

YOU HAVE IT
IN YOU!



www.trilliumcollege.ca
1-866-661-2080

Medical Office Assistant Diploma Program (34 Weeks)

Program Summary

With our aging population and rapid growth in the Medical field, opportunities are now present in all aspects of Medical Administration. Program objectives include medical terminology, medical office administration, medical transcription, and word processing. Emphasis will be placed on professional conduct, ethics, and standards within the Medical environment.

Employment opportunities

Graduates have a wide range of options when deciding where to apply their Medical Administration skills. Some areas to consider include a Doctor's office, specialist office, hospitals, clinics, wellness centres, dental environments, insurance agencies, pharmaceutical companies, medical sales organizations and government facilities.

Admission Requirements

- Grade 12 Equivalent or mature student status (18 years of age).
- Passing score on the entrance evaluation.
- Successful interview with a Registrar.
- Medical Certificate indicating that the student is free of communicable disease and has an up-to-date immunization record.

Graduation Requirements

- An overall average of 70% must be obtained to graduate.
- A minimum mark of 60% must be achieved to pass any given credit.
- Keyboarding speed of 60 net w.p.m.

Graduate Statistics

- The campus Registrar will provide each applicant with current Key Performance Indicators for his/her program.
- Applicants can view KPIs on the Trillium College website and at osap.gov.on.ca.

MOA082410B

Program Modules

- Student Success Strategies
- Introduction to Technology
- Keyboarding Accuracy & Speed Development
- Word Processing Level with MS Word Level I & II
- Document Formatting
- Effective Communication Strategies
- Medical Transcription
- Anatomy & Terminology
- Medical Office Procedures
- Spreadsheets with MS Excel Level I
- Presentations with MS PowerPoint
- Career & Employment Strategies



Campuses conveniently located in:

BURLINGTON • KINGSTON • KITCHENER • OSHAWA • OTTAWA • PETERBOROUGH • ST CATHARINES • TORONTO
not all programs available at all campuses