media, giving in-person oral and online presentations, resume writing and job search skills.
- Use generally accepted accounting principles to create general journals, general ledgers, trial balances, special journals, and payroll report document in manual bookkeeping.
- Review and apply essential Canadian payroll concepts by completing a series of exercise and assignments.
- Use Sage 50 Accounting to record financial transactions in the General, Accounts Payable and Accounting Receivable modules, carry out Payroll entries, control Inventory and projects, and create all required reports.
- Use Sage 50 Accounting to record financial transactions that demonstrate the skills required to obtain the first level certification.
- Explore Striven, a cloud-based enterprise resource planning solution which features accounting, inventory management, human resources, customer relationship management, and project management functions.
- Use QuickBooks Online to record financial transactions in the General, Accounts Payable and Accounting Receivable modules, carry out Payroll entries, control Inventory and Projects, and create all required reports.
- Use Quick Books Online to record financial transactions that demonstrate the skills required to obtain the first level certification.
- Learn the skills, knowledge, and attitudes that will help the student to successfully pursue the career of their choice.

### **Career Occupation**

The Business Finance Management program prepares students for career occupations in business, finance, and administration occupations. Examples include accounting and related business administrative occupations; accounting technicians and bookkeepers (NOC codes 1220, 12200).

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### **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 simulations, 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.

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### **ADMISSION REQUIREMENTS**

Revised: 2025-06.

Applicants must meet the following requirements prior to acceptance into the program.

- Grade 12 graduation from BC secondary school or equivalent\*, or equivalent\* from another school system, or be a mature applicant (19 years of age on the first day of class).
- Satisfy **one** of the following language proficiency requirements:
  - Completion of three years of full-time secondary (grades 8-12), or two years if the grades are 10, 11, 12, in English, in a country where English is one of the principal languages \*\*.
    - *This may be demonstrated by providing a high school transcript, completion of a BC Adult Graduation program, or providing international education credentials recognized through WES, ICES, or IQAS.*
  - Completion of two years of full-time post-secondary education, in English, in a country where English is one of the principal languages \*\* (includes international education credentials recognized through WES, ICES, IQAS.)
    - *Language development courses (i.e., ELL courses) cannot be included in this calculation.*
  - Provide verified results for one of the English language proficiency tests listed below. Test results must be dated no more than two years before the start date of the program.

#### Mature student applicants.

- If the applicant is 19 years or older at the start of the program and is a Canadian citizen or permanent resident who cannot access their educational records or provide sufficient evidence of secondary or post-secondary education as described above, then:
  - Provide attestation that they have completed at least three years of full-time instruction in English in a country where English is one of the principal languages, and
  - Complete an Accuplacer English Assessment (Next Generation Reading, Writing, WritePlacer) with these minimum scores:
    - Reading 230
    - Writing 230
    - WritePlacer 4

#### English language proficiency tests.

- International English Language Testing System (IELTS academic, IELTS general, IELTS academic online)
  - Overall score of 5.5 minimum
- Test of English as a Foreign Language (TOEFL iBT or TOEFL iBT Home Edition)
  - Overall score of 46 minimum
- Canadian Academic English language Assessment (CAEL or CAEL Online)
  - Overall score of 40 minimum
- Canadian English Language Proficiency Index Program (CELPIP General or CELPIP Online)
  - Scores of listening 6, speaking 6, reading 5, writing 5 minimum
- Duolingo English test (DET)
  - Overall score of 95 minimum
- Pearson test of English (PTE) academic
  - Overall score of 43 minimum
- Cambridge English qualifications B2 first exam (FCE)
  - Overall score of 160 or “C” minimum
- Cambridge languaskill

- Overall level of B2 minimum
- LanguageCert academic
  - Overall level of B2 minimum
- The Michigan English test (MET)
  - Overall level of B2 minimum
- iTep academic
  - Overall score of 3.5 minimum
- Eiken
  - Placement of Grade Pre-1 minimum

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

\*Equivalent:

For detailed information about equivalencies please speak with your DCC Admissions Advisor.

\*\*Countries list:

For the list of countries where English is one of the principal languages speak to your DCC admissions advisor.

## **Work Experience Requirements**

Students are encouraged to assist in finding work experience placements.

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 each program prior to attending their work experience for that program. While on their work experience students must portray a professional image.

There may be off-site field trips arranged during the program as opportunity and resources allow. Students will be required to supply their own transportation for these.

## **General Information**

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.

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 practicum placement.

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 a touch screen) and additional devices such as a cell phone or tablet to use as a reading device for digital textbooks.

Each of these programs is offered in a cohort instructor lead learning format. Primary methods of instruction will include lectures, demonstrations, discussion, practice, individual guidance, and small group instruction. The **BFM** program is delivered using MS-Teams and Moodle to host content, evaluation, and guide students; the **WOA** program is delivered using MS-Teams, Moodle and MyLab IT to host content, assessment, and guide students.

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

### Schedules

Classes are scheduled for 20 hours each week (emergencies excepted), for both in class and online delivery models. Class schedules vary and will be given to students during their admission to the program. Class times and schedules may change.

### Student Competencies

To meet program goals and learning outcomes, students will participate in a hands-on, instructor lead, learner centered approach to learning. They will be supported in this learning environment as a responsible student, able to complete individual detailed work, while working well with others in teams and groups.

Elements of performance and learning activities will include:

- Develop your individual skills in multiple office and web programs.
- Professional practice in a safe, ethical manner that recognizes the best practices of small and medium sized business organizations.
- Professional communications with your instructors and fellow students will transition well to a work life in business.
- Knowledge of multiple business programs required to work effectively with words, numbers, and ideas.
- Knowledge of the steps to take to start a new business or to enhance an existing one.

### 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 as needed. Students in the campus setting will be learning in a well-equipped classroom. Students learning at home must have high speed internet, a Windows computer and a second reading device such as an attached screen, tablet, or modern cell phone.

### 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.

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