

# COURSE SYLLABUS



Centre for Sport  
& Exercise Education

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

COURSE TITLE:	Business Management for Therapists
CLASS SECTION:	AET 420 X01
TERM:	Fall 2023
COURSE CREDITS:	3
DELIVERY METHOD(S):	Lecture face to face

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

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*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

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NAME:	Isabel Grondin
EMAIL:	<a href="mailto:grondini@camosun.bc.ca">grondini@camosun.bc.ca</a>
OFFICE:	PISE 212 G
HOURS:	11:30AM to 2:30PM Thursday, 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

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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.

PREREQUISITE(S):	None
CO-REQUISITE(S):	None
EXCLUSION(S):	Restricted to Athletic Therapy and Massage Therapy Students

## INTENDED LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course, a student will be able to:

- 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

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Course info posted to D2L

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

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Lecture	Wednesday	10:30 pm – 11:20 pm	PA101
	Friday	11:30 pm – 12:50 pm	PISE 329B

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor. Topics will be discussed as the class progression and the group development progresses. All of the below topics will be covered over the term.

- ✓ Introduction and course overview
- ✓ Building a successful practice
- ✓ The Health and Fitness Industry in Canada & British Columbia: legislation, regulation
- ✓ The Health and Fitness Industry in Canada & British Columbia: professional associations in the health and fitness industry - requirements for licensing, education, scopes of practice
- ✓ The Health and Fitness Industry in Canada & British Columbia: codes of ethics, standards of practice
- ✓ The Health and Fitness Industry in Canada & British Columbia: billing practices, third party billing, ICBC and WCB, ICD codes
- ✓ The Health and Fitness Industry in Canada & British Columbia: reports for lawyers, physicians, allied health practitioners
- ✓ Organizational Design – proprietorship, general partnership, incorporation
- ✓ Organizational Design – registering a business in British Columbia
- ✓ Business planning: creating a mission, vision, and goals
- ✓ Business planning: determining the best location for your business, niche markets
- ✓ Business planning: compensation - cash based, insurance based
- ✓ Business planning: revenue projections, purchasing, lease and rental costs
- ✓ Business planning: social responsibility, e-business

- ✓ Business planning: time management and scheduling, computer and software applications, forms and documentation
- ✓ Business planning: accounting, bookkeeping, financial planning, tax preparation, exit strategies
- ✓ Business planning: human resources – contract negotiations, health and safety policies, vacation planning, support for employees/contractors
- ✓ Business planning: marketing and promotion
  
- ✓ Personal branding, interviewing

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 notice is required. Deadlines can 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

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DESCRIPTION	WEIGHTING
Elevator Pitch	10%
Mid-Term Exam	30%
Business Plan	40%
Business Presentation	20%
<b>TOTAL</b>	<b>100%</b>

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>

In course policy relating to evaluation of learning absences.

- Exam Scheduling Policy: The course exams are pre-scheduled by the instructor or department.
- Missed gradable related submissions: Students who miss deadlines for written assignments, presentations or written exams **may** be allowed to write a deferred or “make up” exam. These “make up” exams will be different from the original.

For any of the below, it is required that students contact the instructor.

An excused absence includes:

- Medical certificate.
- Bonafide intercollegiate trip with supporting documentation.
- Permission of instructor prior to absence.
- Compassionate reasons.

All other reasons are unexcused and will not be accommodated. Students will not receive the associated marks for the missed exam. Students are to be present for the pre-scheduled exams.

## COURSE GUIDELINES & EXPECTATIONS

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### Professional standards for students

- Students are expected to exhibit polite, mature and respectful behaviour in class (lectures, labs, seminars or practicums) and actively participate as needed.

- If students are late for class they should enter by the door at the back of the classroom, if available, with materials out and ready to be used.
- Students are expected to conduct themselves in a manner that maximizes the learning of all students.
- Students are expected to dress appropriately for class activities. Please bring clothes and footwear that will allow you to participate fully.
- Students are expected to maintain good personal hygiene standards for all classes. If students have been active immediately prior to a class/lab, they should attempt to shower/wash prior to attending class and/or change into clean dry clothing/shoes. Please be considerate to others and do not wear strong perfumes or scents.
- Students participate in role-playing activities to practice skills with each other, please come prepared to participate in class.

### Cell Phones / Cameras

Cell phones / cameras are not permitted in lecture.

### SCHOOL OR DEPARTMENTAL INFORMATION

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#### Centre for Sport & Exercise Education (CSEE) Attendance Policy:

Research shows a strong correlation with class attendance and academic success. Given the practical nature of this course, and the need to understand the theory utilized during the labs, attendance at lectures is strongly encouraged.

### STUDENT RESPONSIBILITY

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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

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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	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>

Support Service	Website
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

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.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### 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](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto: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.