

## Diploma Program Length: 38 Weeks

34 classroom weeks; 4 internship weeks

**NOC Code: 1243, 1414**

<b>Microsoft Office Applications</b>	<b>8 Weeks</b>
Microsoft Word	
Microsoft Excel	
Microsoft Outlook	
Microsoft PowerPoint	
Business Communication	
Career Management	
<b>Accounting and Applications</b>	<b>8 Weeks</b>
Introduction to Accounting (Using Sage 50 – formerly Simply Accounting)	
Intermediate Accounting (Using QuickBooks)	
<b>Anatomy, Physiology and Terminology</b>	<b>8 Weeks</b>
Anatomy, Physiology and Terminology	
Pathology and Pharmacology	
Healthcare Fundamentals	
<b>Medical Administration</b>	<b>6 Weeks</b>
Introduction to Medical Transcription	
Customer Service and Practice Administration	
<ul style="list-style-type: none"> <li>- Patient record Preparation</li> <li>- Scheduling – EMR System (PS Suite); Medical Billing – OHIP and private insurance payments (MD Max)</li> <li>- Communication Skills</li> </ul>	
<b>Medical Office Assistant Clinical Procedures</b>	<b>2 Weeks</b>
<ul style="list-style-type: none"> <li>- Asepsis, Infection Control and WHMIS</li> <li>- Patient Assessment</li> <li>- Vital Signs, Height and Weight</li> <li>- Assisting with the Primary Physical Examination</li> <li>- Assisting with Specialty Examinations and Procedures</li> <li>- Understanding Diagnostic Procedures</li> </ul>	
<b>CPR and First Aid</b>	<b>1 Week</b>
<b>Lab Weeks</b>	<b>1 Week</b>
<b>Internship – 100 hours (25 hours/week)</b>	<b>4 Weeks</b>
<b>Keyboarding</b> – continuous learning throughout program	
<b>Program highlights include:</b>	
Registered and approved diploma	
Career services	
Job search assistance	
Alumni program benefits	

Additional notes and admission requirements can be found on page 2.

**Admission requirements:** Canadian High School Graduation Diploma or Mature Student Status (Mature students from Ontario must be at least 18 years of age by the program start date and successfully pass an academic achievement test. Mature students from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test). Please contact us for more detail regarding admissions requirements for international students. In addition, an entrance examination must be successfully passed; demonstrated fluency in English (oral and written); and an Admissions Interview to determine suitability for a career as a Medical Office Assistant.

**Accreditation policy:** Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its program.

**Note:** In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending on start date.

You can find our key performance indicators (graduation rate, employment rate, etc.) at [www.triOS.com/kpi](http://www.triOS.com/kpi). These are older statistics from 2013.

triOS College is registered and approved as a Private Career College under the Private Career Colleges Act, 2005.