

# MEDICAL OFFICE ASSISTANT

DIPLOMA

DURATION:  
40 Weeks



## Program Introduction

With the aging population, the tremendous advancements in technology, and our demand for the best quality of life, the healthcare industry is facing a growing shortage of well-trained personnel. Throughout the North American healthcare industry, there is an acute need to increase the size of the workforce and raise the skill level of that workforce.

This program is designed to provide employment-ready and comprehensively trained graduates. Successful graduates will earn the Certified Medical Assisting Professional (CMAP) designation in addition to their diploma. These graduates are fully qualified to work in a hands-on administrative and clinical support capacity in the medical industry.

## Program Notes

- Financial assistance may be available to qualified students.
- Graduation requirements: Students must achieve a minimum program mark of 75% to obtain a diploma, as well as the successful completion of a 160-hour placement.

## Admission Requirements

- Completion of Grade 12 or equivalent; OR
- 18 years of age or older with successful completion of the mature Students Admissions test, Wonderlic BST with a minimum score of 365 for verbal/English and 265 for quantitative/math; AND
- Completion of Wonderlic BST with a minimum score of 365 for verbal/English and 265 for quantitative/math; AND
- Adequate level of physical health to be able to fulfill job requirements; AND
- Good command of the English language - both written and verbal; AND
- Completion of standard registration form

## Method Of Delivery

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators
- Online training supported by Academy of Learning College online virtual instructors
- Placement

## Practicum Requirements

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- Minimum pass mark for each subject (75% on Healthcare courses and 60% on ILS courses, and 75% as the overall average program grade); and
- Keyboarding 40 wpm; AND
- Standard First Aid/CPR – Level C; AND
- Vaccinations (like hepatitis) or medical requirements (like TB Test) if it's required by Host or Health Regulations; AND
- Resume and Placement Preference Sheet at least 30 days prior to placement; AND
- Non-disclosure or confidentiality agreement may be required; AND
- Clear Criminal Record Check, submitted 30 days prior to placement, AND
- An interview by Host may be also required prior to placement. The host has a right to choose whether or not to accept the student based on the results of the interview and program marks.

## Program Objectives

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This program is of interest to individuals with a strong desire to work as an integral part of a healthcare team who also:

- Enjoy performing a variety of responsibilities in a caring, gracious, and professional manner.
- Place a high value on confidentiality, discretion, support, and detachment.
- Have a keen interest in attaining knowledge in the healthcare services field.
- Demonstrate a strong personal and professional commitment to achieving excellence in a healthcare administrative capacity.

## Program Breakdown

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### Part A: Computer and Business Office Skills

- Introduction to Keyboarding
- Keyboard Skill Building Level 1 and 2
- Microsoft Windows Level 1
- Microsoft Word – Levels 1, 2, and 3
- Microsoft Excel – Level 1
- Microsoft Access – Level 1
- Microsoft Outlook – Level 1
- Basic Bookkeeping Level 1
- Strategies for Success
- Job Search and Résumé Writing

### Part B: Medical Administrative/Clinical

- Introduction to Medical Terminology
- Anatomy and Physiology Part 1
- Anatomy and Physiology Part 2
- Medical Office Procedures
- Introduction to Medical Transcription
- Clinical Procedures

### Part C: Work Experience

- Placement

## Of Interest To

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Grade 12 or equivalent or Mature Student Status. Courses are open to any applicant who possesses a good command of the English language and is able to follow instructions.

An admissions interview will be administered to determine if the applicant has the required interest, motivation, and entry-level skills to take this program.

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

## GET IN TOUCH

+1 (905) 273 6788

www.aolmississauga.com

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# Career Opportunities

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Graduates of this program are qualified to work in a wide variety of healthcare settings and occupations. Job titles vary per location, but graduates are an integral part of many healthcare settings, including:

- Physicians' offices, clinics, mental healthcare, and allied healthcare centers
- Walk-in care centers
- Ambulatory clinics
- Complementary and alternative medicine clinics (e.g., chiropractic and acupuncture centers)
- Long-term and extended care departments
- Medical research facilities
- Medical laboratory and diagnostic imaging centers
- Physiotherapy and occupational therapy clinics
- Group homes and community living societies
- Fitness and wellness centers
- Hospital admissions and E.R. departments (e.g., switchboard, information, and patient registration)
- Ambulatory and outpatient departments
- Laboratory and X-ray departments
- Medical finance and administrative departments
- Booking or O.R. bed booking
- Health records departments

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