

Office Administration-Medical Program Guide



Table of Contents

Welcome Students	3
Program Faculty & Staff	4
Durham College Vision and Values	5
The Student Experience Comes First	6
Important Dates	7 - 12
Program Information	13
➤ Program Description	
➤ Introduction	
➤ Program Learning Outcomes	
Course Outlines	14
General Education	14
Program Specific Academic Policies	15 - 23
Academic Honesty.....	24
Requirements for Promotion	25
Missed Final Examination Policy.....	26 - 27
Field Placement (program specific).....	28 - 29
Academic Advisor – Student Liaison.....	30
Centre for Students with Disabilities.....	31
Student Academic Learning Services (Learner Support Centre)	32
The Library	33
College Publications.....	34
Scholarships & Bursaries	35 - 36
Transfer Guide.....	37 - 38
Program of Studies	39 - 40
Course Descriptions.....	41 - 47
Map of Campus	48

Please note the following important information:

Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, and timetable or campus location at any time. Please consult our website at www.durhamcollege.ca for the most current information.

Printed: June 2009

Welcome Students

A Message from the Dean

On behalf of the faculty and staff of Durham College, it is a pleasure to welcome you to Durham College. You are embarking upon an exciting, challenging and rewarding journey. We hope that you will enjoy the time you spend with us.

We wish you success in your studies, supportive new relationships, and an exciting future in your chosen career. We are committed to meeting your educational needs by providing a high quality program. We will all do our best to support you in preparing for your career. If you have any questions or need any kind of assistance, please ask us. The School of Interdisciplinary Studies and Employment Services Office is located in room SW216 and our hours are Monday to Friday, 8:00 a.m. to 4:30 p.m. We are here to help you.

We are pleased you have chosen Durham College, and look forward to working with you.



*Mary Blanchard, Dean
School of Interdisciplinary Studies and Employment Services*

A Message from the Vice-President Academic

Congratulations on choosing Durham College and taking a very important step in preparing for your future. Durham College is known for high quality programs, leading edge technology, an award winning library and a student-centered approach to learning. Student learning is at the heart of what we do. Our commitment to “the student experience comes first” guides our work and decision-making throughout the College.

The program you have chosen has been designed to help you develop the necessary skills and knowledge to support your success in your chosen career path. Our dedicated and professional staff and professors are committed to helping you achieve your educational goals and your career aspirations.

Durham College strives to be highly accountable to students and employers through the preparation of work-ready graduates who will continue to live our “success matters” focus in their professional work environment.

We are pleased you have chosen to study at Durham College and we look forward to supporting your learning journey – work hard, have fun, enjoy your college experience and campus life.

Wishing you much success with your studies,



*Judy Robinson,
Vice President, Academic*

School of Interdisciplinary Studies and Employment Services

Office Administration Faculty & Staff

The office of the School of Interdisciplinary Studies and Employment Services is located in SW216 of the Gordon Willey Building.

	<u>Phone</u>	<u>e-mail address</u>
Mary Blanchard Dean, School of Interdisciplinary Studies and Employment Services	Ext. 2224	mary.blanchard@durhamcollege.ca
Bev Neblett Associate Dean, School of Interdisciplinary Studies and Employment Services	Ext. 2471	bev.neblett@durhamcollege.ca
Ann Conroy Administrative Coordinator	Ext. 2152	ann.conroy@durhamcollege.ca
Debra White Administrative Assistant	Ext. 3162	debra.white@durhamcollege.ca
Rhonda Christian Student Liaison	Ext. 2501	rhonda.christian@durhamcollege.ca

<u>Faculty</u>	<u>Office #</u>	<u>Phone</u>	<u>e-mail address</u>
Joanne Arbour	C209	Ext. 2261	joanne.arbour@durhamcollege.ca
Daphne Brussée	C10	Ext. 2530	daphne.brussee@durhamcollege.ca
Sue Dickinson	C125	Ext. 2642	sue.dickinson@durhamcollege.ca
Fran Jeffery	C209	Ext. 3407	frances.jeffery@durhamcollege.ca
Harpreet Kochhar	C10	Ext. 2530	harpreet.kochhar@durhamcollege.ca
Michelle Rivers	C209	Ext. 2860	michelle.rivers@durhamcollege.ca

School of Interdisciplinary Studies and Employment Services

The above individuals may be contacted by dialing directly (905) 721-2000, followed by the appropriate extension.

Mission: The student experience comes first at Durham College

Vision

- Durham College is the premier college in Canada for career-focused students who will succeed in a challenging, supporting and inclusive learning environment.
- Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience.
- Our vibrant campus community enriches the student life experience.

All of this combines to ensure our graduates have the market-ready skills to obtain great careers and make a difference in the world.

Values

Our values drive our organizational culture and our behaviour in delivering our vision and mission. They are:

Integrity and Transparency...

we will behave and communicate sincerely and honestly

Respect...

we will treat everyone with dignity and offer superior service

Equality and Diversity...

we will champion all learners and celebrate diversity

Innovation...

we will be leaders in market-responsive learning experiences and solutions

Personal and team accountability...

we will do what we say we will do



THE STUDENT EXPERIENCE COMES FIRST AT DURHAM COLLEGE

Important to All

Students and staff at Durham College are committed to academic excellence by:

- Demonstrating respect for one another and property
- Maintaining a clean and safe environment
- Taking an active role in the learning process
- Providing and receiving support when necessary
- Attending classes and/or appointments regularly and on time
- Modeling skills, attitudes and expectations of the workplace

Support Staff

- Provide professional quality customer service to students and staff
- Direct students and staff to appropriate resources
- Support and assist students in their learning and career goals
- Promote services that enhance student success

Faculty

- To be positive, enthusiastic, patient and flexible
- To be in the class early and prepared to begin on time
- To keep current in academic and professional knowledge
- To be prepared for activities, exercises and demonstrations
- To be available and show willingness to help students
- To ensure that all students get equal assistance and time
- To perform evaluations according to established criteria and within a reasonable time frame
- To return and take up any assigned homework, assignments, tests and projects promptly
- To identify students requiring remedial assistance, and to direct those students to the appropriate services
- To write constructive and helpful statements when evaluating student assignments
- To use a variety of teaching and questioning techniques
- To encourage student participation and feedback wherever possible
- To outline professional responsibilities, career alternatives, and avenues for further education following graduation
- To provide a course outline to each student at the beginning of the course, to review the outline with the students, and to adhere to the outline
- To adhere to Durham College policies, procedures and guidelines
- To place the safety and well being of the student above all other objectives, including fulfilling education obligations

Students

- To be prepared for class and professional practice activities. This will include reading appropriate textbook assignments prior to class and completing any homework assignments
- To be in class and arrive on time
- To participate in class activities
- To demonstrate respect for all persons and the learning environment
- To be trustworthy, honest, and accountable for own behaviour
- To complete tests, assignments and evaluations as required, striving for excellence
- To demonstrate effective communication skills
- To understand all course requirements and to follow them
- To seek assistance immediately if unable to follow the subject requirements for any reason
- To read and adhere to Durham College policies, procedures and guidelines

Administration

- Meet or exceed standards of excellence
- Manage budgets and resources
- Support students and staff in meeting their responsibilities
- Support/direct approved operational procedures
- Communicate relevant information in a timely fashion
- Be current in their field of leadership in a college environment

Important Dates 2010 – 2011

Please note the dates of your semester examinations. **Please ensure that you do not schedule vacation or employment during these times.**

FALL 2010 SEMESTER

July 5, 2010	Fees due date for first year students Web registration - for 2 nd year students who have paid for fall semester - begins.
July 7, 2010	Web registration - for 3 rd year students who have paid for fall semester - begins.
July 12, 2010	Web registration - for 1 st year students who have paid for fall semester - begins.
July 16, 2010	Fees due date for returning students.
August 30, 2010	Registration for part-time Oshawa campus students begins and window opens for timetable changes. Apprenticeship Classes begin.
September 6, 2010	Labour Day (no classes)
September 7, 2010	Orientation for first-year students.
September 8, 2010	Classes begin for most programs.
September 14, 2010	Last day for late program registration. Last day for fall semester course or program changes.
September 21, 2010	Last day for full-time students to withdraw with full refund, less \$100 administration fee. ^{1,2} Last day for refund eligibility when dropping to part-time. Last day for part-time students to withdraw with tuition fee refund less an administration fee. ^{1,2} Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for fall semester subjects.
September 30, 2010	Student Health Insurance Plan “Opt-out” deadline.
October 4, 2010	Due date for 2 nd installment of Fall fees.
October 5, 2010	Last day for application for fall semester subject exemption/credit. Last day for withdrawal from a fall semester subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal. ^{1,2}
October 11, 2010	Thanksgiving (no classes).
October 21, 2010	Fall Convocation
October 25, 2010	Deadline for submission of adjusted marks to clear INC grades from Summer 2010. INC grades after this date will revert to a fail.

November 18, 2010	Scholarship Ceremony
November 12, 2010	Winter 2011 semester fees due date.
November 12, 2010	Last day to withdraw from a fall semester subject with no academic penalty. After this date, all subjects will be graded and recorded on the student's transcript. ^{1,2}
December 10, 2010	Last day of classes for most programs.
December 13 to 17, 2010	Fall semester final examinations/evaluation(s) for postsecondary students. Students are reminded not to schedule vacation or employment hours during these times. January 5 and 6, 2011 scheduled as tentative snow dates for the Oshawa campus.
December 23, 2010	Grades are available to view electronically as of 4 p.m. Note: official distribution date for the purpose of academic appeals is January 5, 2011. Full-time students may process timetable changes for the winter semester through MyCampus as of 4 p.m.
December 24, 2010 – January 2, 2011 inclusive	Campus closed for the holiday season.

WINTER 2011 SEMESTER – JANUARY START

November 12, 2010	Winter 2011 semester fees due date.
November 22, 2010	Web registration for Fall start 1 st year students for winter 2011 semester courses begins.
November 29, 2010	Web registration for 2 nd and 3 rd year students for winter 2011 semester courses begins.
December 6, 2010	Web registration for Winter start students begins.
January 3, 2011	Registration for Oshawa campus part-time students begins. Apprenticeship Classes begin
January 5, 2011	Classes begin for most programs. Official grade distribution date for the purpose of Academic Appeals.
January 11, 2011	Last day for late program registration. Last day for winter semester course or program changes.
January 11, 13 and 15, 2011	Dates for missed exams from Fall Semester 2010
January 18, 2011	Last day for full-time students, who started their program in September 2010, to withdraw with a refund of <u>winter tuition fees</u> . ^{1,2} Ancillary fees and school supply fees are not refundable. Last day for full-time students, who started their program in January 2011 to withdraw with a refund of full fees paid less \$100 administration fee. ^{1,2} Last day for refund eligibility when dropping to part-time. Last day to withdraw from part-time studies with tuition fee refund less an administration fee per subject.

	Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.
January 31, 2011	January start students only: Student Health Insurance Plan “Opt-out” deadline.
January 31 to Feb 4	Winter Break week for Electrical Block Intermediate & Advanced apprenticeship students only.
February 1, 2011	Last day for application for winter semester subject exemption/credit. Last day to withdraw from a January start subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal. ^{1,2}
February 4, 2011	Due date for 2 nd installment of Winter fees.
February 18, 2011	T2202As available online via MyCampus as of 4 p.m.
February 21, 2011	Family Day (no classes). Deadline for submission of adjusted marks to clear INC grades from Fall 2010. INC grades after this date will revert to a fail.
February 21 to 25	Winter Break week; no classes with the exception of OFAD February start students and Apprenticeship students.
February 28 to March 4	Winter Break week for Apprenticeship students with the exception of Electrical Block Intermediate and Advanced students.
March 18, 2011	Last day to withdraw from a January start subject with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript. ^{1,2}
March 14 to 18, 2011	Winter Break week for OYAP Apprentices only (except Hairstylists – please see your school office).
April 8, 2011	Last day to apply to graduate – courses ending April 2011.
April 14 2011	Last day of classes for most January start programs.
April 15 to 21	Winter semester (January start) final examinations/ evaluation(s); students are reminded not to schedule vacation or employment hours during these times.
April 4 to 22, 2011	Office Administration – Medical Field Placement
April 22, 2011	Good Friday (no classes).
April 29, 2011	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
May 10, 12 and 14, 2011	Dates for Missed Exams from Winter Semester 2011.
June 16 & 17, 2011	Convocation (Times and location TBA)
WINTER 2011 SEMESTER – FEBRUARY START	
December 10, 2010	Winter 2011 - February start - semester fees due date.
December 6, 2010	Web registration for February start students begins.

January 31, 2011	February start classes begin. Registration for Oshawa campus part-time students begins.
February 4, 2011	Last day for February start late program registration. Last day for February start course or program changes.
February 11, 2011	Last day for full-time students, who started their programs in February 2011 to withdraw with a refund of full fees paid less \$100 administration fee. ^{1,2} Last day for refund eligibility when dropping to part-time for February start only. Last day for February start students to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.
February 21, 2011	Family Day (no classes). Deadline for submission of adjusted marks to clear INC grades from Fall 2010. INC grades after this date will revert to a fail.
February 28, 2011	February start students only: Student Health Insurance Plan “Opt-out” deadline.
February 28, 2011	Last day for application for semester subject exemption/ credit. Last day to withdraw from a February start subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal. ^{1,2}
March 4, 2011	Due date for 2 nd installment of Winter fees - February start students only.
April 7, 2011	Last day to withdraw from a February start subject with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript. ^{1,2}
April 22, 2011	Good Friday (no classes)
May 2 – 6, 2011	Winter semester (February start) final examinations/ evaluation(s); students are reminded not to schedule vacation or employment hours during these times.
May 6, 2011	Last day of classes for most February start programs.
May 12, 2011	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
October, 2011	Convocation (Time and location TBA)
SPRING 2011 SEMESTER	
March 11, 2011	Spring 2011 semester fees due date.
April 4, 2011	Web registration for Spring/Summer programs begins.
May 9, 2011	Most Spring classes begin. Registration for Oshawa campus part-time students begins.
May 13, 2011	Last day for late program registration.

Last day for most spring semester course or program changes.

May 20, 2011

Last day for full-time students, who started their programs in Spring semester to withdraw with a refund of full fees paid less \$100 administration fee.^{1,2}

Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most spring semester subjects.

Last day to withdraw from most spring semester subjects with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal.^{1,2}

Last day for application for spring semester subject exemption/credit.

May 23, 2011

Victoria Day (no classes).

May 31, 2011

Student Health Insurance Plan “Opt-out” deadline.

June 10, 2011

Last day to withdraw from most spring semester subjects with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript.^{1,2}

June 24, 2011

Last day of classes for most Spring start programs.

June 27, 2011

Deadline for submission of adjusted marks to clear INC grades from January start Winter 2010 semester. INC grades after this date will revert to a fail.

June 29, 2011

Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.

SUMMER 2011 SEMESTER

May 13, 2011

Summer 2011 semester fees due date.

July 1, 2011

Canada Day (no classes).

July 4, 2011

Summer classes begin.

July 8, 2011

Last day for late program registration.

Last day for most summer semester course or program changes.

July 15, 2011

Last day for full-time students, who started their programs in Summer semester to withdraw with a refund of full fees paid less \$100 administration fee.^{1,2}

Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most summer semester subjects.

Last day to withdraw from most summer semester subjects with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal.^{1,2}

Last day for application for summer semester subject exemption/credit.

August 5, 2011

Last day to withdraw from most summer semester subjects with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript.^{1,2}

August 1, 2011	Civic Holiday (no classes).
August 19, 2011	Last day of classes for most Summer start programs.
August 24, 2011	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
October, 2011	Convocation (Time and location TBA)

NOTES:

1. Official Withdrawal forms must be completed by the student and submitted to the Office of the Registrar.
2. The administration fee for international students will vary.

These dates represent the best information at time of publication. The College reserves the right to make changes subject to amendments to existing legislation, Collective Agreements, or as required by the College. Dates may vary slightly from program to program.

Program Information

After a common first year in the Office Administrative program, students have the basic skills required for an entry-level position in many organizations. These include word processing, spreadsheets and electronic transcription skills. Courses such as communications, accounting and administrative procedures are also taken. Students must achieve a minimum keyboarding speed of 30 net words per minute in order to graduate.

Program Learning Outcomes

Office Administration- Medical Programs

The graduate has reliably demonstrated the ability to

1. apply scheduling, task coordination, and organizational skills to facilitate the completion of tasks and to meet deadlines in the medical environment.
2. establish and maintain data management systems to organize electronic and paper records for the medical environment.
3. coordinate the organizing, processing, and responding to electronic and paper communications to facilitate the flow of information in the medical environment.
4. produce accurate financial and billing records for the medical environment within a specified time frame by compiling information and using appropriate software.
5. produce accurate medical correspondence and reports by a specified deadline using available computer technology as well as by applying recording, editing, and language skills.
6. use effective interpersonal skills in the workplace to assist the completion of individual and team tasks and to promote the image of the organization.
7. troubleshoot and show initiative in the creation and production of accurate, organized medical documents within a specified time frame.
8. provide technical support and training related to computer software to others in the medical environment as required.
9. use the Internet and its tools in a medical environment to enhance communication and business opportunities.
10. demonstrate administrative skills to enhance the effective operation of the workplace.

Note: The learning outcomes have been numbered as a point of reference; numbering does not imply prioritization, sequencing, or weighting of significance

Course Outlines

For each course, a Course Outline that describes course content, learning activities, evaluation methods, timelines and support resources is available online.

This is a binding document. Any changes will be agreed upon by students and the professor and requires approval from the Dean of the School. For further details, please refer to the Course Outlines Policy and Procedure documents www.durhamcollege.ca/academicpolicies.

Course outlines are important documents. Please refer to them during the semester and keep them safely afterward. For students who go on to other post secondary institutions or post diploma programs, these will be essential documents.

Please note that students are expected to download copies of their course outlines from MyCampus prior to the **first** class in each course. Instructions for downloading are located on MyCampus at www.durhamcollege.ca/mycampus.

General Education

Durham College strives to ensure that students who graduate are immediately employable in their field of study; able to succeed in employment through the ability to continuously learn; and are capable of contributing positively to the society in which they live and work. Therefore, each program of study will strive to provide students with the skills related to a specific field of study (vocational skills), essential employability skills, and general education.

General education courses strengthen students' generic skills such as critical analysis, problem solving and communication in the context of an exploration of topics with broad-based personal and/or societal importance. Normally, programs of instruction leading to either an Ontario College Diploma or an Ontario College Advanced Diploma include three general education courses. Such courses are identified on the program of study using the designation of "G". The Vice-President, Academic approves the designation of General Education courses.

Durham College

Academic Policies & Procedures

To view the Durham College Academic Policies & Procedures, please go to www.durhamcollege.ca/academicpolicies

Program Specific

Academic Policies & Procedures

The Office Administration Program has developed program policies based upon its philosophy and goals. It is the student's responsibility to read, understand, and comply with the policies outlined in this document.

The School of Interdisciplinary Studies and Employment Services reserves the right to alter its Policies and Procedures as needed. Students will be given written notification of any necessary changes. The following policies apply to all subjects unless students are advised otherwise. Additional policies specific to individual courses may be included in those course outlines.

THE LEARNING ENVIRONMENT

In order to ensure a quality learning environment for all students, the following policies have been established. Any behaviour that disrupts the learning environment will be dealt with according to the Durham College Academic Policies and Procedures.

Student Code of Conduct

It is expected that all members of the class, including the faculty, will treat one another with courtesy and respect. If individual behaviours interfere with the rights of others to teach or to learn, the faculty has the right to ask the disruptive student(s) to leave the class and apply the necessary consequences in accordance with Durham College's Academic Policies and Procedures.

Students will be asked to sign a copy of the Code of Conduct for Students (as outlined in the Program Guide Book) indicating that s/he has read and understands the guiding principles of expected student behaviour while a student at Durham College. This document will be distributed in your class. Your signed form will be kept in your student file.

Code of Conduct for Students

Preamble:

Implicit to this document and the Durham College Student Rights and Responsibilities procedures is the presumption that as adults, students are responsible for their actions and choices.

Upon enrolment all students are automatically bound by this code, as well as all other rules and regulations of Durham College. It is the student's responsibility to ensure that he or she is fully aware of all academic and non-academic regulations. To view the Durham College Academic Policies and Procedures, go to www.durhamcollege.ca/academicpolicies.

Purpose:

The purpose of this code is twofold:

1. The Code of Conduct and the Student Rights and Responsibilities policy and procedures make explicit expected attitudes and behaviours consistent with the values of Durham College.
2. Adherence to this code will also prepare students for the non-academic behavioural expectations of future employers.

Policy Statements:

The Code of Conduct and the Student Rights and Responsibilities policy and procedures are expected to be adhered to on all campus locations; and at all times when representing Durham College as a student.

The college encourages the development of knowledge, values, attitudes and behaviours that foster respect, integrity, accountability, and trust among all members of the campus community.

In order to ensure all members of the campus community benefit from this code, individuals are encouraged to use appropriate college procedures.

As members of the college community students have a responsibility to:

1. Respect the rights and freedom of all members of the campus community to work and learn without unreasonable or threatening disruption or hindrance;
2. Be familiar with and obey the general law of the land;
3. Know and adhere to the Code of Conduct and all other regulations specified by Durham College and its campus partners; and
4. Be knowledgeable of college regulations; ignorance is not a defense against disciplinary action.

Code of Conduct expectations:

Students are expected to demonstrate at all times:

Positive and Effective Interpersonal Skills by:

- a. behaving fairly and honestly with others;
- b. using self-disclosure appropriately;
- c. actively listening and showing interest in others;
- d. demonstrating dignity and worth of all members of the campus community;
- e. constructively attempting to resolve conflicts with others;
- f. demonstrating respect for the physical and emotional well-being of others;
- g. demonstrating the ability to work as a team member;
- h. respecting the rights of others to receive instruction and to use campus premises without disruption, disturbance, hindrance or threats to their personal safety;
- i. respecting the confidentiality of others; and
- j. demonstrating sensitivity and consideration of others.

Commitment, Reliability and Integrity by:

- a. attending required classes and other scheduled learning activities;
- b. maintaining regular and punctual attendance;
- c. meeting stated or agreed upon deadlines;
- d. maintaining confidentiality;
- e. demonstrating honesty in academics and in dealings with faculty and students;
- f. seeking assistance when necessary;
- g. attending appointments designated by faculty;
- h. completing college or college-related documents honestly;
- i. refraining from plagiarism and other forms of academic dishonesty; and
- j. knowing and complying with all Durham College and campus regulations

Socially Acceptable Behaviour and Accountability by:

- a. accepting responsibility for their actions;
- b. identifying promptly any personal barriers to academic success and seeking assistance from appropriate college staff;
- c. demonstrating a constructive approach when attempting to resolve differences;
- d. knowing and complying with all college regulations and program specific academic policies and procedures;
- e. accepting feedback from others and modifying behaviour if required;
- f. maintaining an appropriate standard of dress and personal hygiene;
- g. demonstrating respect and professionalism for all faculty, staff and students by not engaging in aggressive, threatening and/or aversive behaviour (swearing, yelling, physical and verbal outbursts...); and
- h. being drug and/or alcohol free while engaging in classroom or program related activities

Agreement:

I have read, understand and agree to abide to this Code of Conduct.

Student Name (print)

Student Signature

Date

Attendance

Attendance has been closely linked to student success. Regular attendance is strongly encouraged.

It is the student's responsibility to attend all classes, labs, evaluations, field placement, etc. In the event that the student cannot fulfill this obligation, it is the student's responsibility to notify their faculty, as required. In addition, the faculty and/or placement agency may require explanation/documentation to substantiate an absence student is responsible for any missed materials and instruction as a result of the absence. In addition, it is the student's responsibility to complete all assignments and to be aware of announcements made. It is the student's responsibility to arrive early, review notes, readings, and other requirements prior to class.

Faculty recognize that there are often legitimate reasons for late arrivals. If you arrive late for class, please enter the classroom as quietly as possible and/or wait until there is a formal break in the class to minimize disruption to students who arrived on time. If you disturb the class upon your arrival, you will be asked to leave the class. If you arrive late on a regular basis and disturb a class already in progress, the faculty has the right to prohibit entry to the classroom until a suitable break occurs.

During classes in which a guest speaker is scheduled or when student peers are making a presentation, late arrival may not be permitted. (Special circumstances may be presented to the faculty in advance of the class for consideration).

Students who arrive late on the day of a test will not be given any additional time to complete the test. No late arrivals will be permitted after the first 20 minutes of the test start time.

For attendance policies refer to the Academic policy and procedures and/or your course outline(s).

Communication

Students are expected to check MyCampus daily for both college-wide and program specific information. **Each Durham College student has a MyCampus/WebCT e-mail address which they should check daily.** Communication between students and faculty via e-mail is limited to the MyCampus/WebCT system. Durham College faculty and staff are not permitted to use or reply to personal e-mail addresses.

Should a student have a login and/or performance issue with their MyCampus, it is their responsibility to report the issue(s) to the IT Help Desk by calling 905-721-3333 or visiting the Computer Commons, Room SW100.

It is the student's responsibility to keep the faculty informed about any circumstances which may be interfering with the student's success in that course. The faculty cannot provide support and assistance if s/he is not aware that a problem exists. Students can leave messages on the faculty's voice mail or email to make arrangements for the faculty and the student to meet and work together to resolve any issues or challenges.

If a student has a concern about an individual course, the first line of solution should be a discussion with the faculty. If the issue cannot be solved through collaboration, the student is advised to make an appointment with the Program Coordinator or the Student Liaison.

Computer Usage During Scheduled Classes

Studies and feedback have identified that instant messaging, (MSN, Facebook, etc), e-chats, checking personal e-mail, surfing, shopping, gaming activities, etc. distract other students and detract from learning. These activities and the personal use of computers are not allowed during class time. Students involved in this behaviour during a teaching session will be required to leave the room. Faculty may file Academic Alerts for any student who persists in using the computer and networking facilities of Durham College for activities other than those prescribed in the program. See Academic Policies and Procedures, and refer to the section on Information Technology Acceptable Use.

Electronic Communication Devices

When you are in class, please turn all electronic communication devices off. If you must leave a device on because someone may need to contact you (family member, caregiver, etc.), please ensure it is set to vibrate and leave the class prior to responding to the message. If you forget to set an electronic communication device to vibrate and it is activated, please turn it off as quickly as possible. If a device is activated frequently causing unnecessary disruption to the class, you will be asked to leave. There is absolutely no text messaging allowed during class. If you use a device for this purpose, you will be asked to leave the class.

Music Devices/earphones

Music devices/earphones are not permitted in the classroom at any time. When you arrive and the class begins, please remove all music devices/earphones and put them away. If you are found to be in contravention of this policy, you will be asked to leave the class.

Written Assignments

All written papers are to be submitted to the faculty in the scheduled class on the specified date. Unless otherwise directed by the faculty, submissions made by other means than those written on the assignment instructions will not be accepted and will result in a “0” grade for the assignment.

Late assignments:

- Late Assignment:
This is an assignment that has been handed in late, and there has not been a verbal, contractual agreement between the student and the professor to extend the time for the assignment to be handed in. This assignment is considered late and will be assigned a grade of “0”.
- Extenuating Circumstances:
In the event of unexpected absence, students must contact the course professor before the class starts. The professor will consider individually, rare extenuating circumstances, which may cause an assignment to be late. The student must provide appropriate documentation (e.g. note from doctor, dentist, etc.) to validate the absence and secure permission for the assignment to be submitted at a later time and/or date. The assignment must be submitted to the professor in person in order to be accepted for marking.

Students are responsible for keeping all marked assignments and course work for future reference.

All assignments are to be written following the APA (American Psychological Society) format. A document prepared by the College Library outlining APA format is required resource and available from the library.

It is expected that students employ Canadian spelling in all of their work. Students are advised to purchase a Canadian dictionary.

Written work submitted must be the product of student's own efforts. Plagiarism and other forms of cheating are prohibited and are subject to the consequences outlined in the Academic Policies and Procedures. Refer to the section on Academic Dishonesty.

For complete details of academic and program policies refer to www.durhamcollege.ca/academicpolicies.

Test /exam expectations and procedures

Test and exam writing is taken seriously and is conducted under structured circumstances. In an attempt to ensure academic integrity, the following procedures will be followed for all tests and exams.

It is the students' responsibility to:

1. Check the test time carefully. Ensure awareness of the time and place that the test is being written. **Not time extensions** will be granted for late arrivals. No late arrivals will be permitted after the first 20 minutes of the test start time.
2. Write all tests during the scheduled times. Should this not be possible, the student must notify the faculty within 24 hours of the scheduled test time. Voicemail messages and email messages are acceptable forms of notification if you are unable to speak with the faculty. Failure to contact the appropriate faculty will result in a mark of "0" for the missed test.

The opportunity to write a missed test is **discretionary** and **may** be granted based on meeting the following criteria:

- notifying the faculty 24 hours prior to the scheduled test time, and
- submitting appropriate documentation (e.g. note from doctor, dentist, etc.) to validate the absence to the faculty

For specific details on the handling of missed tests, see course outline(s).

Students who have been identified by the Centre for Students with Disabilities as having special needs will write tests and exams commencing at the scheduled time in the Centre for Students with Disabilities office. If writing in the Centre for Students with Disabilities office, it is the student's responsibility to make appropriate arrangements and communicate them to the faculty.

3. Keep only erasers, pens, pencils and Kleenex on the desk. All other materials and personal possessions brought to class must be removed from the desk and placed under the student's chair. This includes coats, hats, purses, pencil cases, book bags, books and loose paper. Any other required items will be supplied. Tests should always be written in pen.
4. The floor around the desks must be clear for the professor to move around the room and to answer questions.

5. Stop talking upon entering the room. The test paper should not be turned over until directed to do so.
6. Students must sit facing the front of the classroom, not sideways.
7. Always **keep your eyes on your own paper.**
8. **You are responsible for protecting the contents of your test answers** from the view of those sitting near you.
9. Do not share materials with your peers (white-out, rulers, erasers, etc.). If you need something, raise your hand and ask the professor.
10. Remain in your seat until you have finished writing the test. If you have a question about the test, raise your hand and the professor will come to you.
11. When you are finished writing, you may leave the classroom **quietly**. Return only at the agreed upon time or when all students have finished writing.
12. After exiting the test room, refrain from talking outside the door. The other students are still trying to concentrate. Move away from the room.
13. Be sure your name appears on all scantron forms, booklets and papers.
14. Check the test paper to ensure that no pages are missing. Before handing in the paper, check to ensure all questions have been answered.
15. Complete the scantron form correctly. Answers appearing on the scantron form will be used to determine the grade. The scantron form cannot be altered by the professor.
16. If required by the professor, initial the class list at the beginning of the test to confirm attendance.

Helpful Hints for Test Writing

Test writing can be incredibly stressful and sometimes causes students to make unwise or rash decisions that they may regret later. Try some of the following “Helpful Hints” when writing your tests.

- Write your first and **last names** on the front of your paper and on every page.
- Read the test over as soon as it is given to you. If you were given scrap paper you may use it to jot down points you are afraid you may forget later on. You may also be able to jot notes down on the back of the test page.
- Always **turn the test paper over** to see if there are questions on the reverse side.
- **Read the questions carefully** and do exactly what is asked of you in the questions. Some students find that underlining or highlighting key words in the question is helpful. If the question says “list and explain” do that. If it says “list” then just write down a list of points. “Define” means to explain the term. (Don’t define by using the term or its root word in your answer.)
- If you are unsure what the question is asking, **raise your hand** and the professor will help if s/he can.
- **Answer the questions fully!** Do not assume that a question worth 2 marks only needs 2 short points. Explain yourself clearly; don’t assume the professor will know what you were **thinking**.

- If a question is worth 10 marks, you must give a great deal of solid information. Conversely, if the question asks for 3 points (for example), the professor will mark only the first 3 points you write down. Choose the 3 strongest points you can think of.
- **Use your time well.** Be aware of the clock and the amount of time you've been given.
- Take a deep breath and **try to relax;** you'll think more clearly if you do.
- Do your best and remember that if you don't do well there are other methods of picking up your marks in future tests or assignments. **One test is not the end of the world!**
- Get **lots of sleep** the night before!

Evaluation Results:

Students shall be provided with an opportunity to review graded assessments. Faculty shall return assessments to students within an appropriate timeframe for the assessment type, typically three weeks at a maximum with exceptions negotiated between the professor and class. Students shall consult their course outlines for specific information on evaluation protocols. It is a student's responsibility to obtain returned assessments if absent from class.

Evaluations shall be assigned a grade, and where appropriate, faculty may provide feedback to assist students in improving academic performance. Students may request an interview with a faculty member for further clarification of evaluation results.

Return of Tests and Assignments

Results of a student's individual test or assignment will be returned within two weeks to that student. Students who are not in class when work is returned are required to retrieve their result from the faculty during their office hours.

Marked tests and assignments will be kept for 20 working days after the student's grade report is made available at the end of the semester. If they are not retrieved in that time, the assignments/tests will be discarded.

Campus Mediation Services

This program specifically endorses and will use where appropriate Campus Mediation Services (CMS). For details regarding the policy for CMS, please refer to the School of Justice and Emergency Services at mediation@dc-uoit.ca. This program specifically acknowledges pluralism and that through distinctions in race, creed, ability, place of origin and/or sexual orientation, there are many ways of making meaning in this world. This program specifically endorses, where possible, the use of readings, discussions and case studies that enable students to adapt to differences with real empathy, recognize the legitimacy of those differences and develop tolerance and support for new concepts of compatibility.

Print Balance

It is the student's responsibility to ensure that his/her print balance is sufficient to cover the printing of all assignments and/or tests etc. Be advised that the student's inability to print assignments, tests, and/or quizzes during lab class is not a legitimate excuse for failing to hand in an assignment, test, or quiz and will result in a penalty for lateness or a mark of zero in accordance with the course policy.

Portfolio/Precedent binder

Students will be required to prepare either a portfolio or precedent binder for submission in some subjects.

Electronic Storage Device Audits

From time to time, the instructor may complete random electronic storage device audits. When requested by the instructor, the student will be required to produce her or his storage device to the instructor for audit purposes.

Login Audits

From time to time, the instructor may complete random audits of login information. Students found to be using another student's login information will be processed according to the Academic Dishonesty policies of the College.

Equipment Failure

Every effort will be made to ensure that computers, printers, and software function without any problems. Computer equipment does malfunction, so flexibility and patience are required when working with technology.

Classroom Conduct

The environment will be businesslike and task oriented with emphasis on:

- Creating error-free documents before hard-copy printing.
- Building continuous improvement in individual productivity levels.
- Working well with others in problem solving, decision making, and completing team projects.
- Managing to meet deadlines with time built-in for unexpected challenges.
- Maintaining a congenial, positive attitude toward work/class/office responsibilities and relationships.
- Professional attitude and demeanour is expected at all times.

Sharing/Lending Work

Do not lend your storage device or hard copy of assignments to other students. Consulting with a classmate during regular class activities (not during a test) is equivalent to consulting with a colleague in the workplace and is quite appropriate. Be sure you are clear on the difference between 'consulting' and 'copying' or 'sharing' work. Academic dishonesty is considered to be a serious offence at Durham College. Penalties and consequences are outlined in the College Academic Integrity Policies.

Academic Honesty

Academic Integrity

To maintain academic integrity, student work shall be the product of his or her own efforts. In an effort to ensure the highest standards, Durham College has purchased a license with Turnitin.com, an online plagiarism detection service. Such practices as cheating and plagiarism cannot compromise academic integrity as defined in the Academic Policies & Procedures document (www.durhamcollege.ca/academicpolicies).

Any resources (class notes, interviews, handouts, textbooks, resource packages, journal articles, websites, etc.) used in the preparation of **any** assignment must be clearly identified and cited using correct APA format. Failure to do so may constitute an act of plagiarism and be subject to penalties described in the current Durham College Academic Policies and Procedures.

Any act of plagiarism or academic dishonesty will be documented in an Academic Alert and brought to the attention of the Associate Dean of the School of Interdisciplinary Studies and Employment Services. The documentation will be placed in the student's file.

Students working in pairs or groups to gather or research ideas are still expected to hand in individual assignments unless the instructor has indicated that a group submission is acceptable. If it is determined that a student has shared work with or copied from another student, all students involved will be subject to penalty.

If a student has questions as to whether material should be cited or about the format to be used, he/she is encouraged to consult with the instructor before submitting the assignment.

Guidelines for Academic Integrity

- 1. Know Your Rights**
Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report any academic dishonesty you see.
- 2. Acknowledge Your Sources**
Whenever you use words or ideas that are not your own when writing a paper, reference these, both in the body of your paper and in a "Works Cited".
- 3. Protect Your Work**
In tests and exams, do not allow your neighbours to see what you have written; you are the only one who should receive credit for what you know.
- 4. Avoid Suspicion**
Do not put yourself in a position where you can be suspected of having copied another person's work, or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your professor's confidence in your work.
- 5. Do Your Own Work**
The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education, and may lead to serious charges against you.
- 6. Always Tell the Truth**
When discussing your work with your professor, any attempt to deceive may destroy the relationship between teacher and student.

"Eight Cardinal Rules of Academic Integrity." [Academic Integrity at Northwestern](#).

Requirements for Promotion

Evaluation and Promotion

Academic subjects are evaluated in a variety of ways. These may include tests, written or oral assignments, and group work as well as final examinations. The evaluation criteria for each course are included with the course outline. Students are advised to familiarize themselves with these criteria early in the semester. A pass grade in all courses is 50% (unless otherwise indicated in the course outline). Unless otherwise indicated, a student must achieve a passing grade in all courses and maintain a GPA of 2.0 to be eligible to graduate.

Academic Probation

Students who do not achieve/maintain a cumulative GPA of 2.0 (exceptions are listed below), or are otherwise not progressing satisfactorily, may be placed on academic probation at the Dean's discretion. Such students may be allowed to continue in the program on a Letter of Permission (a Student Success initiative contract) which will specify conditions which must be met. Students who do not meet the conditions of their academic probation will be required to withdraw from the program.

Remediation

While it is the responsibility of each student to be aware of the accumulation of term marks, attention may be drawn by a professor to marks that place the student in jeopardy of failure. At this time, the professor may suggest remedial steps such as a review of study skills, computer assisted learning, or a peer tutor. In order to qualify for a tutor, a minimum of 80% class attendance is required. Students are encouraged to seek academic guidance or assistance as soon as difficulties arise.

The student will be permitted to continue in the program with one failed course under the following conditions:

- a. a 60% average (GPA 2.0), not including the failed subject, is maintained
- b. the failed course is not a pre-requisite for a subject in the following semester.

The failed course or its equivalent must be successfully retaken (at the student's expense) by the end of the following semester and/or before courses are taken for which it is a prerequisite.

The opportunity to repeat a failed course cannot be guaranteed. This will depend on availability of space.

If a student is not eligible to take a particular course at the time it is offered, because he/she has not successfully completed a prerequisite subject, the student is responsible for taking the course at his/her own expense once eligibility requirements have been met.

Note: The Student Liaison Officer will assist in a student's educational planning, but it is the student's responsibility for meeting the academic requirements for graduation.

Graduation

An “Application for Graduation” form must be completed by all graduating students. The form can be downloaded from MyCampus and returned by the date specified. A diploma will not be prepared until the completed form has been submitted.

Missed Final Examinations

Students who, as a result of an **emergency circumstance**, (i.e. a death in the family or illness), are unable to complete all of their program evaluation requirements must notify their Dean or designate as soon as possible. The Dean will consult with the appropriate faculty member(s) to determine and validate the reason(s) and eligibility for Aegrotat (AEG) standing. Please note a student is eligible for an AEG only once in his/her academic career at Durham College. For more details on AEG eligibility, please go to www.durhamcollege.ca/policies to view the Aegrotat Policy (ACAD-110).

Students who, as a result of a **non-emergency circumstance**, miss a final examination now have an option under a new college policy. It provides an avenue for a student with no less than a cumulative 1.5 GPA to pay a fee to defer/reschedule the writing of one or more final examinations during a single exam period. This policy can only be used once in a five-year period. External accreditation requirements, the availability of appropriate examination facilities and other constraints necessitate that not all courses will be eligible.

Procedure for “Missed Final Examination” policy

1. As soon as the examination schedule is posted and the student becomes aware of the problem/conflict or within two (2) college days of missing the examination(s), he/she must notify their School office and make arrangements to meet with the Student Liaison or designate for advising regarding the missed examination policy.
2. Student meets with Student Liaison or designate for advising. Advising is extremely important to ensure students make the right decision/choice (AEG or missed examination) and understands that this is a **once only** in a five-year period opportunity.
3. During the interview, the Student Liaison or designate:
 - a) Checks the Veteran Information screen in Banner to ensure the student has not utilized the Missed Exam privilege before within a five-year period.
 - b) Confirms the course is eligible for this policy.
 - c) Confirms the student has a cumulative GPA of at least 1.5 or reviews midterm grades in consultation with school dean or designate for 1st year students.
4. Student Liaison or designate assists student in completing the Application for Missed Examination form, ensures accuracy, notes the due date for student to make payment to the Office of the Registrar, and identifies special software/lab requirements or laptop usage prior to signing form. Note: Exams which require special software/lab requirements or are laptop exams may require a directive from the Dean/Associate Dean.
5. Student takes signed copy of completed Application for Missed Examination form to the Office of the Registrar and makes \$150/course payment within two (2) college days of the missed exam date (as noted on the application form). The application will not be processed until payment has been received. Payments will **not** be refunded. If a student is writing a missed exam due to a religious holiday, the fee will be waived.

6. The Office of the Registrar must receive a copy of the Application for Missed Examination form from the student with the Student Liaison or designate signature and checks the student's record in the Veteran Information screen (part of GSR) in Banner to ensure student has not had the Missed Exam privilege within the past five (5) years.
7. The registration clerk will process the application and payment (\$150.00 per course), enter the information on the "Veteran Information screen (part of GSR)" screen, and provide student with receipt and completed application form. The Office of the Registrar keeps gold copy of form.
8. The student takes the receipt and copy of the completed application to the School of Interdisciplinary Studies and Employment Services, Room A165. The School of Interdisciplinary Studies and Employment Services gives to the PLAR office, Room A165, for processing.
9. The PLAR office, Room A165, receives completed application and payment receipt from students, prepares faculty contract and notifies the faculty member(s) and school of need to create a new exam. The PLAR office receives exam package from faculty and, if required, confirms special requirements with faculty. The PLAR office ensures the Test Centre receives the exam package.
10. The student is responsible for confirming their exam sitting time and date with the Test Centre by phone at 905.721.2000 ext. 2557 or by email at TestCentre@dc-uoit.ca. The exam date will occur within two weeks of the next term for December exams and within two weeks after the formal examination period for the April exams. The exam date and time may be scheduled at night and on weekends. The student will not be able to reschedule this date under any circumstance.
11. The student completes the rescheduled exam and the PLAR office gives, exam, marks change form and contract to faculty for signing. Within 3 days of scheduled exam, the professor returns the assessed exam, completed Mark Change form and signed contract to the PLAR office, Room A165, for processing.
12. The Office of the Registrar posts the student's final grade on MyCampus and, if necessary, informs the student and student liaison if the student is not eligible to be registered into pre-requisite courses.
13. The faculty member receives payment as per contract prepared by the PLAR office.

For more details on this policy and the procedure, please speak with your Student Liaison or see the website www.durhamcollege.ca under Academic Policies.

Field Placement

Field placement is a valuable experience which gives students practical, on-the-job experience to solidify the theoretical and practical lessons they have learned. Second-year students who qualify for field placement will be given varying amounts of assistance in acquiring field placement positions, depending upon which Specialty Option they have chosen. There is no financial obligation connected to field placement by the employer.

Eligibility

Students must obtain and maintain a cumulative GPA of 2.0 and successfully complete all prerequisites to be eligible for field placement. Any student on a Letter of Permission or who has an unresolved Academic Alert will not be assigned a field placement until the issue pertaining to the alert or letter of permission has been successfully addressed.

Transportation

Students are responsible for their own transportation in order to complete field placement requirements. Durham cannot guarantee placements that are readily accessible by public transportation. Students are responsible for all costs associated with such transportation.

Student Conduct

Students placed in community settings need to be aware that they are guests in these environments. Students are expected to comply with all policies and procedures that have been set out by the field placement firm or organization with respect to work schedule, dress code, safety issues, confidentiality, and privilege. They should present themselves in a manner appropriate to a member of the professional team in the setting. This includes ensuring appropriate dress (based on the accepted standard in the centre), introducing themselves to the staff, and maintaining respectful interactions with them at all times, and scheduling / adhering to appropriate arrival, departure, and break times.

Students are expected to dress professionally and appropriately for the placement setting. It is the student's responsibility to have respect for his/her peers and conduct him/herself in a professional manner. Students are not to use personal electronic devices while on placement. Students should ensure that personal property, including cell phones, is secured while on placement.

Attendance

Students are expected to attend placement punctually and to actively participate. If going to be absent for placement, students are expected to contact the placement supervisor, according to agency procedure, and field placement coordinator at the college before, or on the day of the scheduled placement, should an emergency occur. Any missed placement time, needs to be made up in consultation with the placement supervisor. Partial attendance will be deemed as an absent.

Students will not attend placement on Statutory Holidays and will not be expected to make up these hours. Completion of required placement hours is a requirement for receiving a passing grade.

Placement Supervision

Direct supervision, while on placement, is completed by a field placement supervisor who is an appropriately credentialed and experienced employee of the placement location. The placement employer evaluation will be completed by the preceptor or other designated personnel.

The field placement agency employees are accountable for the safety of the students and the clients and therefore must be directly involved in decisions regarding safety (i.e., off property privileges for clients/with students). The student is not to be solely responsible in situations where an employee would normally be responsible.

Faculty Field Placement Advisors

Faculty Field Placement Advisors are those employees of the college who have been hired to provide support and advice to, and assessment of the student while s/he is placed in the community. These staff members may be full time faculty members of the program or part-time staff hired specifically for this position.

Students who have concerns about something that has happened in placement should first contact his/her College field placement advisor for guidance in dealing with the concern.

Medical option: Fran Jeffery, Ext. 3407, frances.jeffery@durhamcollege.ca

Academic Advising - Student Liaison

Durham College is committed to the success of every student during their educational experience. There are many resources available to support students on this journey. Academic Advising is a comprehensive service that is aimed towards meeting students' needs, increasing student satisfaction, improving retention and enhancing the quality of academic life. Each school has a **Student Liaison** to facilitate academic success. These representatives can assist students to:

- identify career goals and make sound academic decisions
- develop academic plans to promote success in the event of failed subjects or low grade point average (GPA);
- make decisions regarding full-time/part-time studies;
- review graduation requirements;
- set up academic plans with individual students upon request;
- find equivalent credits;
- transfer to another program;
- select electives and options; and
- access other college services to support student success.

While drop-ins may be possible for specific answers to short-term questions about courses, schedules, and procedures, it is advisable for students to set up one on one appointments with their Student Liaison. Appointments may be made in person or by phone. Please visit your School office for further information.

Your Student Liaison is:

Name: Rhonda Christian

Office #: 1266J

E-mail address: rhonda.christian@durhamcollege.ca

Telephone: 905-721-2000 ext. 2501

CENTRE FOR STUDENTS WITH DISABILITIES

Supporting students to REACH their full potential

E-mail: disabilities@durhamcollege.ca

About the CSD

The Centre for Students with Disabilities (CSD) at Durham College provides services to students who are blind or have low vision, who are deaf or hard of hearing and those with physical, medical, psychiatric and learning disabilities. These services are designed to support students and the college in our responsibility to meet our legal obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act by ensuring that we have the supports in place to allow students with disabilities to fully participate in all aspects of the academic environment. Our services are confidential.

Registering for Accommodations

Accommodations are organized in co-operation with the student and as required, with the faculty on an individual basis. They are based on review of the medical or psycho-educational documentation completed by the appropriate medical professional or psychologist familiar with the student's particular diagnosis. The student is responsible for self identifying and submitting documentation of a permanent or temporary disability to the CSD in B297. Assistance in obtaining the appropriate documentation may be available. Accommodations may include extra time and/or technology supports for tests and exams, assistance obtaining records of class lecture material, reduced course load, material in alternate format, assistive technology assessment and training and learning strategies.

Things to Remember for Tests and Final Exams

In order to receive test and exam accommodations through the CSD, students *must* have completed the CSD Registration process including providing appropriate documentation. This can be a timely process.

Contact the CSD as early as possible.

Test Registration forms are available on our [CSD website](#) –click on **Test Centre Request Forms**. The Test Registration forms are also available in the CSD Test Centre (Room B216) as well as our main CSD Office (Room B297). Completed test forms need to be submitted to the CSD Test Centre (5) business days before the scheduled test, in order to reserve a space. If a space is unavailable, the alternative may be you have to write that test with your class.

CSD Final Exam sign-up **DEADLINES** are **ALWAYS** several weeks **BEFORE** the final exam period. The deadlines as well as the CSD final exam information, explaining our online sign-up process, will be posted on My Campus each term. It is the student's responsibility to check My Campus frequently as all important test and exam information including registration deadlines will be posted to My Campus. The CSD may be **unable** to accommodate students who do not sign-up by the final exam sign-up deadline.

To Find Out More About CSD Services...

For further information please call 905-721-3123, drop by at B297 to set up an appointment or visit our website at www.durhamcollege.ca/csd.

Student Academic Learning Services

Learner Support Centre

Student Academic Learning Services provides academic skills instruction and tutoring for students wishing to improve their academic success.

Services offered to students include:

- One-to-one appointments with our:
 - Academic Writing Specialists
 - English Second Language Specialists
 - Learning Strategies Advisors
 - Learning Skills Advisors (subject specific)
 - Peer Writing Tutors
- Academic clinics and workshops held monthly, per semester and/or at a professors' or students' request. Examples include:
 - Time management and organization
 - Note taking and reading skills
 - Test / exam preparation
 - Referencing
 - Research and essay writing
- Subject specific supports in a variety of disciplines
- College peer tutoring program
- Drop-in assistance when schedules permit
- Software tutorials in the subject areas of Math, English and Science.
- Links to online academic resources

Students are invited to visit the Centre or take a look at our website to determine the most appropriate way to make use of the services available.

Visit our website at <http://durhamcollege.ca/lsc> or drop by SW201 to learn more.

The Library

The Library is here to help you succeed!

Stop by for help to research a topic, complete an assignment, or when you just need a quiet place to study. The Library on the north side of the Polonsky Commons and is easy to find. Both wired and wireless computer access is available along with 10 small group study rooms. Although food is not permitted in the library, drinks in covered containers are allowed and you can buy a Starbucks coffee to go at the Library Café.

Most of the Library's resources are in digital format and are available 24x7 through the Library's web page. You can access them from on or off campus by logging in with your student number and computer password. The digital resources include e-books, magazines, journals, newspapers, statistical databases.

Visit the library virtually at www.durhamcollege.ca/library to:

- Research a Topic,
- Find books and articles,
- Renew materials,
- Request an interlibrary loan,
- Book a group study room,
- Get online help from a librarian
- Check on the hours the library is open

Your campus photo ID card is also your library card and is required to check out books and Reserves.

The librarians work closely with your professors to provide class presentations directly linked to your assignments. Additional sessions on using specialized resources are also offered throughout the year and help is also available on the library website. You may contact the Reference staff by phone or e-mail, and you are always welcome to visit our Reference desk in person. We look forward to helping you!

Check the website for library hours.

Circulation desk (905) 721.3082
Reference desk (905) 721.3111 ext. 2390
reference@dc-uoit.ca

College Publications

At Durham College, several publications provide the information you need before you start classes.

Program Guide

The “Program Guide” provides specific information about your program. It will describe the program of studies and give a description of each course contained in the program. The Program Guide is distributed to all students in print format and is also available on the Durham College website. It provides specific requirements, policies and procedures that are applicable to the individual program.

Note:

- This guide is not intended to be a complete statement of all procedures, policies, rules and regulations at Durham College.
- The College reserves the right to change or cancel any provisions, requirements or subjects at any time.
- Student and/or Faculty Advisors will assist in planning programs, but it is the student’s responsibility to meet the requirements for certificates and diplomas.

Continuing Education Course Book

Continuing Education publishes course calendars – Fall, Winter/Spring, listing courses for credit towards Post-Secondary Programs, and personal and professional development. The same course outlines are used for full-time and Continuing Education courses.

Courses may be accessed through classroom setting, correspondence (distance education) or online courses (Internet).

If you are unable to access a day-time course (timetable conflicts, repeat of a course, etc.) or want to get a head start on your next semester, check out Continuing Education’s current course book and register at the Office of the Registrar early to ensure a seat is reserved for you.

Please check our website for comprehensive information @ www.durhamcollege.ca.

Scholarships and Bursaries

Awards, amounts and availability are subject to change at the discretion of the Student Awards office or the donor. All awards are based on information available at the time of publication.

Application process: Information on all scholarship, bursaries and awards for registered Durham College students including application, submission and deadline details will be posted on the DC Student tab of the MyCampus section of the College website. Students are advised to check MyCampus regularly for updates.

Eligibility: Students who are currently enrolled at Durham College are eligible to apply for scholarships and bursaries. Many awards have specific guidelines and students are advised to read all information about the award before applying.

Scholarships: Scholarships are awarded to students who have achieved academic and personal excellence. Some scholarships are awarded solely on academic performance. Others are based on a combination of academic achievement and proven personal excellence including leadership and community involvement.

In-Course scholarships: In-Course scholarships are awarded to returning full-time students in post secondary programs who have demonstrated academic excellence in their studies. Students must have been registered in full-time studies in the same program in consecutive years to be considered. In-Course Scholarships are solely based on GPA and no application is necessary unless otherwise noted. Recipients are notified via MyCampus e-mail.

Awards: Awards may be based on scholastic achievement and/or financial need. There may be other requirements for qualification such as membership in certain organization, enrollment in specific programs, leadership abilities and/or community service. Students must be in good academic standing to be considered.

Bursary Program: Durham College supports access to post secondary education following these principals:

- No qualified Ontario student should be prevented from attending Ontario's public colleges and universities due to lack of financial support programs.
- Students in need should have access to the resources they need for their postsecondary education.

Bursaries may be available to full time post secondary students requiring additional financial assistance to cover their educational costs. When students' personal and family resources are not sufficient to cover costs they are expected to apply for OSAP. Before applying for a bursary, students should investigate all other forms of financial assistance. Other resources may include scholarships, family support, student line of credit and part time employment.

All students must complete the online Student Financial Profile application for consideration for bursary funding. Information, application instructions and submission deadlines for the Student Financial Profile may be found on the MyCampus website under the DC Student tab. The student is notified of the application results via MyCampus email.

Durham College Access Bursary Program

This bursary is available to Ontario students offered admission to a full time, first year program at Durham College in September 2009. This program is intended to assist students with financial need.

Returning Student Bursary Program

Returning students must complete the Student Financial Profile application for consideration for bursary funding.

For further information on scholarships, bursaries and awards, please contact studentawards@dc-uoit.ca

Awards Open to Students in All Programs

Title of Award	Award Value (\$)
Albis Award	\$500
Business & Professional Women of Durham Award – <i>In Course (Application Required)</i>	\$500
Campus Living Centre Award	\$250
Canadian Federation of University Women Oshawa and District Award	To be determined
Canadian Millennium Award of Excellence	\$4000 + up
CAW Family Auxiliary 27 Award	\$250
Durham College Access Bursary	Various amounts
Durham College Alumni Association Award	\$1200
Durham College Alumni Award – <i>In Course (Application Required)</i>	\$500
Durham College Bursary	Various amounts
Durham Region Chairman's Award	\$1000
Durham Region Chairman's Scholarship	\$1000
Durham Regional Police Services Board Bursary Fund – <i>awarded every other year</i>	\$1000
Garfield Weston Merit Scholarship	\$2500 + up
Greenbriar Foundation Award	\$1000
Harold "Pat" Dooley Bursary	\$900
Lenovo (Canada) Inc. Access Awards	\$500
Lifelong Learning Award – <i>In Course (Application Required)</i>	\$500
Lifelong Learning Bursary	\$500
Lois and Gary Polonsky Bursary Fund	\$1000
Lois Sleightholm Award	\$2000
Marjorie Elizabeth Willoughby Award	\$3000
McErlean Family Award	To be determined
Ontario First Generation Bursary	\$3000
Ontario International Educational Opportunity Scholarship	\$2500
OPG Employees and Pensioners Charity Trust	To be determined
Oshawa B'nai Brith Lodge Scholarship	\$300
Oshawa Double B Sports Club Bursary	\$900
Retired Teachers of Ontario District 28 Award	\$500
Ross Mackie Endowment	To be determined
UA Local 463 Award	\$400
Your Student Association Award	\$400

School of Interdisciplinary Studies and Employment Services

Daryl and Cindy Austin Award	Dental Reception and Administration	\$500
Durham College Award for Continuing Education – <i>In Course</i>	Continuing Education	\$500
Optimist Club of Whitby – Teachers' Award – <i>In Course</i>	School of Career Development	\$500

Convocation Awards

Founder's Cup	\$200
Durham College Medal: Top Student – 3 Year Program	\$500
Durham College Medal: Top Student – 2 Year Program	\$500
Durham College Medal: Top Student – 1 Year Program	\$500
Durham College Medal: Top Student – Apprenticeship Program	\$500
Governor General's Academic Medal and W. Bruce Affleck Memorial Scholarship	\$2000
President's Leadership Award	\$500

Transfer Guide

Turn your Durham College diploma into a degree!!

If your post-secondary school plans include a diploma and a degree, you can take advantage of many degree completion programs offered through partnerships negotiated by Durham College with many universities.

A Durham College diploma can earn you credit toward a university degree. University admissions policies and partnership transfer agreements between Durham College and a number of universities facilitate university admission for Durham College graduates from specific programs by giving credit for college study. Graduates may receive credit for several courses or for a year or more toward a university degree. These opportunities are detailed, by program, on the **Durham College Transfer Guide**

http://www.durhamcollege.ca/EN/main/programs_courses/transferguide.php

Look for your program name on the left hand side of the chart. Interested students looking for further information are encouraged to consult with their program faculty or the admissions office of the receiving institution.

If you do not see your program on the chart, you may find pathway opportunities and information on collaborative programs, articulation agreements and credit transfers between Ontario universities and colleges available on the Ontario College University Transfer Guide website at www.ocutg.on.ca.

Durham College Program	Transfer Institution	Transfer Degree	Minimum College Average Required	Details	Further Information
Any Two Year Diploma	Carleton University	Bachelor of Arts	3.0 GPA	5 transfer credits awarded	www.carleton.ca
	Nipissing University	Bachelor of Arts	B average	Maximum of 18 credits awarded, 3 courses	www.nipissingu.ca
	University of Ontario Institute of Technology	Bachelor of Commerce (Honours)	80%	after completion of bridging program, entry into yr 3 of 4	www.uoit.ca
	Griffith University	Bachelor of Arts/ Bus/ Com/ Criminology/ Environmental/ Info Tech/ Eng/ Human Services/ Photography/ Journalism	65%	Maximum of 1.5 years advanced standing	www.griffith.edu.au/credit Apply to info@komconsultants.com by October 1 for February entry
	University of Western Sydney	Relevant Bachelor's Degree	GPA 2.6	1.5 yrs advanced standing. Degree completion in 1.5 years	www.uws.edu.au/international or info@komconsultants.com

Any Three Year Diploma	Carleton University	Bachelor of Arts	70%	7 transfer credits awarded	www.carleton.ca
	Nipissing University	Bachelor of Arts	70%	Max. of 30 credits awarded, 5 courses	www.nipissingu.ca
	University of Ontario Institute of Technology	Bachelor of Commerce (Honours)	80%	after completion of bridging program, entry into yr 3 of 4	www.uoit.ca
	Griffith University	Bachelor of Arts/ Bus/ Com/ Criminology/ Environmental/ Info Tech/ Eng/ Human Services/ Photography/ Journalism	65%	Maximum of 2 years advanced Standing	www.griffith.edu.au/credit Apply to info@komconsultants.com by October 1 for February entry
	Laurentian University	Bachelor of Arts	B	Max of 54 credits awarded toward a total of 90 for degree completion	www.laurentian.ca
	University of Western Sydney	Relevant Bachelor's Degree	GPA 2.6	2 yrs advanced standing. Degree completion in one year	www.uws.edu.au/international or info@komconsultants.com
Office Administration-Medical	Athabasca University	Bachelor of Professional Arts in Communication Studies		60 transfer credits towards 120 degree credits	www.athabascau.ca

**OFFICE ADMINISTRATION - MEDICAL
WEEKLY**

BREAKDOWN

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	LECT HRS	LAB HRS	DEL HRS
SEMESTER 1							
ACCOUNTING FOR OFFICE PROFESSIONALS		ACCT 1300			3	0	
COMMUNICATION FOR OFFICE PROFESSIONALS I		COMM 1317			2	1	1
COMPUTERIZED DOCUMENT PRODUCTION I		COMP 1320			0	4	1
KEYBOARDING I		COMP 1342			0	2	0
HUMAN RELATIONS FOR OFFICE PROFESSIONALS		HR 1308			3	0	
OFFICE TECHNOLOGY & PROCEDURES		OFFC 1200			2	2	
					10	9	2
SEMESTER 2							
COMMUNICATION FOR OFFICE PROFESSIONALS II		COMM 2313	COMM 1317		2	1	
SPREADSHEETS I		COMP 1329			0	3	1
COMPUTERIZED DOCUMENT PRODUCTION II		COMP 2320	COMP 1320		0	4	
KEYBOARDING II		COMP 2360	COMP 1342		0	2	0
G INTRODUCTION TO PSYCHOLOGY		PSYC 1000			3	0	
INTEGRATED DOCUMENT APPLICATION		TRAN 1200	COMP 1320 COMM 1317		2	3	
					7	13	1

NOTES:
ELE - ELECTIVE - Students may take one or many subjects, depending on the requirements of their program. **ELET** - represents a typical subject load and **IS** included in the total hours per week, to reflect the total hours per week required.
OPT1/OPT2/OPT3 - OPTIONS - Students choose subjects. **OPT1** subjects are included in total hours per week.
G - GENERAL EDUCATION - Subjects marked at the left margin with **G** are "General Education" subjects.

PROGRAM OF STUDY 2010/2011

**SCHOOL OF INTERDISCIPLINARY STUDIES
AND EMPLOYMENT SERVICES**

OFFICE ADMINISTRATION - MEDICAL

**WEEKLY
BREAKDOWN**

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	WEEKLY BREAKDOWN			
					LECT HRS	LAB HRS	ALT DEL HRS	FLD PLMT HRS
SEMESTER 3								
COMMUNICATION FOR OFFICE PROFESSIONALS III		COMM 3310	COMM 2313 COMP 2320 OFFC 1200		2	1	1	
KEYBOARDING III		COMP 2361	COMP 2360		0	1	0	
MEDICAL SCIENCE I		MDSC 1200		OFFC 3205	5	0		
DOCTORS' OFFICE PROCEDURES		OFFC 3205		MDSC 1200	3	0		
MEDICAL BILLING I		PROJ 1201		MDSC 1200	0	2		
INTRODUCTION TO SOCIOLOGY		SOCI 100			3	0		
MEDICAL TRANSCRIPTION I		TRAN 1202	COMP 2320 TRAN 1200		0	2	1	
					13	6	2	
SEMESTER 4								
INTEGRATED SOFTWARE		COMP 2252	COMP 2330 COMP 1320		0	2	0	
KEYBOARDING IV		COMP 2362	COMP 2361		0	1	0	
HOSPITAL INFO SYSTEMS		COMP 4300	COMP 1320	OFFC 3205	0	3	0	
FIELD PLACEMENT		FWK 4200	***		0	0		105
HOSPITAL PROC./MEDICAL RECORDS		OFFC 4205		TERM 2200	3	0		
MEDICAL BILLING II		PROG 3201	PROG 1201	TERM 2200	1	2		
MEDICAL SCIENCE II		TERM 2200	MDSC 1200		5	0		
MEDICAL TRANSCRIPTION II		TRAN 2204	TRAN 1202 MDSC 1200		0	3	1	
					9	11	1	105

NOTES:
ELE - ELECTIVE - Students may take one or many subjects, depending on the requirements of their program. **ELET** - represents a typical subject load and **IS** included in the total hours per week, to reflect the total hours per week required.
OPT1/OPT2/OPT3 - OPTIONS - Students choose subjects. **OPT1** subjects are included in total hours per week.
G - GENERAL EDUCATION - Subjects marked at the left margin with **G** are "General Education" subjects.

***Successful completion of all semester 1, 2 and semester 3 subjects and a GPA of 2.0 are required for field placement eligibility. Lecture hours for semester 4 subjects are based on the number of hours per week for the entire semester, however; some courses may run on a module basis. In semester 4, students must choose an elective different from what was chosen in their first year program of studies.

Course Descriptions

ACCOUNTING FOR OFFICE PROFESSIONALS ACCT 1300

This course introduces the student to fundamental accounting concepts. It introduces the student to the double entry bookkeeping cycle, including the preparation of financial statements for sole proprietorships.

CANADIAN LAW LAW 1319

This course is designed to introduce the student to the historical context and operation of our legal system, the institutions within the system, roles of persons within those institutions and the process of thought which applies to current Canadian legal issues.

COMMUNICATION FOR OFFICE PROFESSIONALS I COMM 1317

This course is designed to provide students with the foundation in communication skills necessary to succeed in their program and in their careers as office administrators. The principles of verbal communication skills, writing skills, and editing skills will be examined. Professional communication skills will be developed through verbal presentations. Editing skills required to produce final copy of computer-generated and rough-draft material will be developed. Basic writing skills will be developed through textbook assignments/exercises and simple memorandums and business letters. Correct sentence structure and grammar will be emphasized throughout the course.

COMMUNICATIONS FOR OFFICE PROFESSIONALS II COMM 2313

This course builds upon the skills learned and developed in communications for Office Professionals I and is designed to provide students with the ability to apply communication skills frequently used by office administrations. The areas of reading, writing, listening, and speaking will each be examined and further developed. Professional communication skills will be developed through practical application of listening and note taking, preparation of meeting agendas and minutes, writing business letters, communicating with technology, researching and analyzing, producing written reports, and giving verbal presentations.

COMMUNICATION FOR OFFICE PROFESSIONALS III COMM 3310

This course is designed to fulfill two distinct goals. The first is to prepare the student for his/her job search through the completion of a detailed self-assessment, resume, cover letter and interview. Students will examine the different job markets and review strategies for penetrating the various markets. The development of a professional resume and cover letter sets the stage for the field placement component of the program. An interview exercise exposes students to the types of questions and situations they may find themselves in as they search for a field placement and for full-time employment upon graduation.

The second goal is to build on the collaborative work skills and communication skills learned in the first year of the program. Students will examine the role of the individual in the organization including personal, interpersonal and organizational dynamics as they evolve and shape the functioning of an organization. Students will work cooperatively to plan, organize, and stage an event to simulate working within an organizational structure.

COMPUTERIZED ACCOUNTING ACCT 2201

This course is designed to give students a basic introduction to computerized accounting and a practical hands-on approach to setting up and operating one of the most popular integrated accounting software packages - Simply Accounting.

COMPUTERIZED DOCUMENT PRODUCTION I COMP 1320

This course is designed to teach students sound computer skills. Students should be able to produce accurate, mailable copy from rough drafts and unarranged material of any kind. This course will provide instruction in the basics of Word. Coverage in Windows and basic PowerPoint will be given in this course as well.

COMPUTERIZED DOCUMENT PRODUCTION II COMP 2320

This course is designed to allow the student to build on basic computer skills. Students should be able to attractively set-up mailable documents from rough drafts and unarranged material of any kind, including letters, envelopes, memos, reports, manuscripts, and tables. Word 2007 using Windows will be used to introduce the student to the concept of computer applications in the business office environment.

CORPORATE/ESTATES ADMINISTRATION LAW 1211

This course is designed for the student who has completed an intermediate level of keyboarding and who wishes to specialize in the field of legal work. The procedures followed in a typical legal office will be covered in a modularized fashion; firstly, corporate law and then estates. Documentation used in law firms and courts offices will be learned and practiced until same can be completed quickly and accurately with a minimum of instruction or supervision. Corporate Law and Estate Law are common practice areas in both small and large law firms. This course will provide the student with the basic knowledge and skills to assist law firms and corporations with their corporate and estate needs.

DATABASE SOFTWARE DBAS 2203

This course will provide a basic understanding and the fundamental principles of a database (Access 2007). Specific skill areas include: creating/modifying a database (tables, queries, forms and reports), and the concepts of relational databases. Laboratory assignments and project work will provide the student with the basics of Access 2007 and how it relates in today's business environment. WebCT will be used for practice and assessment throughout the course to enhance learning.

DESKTOP PUBLISHING & PRESENTATIONS DTP 2200

The first component of this course is Microsoft PowerPoint 2007. Students will learn to create professional presentations that can be ran on computers as slide shows, be printed on overhead transparencies or reproduced as 35mm slides. In the second component of this course, students will learn to design and create business cards, flyers, advertisements, brochures and newsletters using Microsoft's Publisher 2007 desktop publishing software program. The third part of this course is web page design.

DOCTORS' OFFICE PROCEDURES OFFC 3205

This course prepares the student to assume the responsibilities of an administrative medical assistant, medical secretary/receptionist. This course covers office procedures in a doctor's office or medical clinic, including appointment booking, patient records management, and professional telephone skills development. Students will be introduced to the supplies and equipment used on an everyday basis in the clinical setting. Students will be instructed in professional conduct, confidentiality, medical ethics, infection control, equipment sterilization, professional appearance, public relations, handling mail, filing systems and procedures, office management, maintenance of appropriate levels of supplies, form completion, medical law, and drug reference books and resources. Accurate filing and processing of paperwork is essential to the role of the medical assistant as well as learning to communicate effectively when dealing with patients and other members of the health team.

EXECUTIVE SIMULATION WORD 4201

In this course, the learner will consolidate and apply the administrative procedures and computer software knowledge and skills acquired throughout the two-year Office Administration - Executive program. Designed to prepare the student for the three-week field placement component, which is the final segment of the program; this will require completion of a wide range of tasks and responsibilities assumed by teams of students. Each team will work for different organizations, under the direction of a peer supervisor, and will produce a wide range of documents typically generated in an office environment.

EXECUTIVE WORD PROCESSING WORD 3201

This course gives hands-on opportunities to learn and apply basic and advanced features of the powerful word processing software Word 2007. This will be provided through a wide variety of business documents, such as correspondence, reports and presentations with tables and charts, internet access, e-mail, and desktop publishing.

FIELD PLACEMENT FWK 4200

For three weeks in the second year of studies (Semester 4, weeks 13, 14, 15), Executive Office Administration students will complete a placement component in a work setting to apply the knowledge and skills they have learned and developed in the Executive Office Administration program.

A student's work experience in Office Administration depends on her/his employer's needs. Every effort will be made to assist students in obtaining a placement in an office setting that match their abilities, expectations, and interests; however, it is the responsibility of the student to secure a field placement position. This process simulates the job search following graduation from the program. The student is evaluated by the employer on the completion of the three week period.

FIELD PLACEMENT FWK 4201

For three weeks Office Administration – Legal Option students will complete a placement component in a work setting to apply the knowledge and skills they have learned and developed in the Office Administration Legal Option program. A student's work experience in Office Administration depends on his/her employer's needs. Every effort will be made to assist students in obtaining a placement office setting that match their abilities, expectations, and interests; however, it is the responsibility of the student to secure a field placement position. This process simulates the job search following graduation from the program. The student is evaluated by the employer on the completion of the three week period.

FIELD PLACEMENT FWK 4202

For three weeks, Office Administration - Medical Option students will complete a placement component in a work setting to apply the knowledge and skills they have learned and developed in the Office Administration program. A student's work experience in Office Administration depends on his/her employer's needs. Every effort will be made to assist students in obtaining placements that match their abilities, expectations and interests. However, in some instances, the student may find his/her own placement and have it verified as acceptable by the professor. In most instances, the professor will obtain the placement due to the nature of the medical field. For some positions, a job interview may be required. The student will be evaluated by the employer upon completion of the three-week period. A résumé and professional portfolio must be prepared in order to apply for field placement positions. A professional portfolio allows an applicant to showcase her/his abilities to a much greater extent than a résumé and interview could display for the interviewer. It can be left with the potential placement organization or employer after the interview to allow time for reviewing its contents. Students must complete a portfolio of samples of work accomplished during the third and fourth semesters for submission initially to the professor as requested and later to the potential employers upon successful completion of the program.

HOSPITAL INFORMATION SYSTEMS COMP 4300

This course prepares the student to assume the practical components of the hospital information system – Meditech Admissions, Order Entry and Community Wide Scheduling Modules. This software is the patient information software used on-line in many hospitals in Ontario, the rest of Canada and the United States.

HOSPITAL PROCEDURES/MEDICAL RECORDS OFFC 4205

This course prepares the student to assume the responsibilities of a Ward/Unit/Information Clerk in a hospital environment. The content includes: Reception and telephone work, processing of patient and paperwork as necessary, management of patient files and other clerical duties required on the ward; Doctors' orders processing by ward/unit/information clerk/secretary. This course covers hospital procedures, medical specialties, nursing units, law and ethics, patient charts, different types of orders, introduces more common abbreviations, terminology, and procedures for transcribing doctors' orders.

HUMAN RELATIONS FOR OFFICE PROFESSIONAL HR 1308

In this introductory level course, students learn to apply knowledge of interpersonal relations and group dynamics to one-on-one communications and communications with others in a group environment. Emphasis will be placed on developing, applying, and improving effective communication skills to achieve desired goals.

HUMAN RESOURCE ESSENTIALS HR 1300

This course is designed to expose students to the basic role and function of Human Resource Management within a business environment. The course will address current human resource challenges facing office management professionals. The following topics will provide students with an introductory level comprehension of human resource functions: strategy, equity and diversity, job analysis, employee involvement, recruitment and selection, training and development, appraisal, compensation, incentives, benefits, safety and health.

INTEGRATED DOCUMENT APPLICATION TRAN 1200

This course is an introduction to the skills required of a word processing professional and includes a review of grammar and punctuation rules. Students will use Word 2007 to transcribe — from electronic dictation; from error-ridden, incomplete, hand-written copy; and from error-ridden, incomplete, computer-generated copy — various types of business material which may include memos, letters, reports, itineraries, press releases, etc. Students will be required to use skills previously learned in Computerized Document Production I and in Communications for Office Professionals I and to develop those skills to higher levels by integrating them in the production of error-free documents on a first-time printout at a reasonable production speed.

INTEGRATED SOFTWARE COMP 2252

Practical business applications will be used in mastering various Microsoft Office 2007 software including Word, Excel, PowerPoint, Access, Outlook, and their integration abilities.

INTEGRATED SYSTEMS COMP 4210

Practical business applications will be used in mastering Microsoft Office 2007 software's ability to integrate and transfer information to other programs (includes Word, Excel, PowerPoint, Access, and Outlook).

INTRODUCTION TO PROJECT MANAGEMENT PROJ 4201

This subject will introduce students to the fundamental principles of Project Management. Students will learn how to build and manage projects using MS Project. Students will be involved in adding tasks, designating calendars, assigning work and material resources, and creating reports and custom views to communicate their project information.

INTRODUCTION TO PSYCHOLOGY PSYC 1000

Psychology is the study of human behavior. This course is designed to increase student understanding of the basic principles that underlie behaviour. Through practical examples, students will be introduced to important psychological concepts and key research findings. The course examines such processes as: biology and behaviour, sensation and perception, learning and memory, emotion and motivation, consciousness, and social psychology.

INTRODUCTION TO SOCIOLOGY SOCI 1000

Sociology is the study of people and how they interact with each other and various social groups. This course deals with the study of people's lives, their relationship to society as a whole, and how people are affected by the society in which they live. The concepts, theories and methods of the discipline will be introduced and discussed with particular emphasis on the dynamics of Canadian society and Canadian social problems.

KEYBOARDING I COMP 1342

This course is designed to teach students sound computer keyboarding skills. A minimum skill level of 25 net words per minute must be achieved to pass this subject. This course will provide instruction and practice using the touch method on the alphabet, number and symbol keys, and the numeric keypad.

KEYBOARDING II COMP 2360

This course is designed to teach students sound computer keyboarding skills. A minimum skill level of 30 net words per minute must be achieved to pass this subject. This course will provide instruction and practice using the touch method on the alphabet, number and symbol keys and the numeric keypad.

KEYBOARDING III COMP 2361

This course is a continuation of COMP 2360 (Keyboarding Skills II). The student will continue working toward improving accuracy and increasing speed by practicing keyboarding skill-building drills, timed writings, and proofreading exercises.

KEYBOARDING VI COMP 2362

This course is a continuation of COMP 2361 (Keyboarding Skills III). The student will continue working toward improving accuracy and increasing speed by practicing keyboarding skill-building drills, timed writings, and proofreading exercises.

LEGAL AUTOMATION LAW 3205

Practical business and legal applications will be used to learn and apply Microsoft Office 2007 software including Word, Excel, PowerPoint, Outlook and their integration abilities. Further legal software programs and research tools such as PC Law, various document management systems, and Quicklaw will be introduced and/or applied in hands-on work and projects.

LEGAL TRANSCRIPTION TRAN 2201

This course will build on the skills introduced in Integrated Document Applications, Computerized Document Production II, Real Estate Administration, and Legal Word Processing and integrate them with the skills and knowledge attained in Communications for Office Professionals I and II. Grammar and punctuation will continue to be emphasized and reviewed. Any specialized vocabulary and formats used in the legal environment which have not previously been learned in the other legal subjects will be introduced and developed as the course progresses. The course is practical, hands-on, using desktop personal computers, Microsoft Word in a Windows XP environment, and electronic transcription units, to prepare correspondence and legal documentation from dictation.

LEGAL WORD PROCESSING OFFC 3204

This subject provides the learner with an introduction to basic legal office procedures. Practical application of these procedures will be applied to a wide variety of legal office documents. The learner will also have the opportunity to learn and apply basic and advanced word-processing skills. Practical applications will include correspondence, agreements, legal accounts, and reports often produced in a legal office.

LITIGATION & FAMILY LAW ADMINISTRATION LAW 1212

This course is designed for the student who has completed an intermediate level of keyboarding and who wishes to specialize in the field of legal work. The procedures followed in a typical legal office will be covered dealing with litigation and family law. The documents used in the courts and law offices will be learned and practiced until they can be completed quickly and accurately with a minimum of instruction or supervision. Preparation of documents and correspondence will be facilitated by the use of computer software including HotDocs and DivorceMate.

MEDICAL BILLING I PROG 1201

In this theory-based course, students in the Office Administration - Medical program learn how to use the Schedule of Benefits to prepare manual billing claims to OHIP, WSIB, direct-to-patient, and reciprocal billing for some the services of general practitioners and other physicians.

MEDICAL BILLING II PROG 3201

In this course students apply the theory and skills learned in Medical Billing I with the principles of electronic (computerized) billing. It is essential that the student understand and can execute billing manually prior to undertaking this course. Students will continue to use the Schedule of Benefits to learn how doctors must bill for their services to the Ministry of Health and Long Term Care (OHIP). Other areas covered include creating computerized billing claims for a general practitioner and different physician specialties to OHIP and the WSIB; creating direct-to-patient and third party computerized billing claims; managing the patient and physician databases; scheduling appointments; producing daily and summary journals; processing monthly submission batches; and processing, reconciling, and resubmitting remittances.

MEDICAL SCIENCE I MDSC 1200

Medical Science I focuses on the study of medical terminology, human biology, pathology, diagnostics and pharmacology. The topics are examined in relationship to the various body systems. Medical Science I is the foundation for Medical Science II. An emphasis is placed on the correct spelling of medical terminology.

MEDICAL SCIENCE II TERM 2200

Medical Science II builds on the foundation created in Medical Science I. The course continues to examine medical terminology, human biology, pathology, diagnostics, treatments and pharmacology as related to the remaining body systems. An emphasis is again placed on the correct spelling of medical words.

MEDICAL TRANSCRIPTION I TRAN 1202

This subject involves the transcription of medical reports such as History & Physicals, Operative Reports, and Discharge Summaries, using Microsoft Word. Dictaphone transcription units will be utilized. Prior to the actual transcription of medical material, there will be a brief review of grammar and punctuation rules, along with an introduction to specific rules for medical transcription.

MEDICAL TRANSCRIPTION II TRAN 2204

This subject involves the transcription of medical reports such as History & Physicals, Operative Reports, and Discharge Summaries, using Microsoft Word. Dictaphone transcription units will be utilized.

OFFICE TECHNOLOGY & PROCEDURES OFFC 1200

This course helps the student acquire practical and transferable office administration skills, attitudes, behaviours and knowledge which can be valuable in obtaining and retaining careers in today's fast-changing office environment. These can be applied to any office situation, ranging from a multinational corporation to a home-based enterprise. Topics covered include Internet research and e-mail messages; managing time and stress; telecommunications; office reception and customer service; planning meetings and travel arrangements; handling the office mail; and document management.

REAL ESTATE ADMINISTRATION LAW 1210

This subject is designed for the student who has completed an intermediate level of keyboarding and who wishes to specialize in the field of legal work. This course will cover basic residential real estate and the preparation of basic residential real estate conveyancing documentation in Ontario. Documents used in law offices and the Land Registry Offices in Ontario will be learned and practiced until they can be completed quickly and accurately with a minimum of instruction or supervision. Legal forms will be prepared using legal software, including, The Conveyancer, Teraview, and E-Reg.

SPREADSHEETS I COMP 1329

This course will provide students with skills necessary to understand the fundamental principles of Microsoft Excel – spreadsheets software. Students will learn to create, edit, and enhance spreadsheets using formatting, formula and function creation, and the development of a chart.

SPREADSHEETS II COMP 2204

In this course students learn to use the computer numerical keypad using the touch method to accurately and quickly input numerical data into spreadsheets. A review of the spreadsheet concepts covered in the first year course will be followed by the introduction of advanced Excel features such as working with lists and pivot tables, using multiple worksheets and workbooks, as well as creating templates and macros. Also covered are data tables, Scenario Management and using Solver for complex problems.

OSHAWA CAMPUS MAP

