

DIPLOMA

- Two years
- September start
- Prince Philip Drive Campus and through Distributed Learning (DL)

COURSES

CODE	TITLE	Hrs/wk		
		Cr	Le	La
Semester 1				
AC1100	Bookkeeping I	4	3	2
CM1100	Writing Fundamentals	3	3	1
CP1450	Operating Systems	2	1	2
DM1200	Document Production I	6	4	6
EP1110	Introduction to Business	4	4	0
OF1100	Office Management I	3	3	1

Semester 2				
		Cr	Le	La
AC2100	Bookkeeping II	4	3	2
CM2100	Workplace Correspondence	3	3	0
CP2310	Electronic Spreadsheet Applications	3	2	2
DM1201	Document Production II	6	4	6
DM1300	Transcription I	3	2	2
OF1101	Office Management II	3	3	1

Semester 3 (Intersession)				
		Cr	Le	La
OJ1110	Work Exposure (Certificate Only)	C/I		3 wks

The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.

Year 1 courses can be completed at campuses offering the Office Administration certificate program.

Semester 4				
		Cr	Le	La
BL1330	Anatomy	4	4	0
CM2200	Oral Communications	2	2	0
DM1400	Medical Transcription I	3	2	4
DM2200	Document Production III	6	4	6
OF2400	Medical Office Management I	3	3	0
TM1100	Medical Terminology I	2	2	0

Semester 5				
		Cr	Le	La
CP2320	Micro Database Applications	2	1	2
DM1401	Medical Transcription II	4	3	3
DM2201	Document Production IV	6	4	6
OF2300	MCP Billing	2	2	1
OF2401	Medical Office Management II	4	4	1
TM2100	Medical Terminology II	2	2	0

Semester 6 (Intersession II)				
		Cr	Le	La
OJ1250	Work Exposure	C/I		6 wks

Students must achieve a typing speed of 40 net words per minute at the end of Semester 5 in order to be eligible for an Office Administration (Medical) Diploma from the college.

Students are required to complete CPR and Red Cross or St. John Ambulance Emergency First Aid in Semester 3 or 4.

BUSINESS

Office Administration (Medical)

This two-year diploma program is designed to enable students to develop the knowledge, skills and abilities needed to be a medical secretary or a medical office assistant.

The major areas of the program include document production, medical transcription, medical terminology and medical office management. Related areas include communications, medical billing, computer applications and biology.

ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

1. High School

High School Graduation

2. Comprehensive Arts and Science Certificate (CAS) Transition

3. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile)

4. Mature Student Status

Applicants who do not meet the educational prerequisites for this program, are 19 years of age or older, and have been out of school for at least one year may be considered on an individual basis under the Mature Student Clause.

ACCREDITATION

Office Administration (Executive) is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) in all campus locations. ACBSP is the leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

