

# 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.

**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.

**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.

**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:



Program delivery options:



Victoria Avenue East Campus



Parkland 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](http://assiniboine.net/elp) for more information.

## TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to [assiniboine.net/tech](http://assiniboine.net/tech) for more detailed information about the requirements for this program.

## 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](http://assiniboine.net/registrar) or the program page.

## NEXT STEPS

Apply now! Visit [assiniboine.net/applynow](http://assiniboine.net/applynow). For more information on this program, visit [assiniboine.net/medical](http://assiniboine.net/medical).

## PROGRAM FEES (DOMESTIC ONLY)

### Year One

Tuition: **\$3,090** Course fees: **\$950**  
Students' Association fees: **\$440**  
Estimated textbooks, tools and supplies: **\$1,350**

### Year Two

Tuition: **\$3,090** Course fees: **\$710**  
Students' Association fees: **\$440**  
Estimated textbooks, tools and supplies: **\$670**

*All fees are estimated and subject to change without notice. For international program pricing, if/when applicable, please visit [assiniboine.net](http://assiniboine.net).*

## COURSES 2021-22

NUMBER	COURSE TITLE	CREDITS
<b>YEAR ONE</b>		
COMP-0556	Accounting Software	6
PEDV-0345	College Foundations	0
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
<b>YEAR TWO</b>		
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
HRMG-0116	Personal & Career Development	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](http://assiniboine.net) for the most up-to-date information.*