

## **Medical Office Administration**

This full-time, certificate program will prepare students to work in a variety of medical office settings. In-school courses include Health Care, Medical Terminology, Information & Communications Technology, Accounting, Medical Billing and Medical Transcription. A nine-week Co-op placement will provide on-the-job experience in medical office procedures. Additionally, students can earn a maximum of 12 credits toward an Ontario Secondary School Diploma while in this program.

The program runs twice a year: From September to June and February to January. Participants must be able to meet the requirements of the Co-op placement which include a clear police check, up to date immunization and clear TB test. Any cost for the TB test and Police Check must be paid by the student.

**Prerequisites:** Students must have earned a grade 12 English (College or University) credit. The ability to type 25 words a minute is required. Students who have previously completed courses in this package may be eligible for advanced standing. Students should discuss this option with the Program Leader.

**Fees:** \$180 Material Fee: For standard first aid & CPR training, protective personal equipment and text book.

**(non refundable)**

Virtual Information Session: January 20th, 2022 @ 12:30 pm

(please [sign up here](#) and a link will be sent to you)

Classes begin on February 7, 2022.