

COURSE SYLLABUS



COURSE TITLE:	AET 420 – Business Mgt. for Therapists
CLASS SECTION:	X01&2
TERM:	Summer 2024
COURSE CREDITS:	3 credits
DELIVERY METHOD(S):	Lecture

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME:	Melissa Roumanis <i>M.Sc. Exercise Science, CAT(C)</i>
EMAIL:	roumanism@camosun.bc.ca
OFFICE:	PISE 212A
HOURS:	Monday's @ 10:00am or by appointment

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Students will learn the fundamental business knowledge and skills they will require as therapists to successfully operate a private clinical practice. Students will study the various health legislations related to appropriate business practice in Canada, while focusing on best practices for business and practice management. Open to Athletic & Exercise Therapy and Massage Therapy Students Only.

REQUISITE(S):	None
---------------	------

COURSE LEARNING OUTCOMES / OBJECTIVES

- Demonstrate knowledge of the content, purpose of, and compliance with the Health Professions Act and other applicable legislations, the Code of Ethics, and Standards of Practice by regulatory authorities in Canada and in British Columbia.
- Describe the role of professional associations and various certifications and licenses available in Canada.

- Differentiate amongst the qualification and scope of practice of various professions and occupations associated with the sport, health and fitness industry.
- Demonstrate common business practices associated with proprietorships, partnerships, or corporations for health care professionals.
- Identify and discuss effective methods of time management, scheduling, promotion and advertising in establishing and operating a healthcare practice.
- Demonstrate the ability to create and maintain basic accounting and bookkeeping documentation.
- Identify and recognize basic principles of accounting and bookkeeping suitable for proprietorships, partnerships, or corporations practicing as a healthcare professional, including liability issues, taxation requirements, and journal keeping.
- Identify and discuss general information about third-party insurers (extended health care).
- Describe billing procedures commonly used in clinical settings.
- Demonstrate the ability to write medical-legal reports typically requested by lawyers or others so entitled.
- Identify and use various types of clinical forms for documentation and record keeping purposes

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Course Pack: Posted on D2L

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

Lectures:

Mondays: 8:30am – 9:50am CHW 340

Thursdays: 8:30am – 9:50am CHW 340

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Week	Lectures
1 (May 6 th & May 9 th)	Course Outline and Overview Pre-Learning Self Reflection Professional Associations
2 (May 13 th & May 16 th)	Health Professions Act, Code of Ethics, and Standards of Practice Patient Care & Scope of Practices
3 (May 20 th & May 23 rd)	Monday, May 13th: No Class How to Write a Business Plan The Six Step Roadmap to Business Success Managers, Leaders, and Organizational Design

4 (May 27 th & May 30 th)	Guest Speaker: May 27 th (Jeffery) Planning and Pricing Types of Businesses
5 (June 3 rd & June 6 th)	How to Register as a Sole Proprietorship and General Partnership Business Number/HST Number Creating a mission statement
6 (June 10 th & June 13 th)	Marketing, Recruitment, Retentions Location Contract Review/Invoices
7 (June 17 th & June 20 th)	Guest Speaker: June 17 th (Eden) Pitch Due-July 20th
8 (June 17 th -June 28 th)	No Class – Midterm week
9 (July 1 st & July 4 th)	Monday, July 1st: No Class SWOT Analysis Legal Issues
10 (July 8 th & July 11 th)	Financial Management Facility and Equipment Management
11 (July 15 th & July 18 th)	ICBC and WCB Third Party Insurance Human Resources Business Plan Due July 18th-Sign-up for Presentations
12 – 14 (July 22 nd , 25 th , 29 th , Aug 1 st , Aug 8 th)	Monday, August 5th: No Class Business Plan Presentations
15 (August 12 th - 20 th)	Final Exam Period

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Midterm Written Exam Week 8 (week of June 24 th)	30%
Elevator Pitch July 20 th	10%
Business Plan Due July 18 th on D2L	40%
Business Presentation & Grading of others During week 12, 13, & 14	20%
	TOTAL
	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

Due Dates: There will be a zero-tolerance in effect for missing due dates. All due dates are clearly listed in the schedule above. Students who might miss a deadline for legitimate reasons are to contact the instructor immediately and in advance of the due date.

SCHOOL OR DEPARTMENTAL INFORMATION

Grading System

(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)

(Mark with "X" in box below to show appropriate approved grading system – see last page of this template.)

Standard Grading System (GPA)

Competency Based Grading System

Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: <http://camosun.ca/services/accessible-learning/>

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit

<http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.