



CANADIAN COLLEGE

of

Business, Science & Technology



Healthcare Diploma Programs

Diploma in Health Office Administrator

- Keyboarding
- Microsoft Windows 7
- Word, Excel, Access, Power Point, Outlook 2007
- Accounting Essentials and Payroll
- Communication Essentials
- Business Communications & Office Procedures
- Employment Achievement Strategies
- Anatomy and Body Systems
- Healthcare Terminology
- Records Management and Scheduling
- Health Office Transcription & Billing
- Medical Law and Ethics

Early Childcare Assistant

- Introduction to Early Child Care and Education
- Roles and Responsibilities
- Child, Family and Community
- Introduction to Child Development
- Prenatal, Infant and Toddler Development
- Health and Safety
- Written Communication Skills
- Observation Skills & Practicum
- Preschool Development & Guiding Children
- Curriculum Planning & Nutrition

Personal Support Worker

- Individuality of the Person
- Role of the Personal Support Worker
- Interpersonal Skills
- Safety
- Assisting a Person with Mobility
- Abuse
- Household Management and Meal Preparation
- Providing Optimal Support/Care Planning
- Assisting a Person with Personal Hygiene
- Assisting the Family
- Cognitive Impairment and Mental Health Issues
- Assisting a Person to Manage Ongoing Conditions
- Assisting a Person with Medications
- Assisting a Person who is Dying
- Review and NACC Final Theory Examination
- Clinical Placement (school supervised/precept)