MEDICAL
ADMINISTRATION

2-YEAR DIPLOMA

Are you ready to start a rewarding career? Enter into the diverse and expansive health care industry and become an indispensable member of any team.

Why should you choose a career in Medical Administration?

1 Become proficient in your field

Combine advanced administrative training with a systematic understanding of Canadian health care and the technical knowledge that is fundamental to all medical workplaces. In your two years of study, you will become comfortable with medical office procedures and develop a solid understanding of transcription, pharmacology and diagnostic imagery.

2 Learn by doing

You will gain real workplace experience during your practicum placement and will have the opportunity to connect with potential employers before you graduate. Combine classroom learning with real practice when you get an inside look at health records departments, clinics and health outreach programs. Get a jump on your career goals by making connections while you are still in college.

3 Develop a well-rounded skill set

You will develop a comprehensive medical vocabulary and become familiar with legal issues in the health care field, which will help you succeed in your role as an administrative professional. You will develop a wide range of skills in the areas of accounting, communications and human resources, helping you to become an indispensable member of any team. This program also includes a focus on diversity in the workplace.

4 Explore a variety of career opportunities

Be prepared to work in hospitals, medical clinics, dental practices, veterinary clinics and laboratories. Common careers for graduates of the Medical Administration diploma program include unit clerk, medical transcriptionist, administrative assistant, medical secretary, office manager and customer service representative.

FULL-TIME, ON-CAMPUS TIMELINE:

SEPTEMBER	JANUARY	MAY	SEPTEMBER	JANUARY	MAY	JUNE
Year 1 fall term begins	Winter term begins	Optional Work placement	Year 2 fall term begins	Winter term begins	Work placement	Graduation

Program delivery options: Victoria Avenue East Campus

CAREER OPPORTUNITIES

Graduates find employment in a wide variety of health care settings including hospitals, private practice, medical clinics, veterinary clinics and laboratories.

ADMISSION REQUIREMENTS

• A complete Manitoba Grade 12 or equivalent
• English 40G/40S or equivalent
• Consumer/Essential Mathematics 40S or equivalent

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See **assiniboine.net/elp** for more information.

UNIQUE LEARNING EXPERIENCES

• Modern, well-equipped computer laboratories with the latest software
• Extensive, hands-on learning
• Industry-based practicum provides real-life experiences

GRADUATION REQUIREMENTS

To graduate with a Medical Administration diploma, students must successfully complete 114 academic and 6 practical credits.

The minimum passing grade for each course is indicated on the course outline.

CONNECTIONS

Through the International Association of Administrative Professionals (IAAP), graduates/students may write examinations for the Certified Professional Secretary (CPS) designation.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up-to-date information on agreements, visit **assiniboine.net/registrar** or the program page.

PROGRAM FEES (DOMESTIC ONLY)

Tuition, fees and Students' Association fees total approximately **$3,990** for year one and **$3,760** for year two.

Estimated costs for books and supplies are **$1,040** for year one and **$910** for year two.

All fees are estimated and subject to change without notice.

COURSES 2020-21

NUMBER	COURSE TITLE	CREDITS
YEAR ONE		
COMP-0556	Accounting Software	6
ACCT-0003	Financial Accounting 1	6
COMM-0372	Office Communications 1	6
MATH-0104	Office Mathematics	6
OFAD-0022	Office Procedures 1	6
PSSY-0004	Organizational Behaviour	6
COMP-0563	Presentations and Promotions	6
COMP-0564	Software Applications 1	6
COMP-0129	Word Processing 1	6
COMP-0046	Word Processing 2	6
YEAR TWO		
HRMG-0042	Human Relations and Diversity	6
HRMG-0043	Human Resources Processes	6
LAWG-0072	Legal Issues	6
OFAD-0007	Medical Simulation	6
HLTH-0113	Medical Terminology 1	6
HLTH-0157	Medical Terminology 2	6
COMP-0565	Medical Transcription	6
COMM-0373	Office Communications 2	6
OFAD-0024	Office Procedures 2	6
PRAC-0026	Practicum 1 – OFAD *	3
PRAC-0027	Practicum 2 – OFAD *	3
PRAC-0266	Practicum – OFAD *	6

** Students may opt to take Practicum 1 - OFAD **and** Practicum 2 - OFAD **or** Practicum - OFAD. Practicum 1 - OFAD may be taken between year one and year two.*

*Note: Timelines, applicable industry experience, and teaching methodology will depend on program delivery choice; program information sheets subject to change without notice. Visit **assiniboine.net** for the most up-to-date information.*

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.
For more information on this program,
visit **assiniboine.net/medical**.

ASSINIBOINE COMMUNITY COLLEGE