

# COURSE SYLLABUS



COURSE TITLE:	AET 420 – Business Mgt. for Therapists
CLASS SECTION:	X01 & X02
TERM:	Summer 2025
COURSE CREDITS:	3 credits
DELIVERY METHOD(S):	Lecture

Camosun College campuses are located on the traditional territories of the Lək'wəŋən 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>.

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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: Jamie Johnson MSc. Rehab Science, CAT(C)  
EMAIL: [johnsonja@camosun.ca](mailto:johnsonja@camosun.ca)  
OFFICE: PISE 212A  
HOURS: Monday's – 11:30am-12:30pm 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. Open to Athletic & Exercise Therapy and Massage Therapy Students Only.

REQUISITE(S): None

## COURSE LEARNING OUTCOMES / OBJECTIVES

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- 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 Pack: Posted on D2L

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

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Lectures:

Mondays: 8:30am – 11:20am CHW 341

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

Week	Lecture
1	<b>May 5<sup>th</sup></b> Course Outline and Overview Health Professions Act, Code of Ethics, and Standards of Practice Professional Associations Scope of practice of various health professionals
2	<b>May 12<sup>th</sup></b> Types of Businesses Goal setting for your business Creating a mission and vision statement Social responsibility
3	<b>May 19<sup>th</sup></b> No class – College Closed Victoria Day
4	<b>May 26<sup>th</sup></b> Organizational Design Marketing and Promotion Business Strategy and Operational Plan 5%
5	<b>June 2<sup>nd</sup></b>

	Determining the best location for your business – niche markets Purchasing Revenue projections
6	<b>June 9<sup>th</sup></b> Time Management, scheduling, computer and software applications Accounting, bookkeeping, and financial planning Compensation and revenue projections
7	<b>June 16<sup>th</sup></b> <b>Midterm Exam</b> <b>Marketing Plan 10%</b>
8	<b>June 23<sup>rd</sup></b> Elevator Pitch
9	<b>June 30<sup>th</sup></b> Human Resources Billing practices Third party billing ICBC WCB <b>Financial Forecasts 10%</b>
10	<b>July 7<sup>th</sup></b> Reports for lawyers, physicians, allied health professionals Human Resources <b>Final Version 10%</b>
11	<b>July 14<sup>th</sup></b> Business Plan Presentations
12	<b>July 21<sup>st</sup></b> Business Plan Presentations
13	<b>July 28<sup>th</sup></b> Business Plan Presentations
14	<b>August 4<sup>th</sup></b> <b>No class – College Closed Victoria Day</b>

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	30%
Elevator Pitch	10%

DESCRIPTION	WEIGHTING
Business Plan 1. Business Strategy and Operational Plan 10% Due Week 4 2. Marketing Plan 10% Due Week 7 3. Financial Forecasts 10% Due Week 9 4. Final Version 10% Due Week 10	40%
Business Presentation	20%
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 <a href="http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf">Grade Review and Appeals</a> policy for more information. <a href="http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf">http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf</a>	TOTAL 100%

## 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. Late assignments will have a 10% deduction per day to a maximum of 3 days or 30%. Any submissions after 3 days will not be accepted, and the student will receive a zero.

## 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

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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>
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.