OFFICE ADMINSTRATION - MEDICAL

Program Outline

Major: OFAM
Length: 2 Years
Delivery: 4 Semesters
Credential: Ontario College Diploma
Effective: 2012-2013
Location: Barrie
Start: Fall (Barrie), Winter (Barrie)

Description
This program prepares graduates to assume responsibility for assisting in medical and health-related offices. The positions may include assisting medical practitioners to keep the office operating effectively, or assisting in the many offices or departments of hospitals or health care facilities.

Industry trends and requirements are continually monitored to ensure curriculum remains current and relevant.

Students in the Office Administration - Medical Program are offered the opportunity for office experience within the community.

Career Opportunities
Graduates from this program generally find employment in medical practitioners' offices, nursing care facilities, and hospitals. However, there are also career opportunities with drug companies, provincial and federal governments, medical services in industry, clinics, alternative medical practices such as naturopathy, homeopathy, acupuncture, shiatsu, and other areas of health services as well as general offices.

Program Learning Outcomes
The graduate has reliably demonstrated the ability to:

- apply management and organizational skills to facilitate the completion of tasks and meet deadlines in the workplace;
- assess, establish, organize, process, maintain and respond to electronic and paper communications/records to facilitate the flow of information;
- apply a variety of mathematical and estimating techniques accurately for general business documentation;
- produce accurate financial and billing records for the medical environment within a specified time frame by compiling information and using appropriate software;
- use effective communication, problem-solving and interpersonal skills to assist with the completion of individual and team tasks and promote the image of the organization;
- manage projects by locating, analyzing, organizing, and summarizing information using appropriate resources and technology;
- communicate clearly, concisely, and correctly in the form that fulfils the purpose and meets the needs of audiences;
- use critical thinking and problem-solving skills in a multi-tasking environment;
- participate in society as an informed and understanding citizen pursuing an enriched personal life and professional growth through self-directed career planning and life-long learning;
- be aware of cultural and ethical issues that may arise in any business environment;
- understand fully the concepts of commonly used business computer applications such as word processing, desktop publishing/graphics, spreadsheets, databases, presentations, groupware, E-mail, and Internet;
- organize meetings, conferences, special events, and travel including the preparation of related documentation;
- research, develop, and present reports substantiating the selection of resources or services for the workplace using written and oral presentation techniques and appropriate technology;
- use medical terminology and apply transcription, and language skills to produce accurate medical correspondence and reports by a specified deadline, using computer technology;
- troubleshoot, diagnose and solve basic hardware/software problems.

The Program Progression:
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Fall Intake - Barrie

Sem 1 | Sem 2  | Sem 3 | Sem 4
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Fall  | Winter | Fall  | Winter
2012  | 2013   | 2013  | 2014
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Winter Intake - Barrie

Sem 1  | Sem 2  | Sem 3 | Sem 4
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Winter | Summer | Fall  | Winter
2013   | 2013   | 2013  | 2014
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Articulation:
A number of articulation agreements have been negotiated with universities and other institutions across Canada, North America and internationally. These agreements are assessed, revised and updated on a regular basis. Please contact the program co-ordinator for specific details if you are interested in pursuing such an option. Additional information can be found on our website at http://www.georgianc.on.ca/academics/articulations/

Admission Requirements:
Applicants must meet ONE of the following requirements to be eligible for admission to this program:
- OSS Curriculum: OSSD or equivalent with Grade 12 English (C) or (U) (ENG4C, ENG4U). Also recommended: any Grade 12 College Mathematics (MAP 4C or MCT 4C), or any Grade 12 University Mathematics.
- Academic and Career Entrance Certificate (ACE) program with: Communications
- Ontario High School Equivalency Certificate (GED)
- Mature applicant with standing in the required courses and/or mature student testing that meets the minimum standards for admission

Applicants who are 19 years of age or over by the first day of classes, and who lack the academic entrance qualifications, may be considered for entrance to an appropriate post-secondary diploma or certificate program as mature applicants. Each applicant will be considered on an individual basis and acceptance will be determined by counselling, Communication Placement Assessment (CPA), previous post-secondary education and evaluation of experience. Some programs also have specific prerequisite requirements that must be met prior to admission. Mature applicants must meet all program specific prerequisites. Those applying as mature students and having no documentation of Grade 12 education must supply, if required, proof of age, such as a copy of an official birth certificate or driver's licence. Refer to Section 2.5 and 2.6 of the Academic Calendar for further details.

Graduation Requirements:

19 Mandatory Courses
2 Communications Courses
3 General Education Courses

Graduation Eligibility:
To graduate from this program, the passing weighted average for promotion through each semester, from year to year and to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester.

Mandatory Courses
COMP1012   Computer Business Documentation
COMP1013   Advanced Computer Business Documentation
COMP1048   Introduction to Keyboarding
COMP2026   Integrated Office Simulations
COMP2027   Computerized Administrative Simulations
MATH1004   Mathematics for the Office Professional
OFAD1001   Office Procedures and Strategies
OFAD1003   Multi-Media Language Processing
OFAD1006   Introduction to Medical Office Administration
OFAD1007   Spreadsheet and Presentation Applications
OFAD1008   Word Processing and Database Applications
OFAD2000   Anatomy for the Medical Office 1
OFAD2001   Medical Language Transcription 1
OFAD2002   Medical Office Documentation
OFAD2004   Medical Language Transcription 2
OFAD2005   Medical Office Procedures
OFAD2006   Anatomy-Medical Office 2
OFAD2014   Bookkeeping for the Office Professional
OFAD2015   Administrative Support and Records Management

Communications Courses
To be selected at time of registration from the College list, as determined by testing.

General Education Courses
To be selected from College list

Course Descriptions:
COMP1012 Computer Business Documentation   42.0 Hours

This course is designed to develop skills in word processing and document design and formatting. Emphasis is placed on accuracy and efficiency. Keyboarding skill using the correct touch technique is highly recommended.

COMP1013 Advanced Computer Business Documentation   42.0 Hours
This course provides further development of touch keyboarding techniques as well as advanced skills in business formatting and documentation. Emphasis is placed on the efficient production of business applications, using advanced features of current word processing software. The minimum keyboarding speed in this course is 45 net words per minute.
P- COMP1012 Computer Business Documentation and P- COMP1048 Introduction to Keyboarding

COMP1048 Introduction to Keyboarding   42.0 Hours
This course is designed to build proficient keyboarding skills, including using correct touch technique. Emphasis is placed on accuracy and efficiency.

COMP2026 Integrated Office Simulations   42.0 Hours
This course provides the opportunity to work in a team and independently in order to organize and produce multi-task projects. Emphasis will be placed on self-directed research to assess the most appropriate software and software functions in order to complete a job. The minimum keyboarding speed for this course is 50 net words per minute.
P- COMP1013 Advanced Computer Business Documentation or P- CSC2292 Advanced Micro Business Doc.

COMP2027 Computerized Administrative Simulations   42.0 Hours
This course provides the student with integrated administrative simulations designed to build skills in the areas of information management, computer software, problem solving, decision making, communications, and teamwork. Simulation projects are based on actual office situations that utilize the skills necessary to perform in today's workplace. The minimum keyboarding speed in this course is 60 net words per minute.
P- COMP2026 Integrated Office Simulations or P- CSC2176 Integrated Office Simulations

MATH1004 Mathematics for the Office Professional   42.0 Hours
This course introduces students to the mathematical concepts and formulas commonly used by office administrators in a business environment.

OFAD1001 Office Procedures and Strategies   42.0 Hours
This course introduces current office procedures necessary to perform administrative support functions as well as an opportunity to develop learning strategies that will prepare the student to confront academic, personal, and career challenges. A combination of practical tasks and processes provides a solid foundation for those entering administrative careers.

OFAD1003 Multi-Media Language Processing   42.0 Hours
This course provides the development of skills needed to transcribe a variety of dictated material to mailable office standards within prescribed time limits using digital transcribers, CD ROMs and current word processing software. Business vocabulary from a variety of employment areas is introduced. Grammar rules, spelling, keyboarding, and language skills are integral components of this course.
P- COMP1048 Introduction to Keyboarding

OFAD1006 Introduction to Medical Office Administration   42.0 Hours
This introductory course consists of learning medical terminology necessary to equip the student with the required vocabulary to prepare a variety of dictated medical correspondence to mailable standards. Ethical and cultural issues relating to the medical environment are discussed and students do literary and internet research to prepare presentations related to cultural issues.

OFAD1007 Spreadsheet and Presentation Applications   42.0 Hours
This course provides the development of spreadsheet and presentation design skills. Students will learn how to organize, calculate, manipulate and use graph data. A variety of financial functions and formula entries will be explored including IF analysis. Learners will work with multiple worksheets and workbooks. Students will use presentation software to prepare professional looking presentations.

OFAD1008 Word Processing and Database Applications   42.0 Hours
This course is designed for the development of word processing and database skills. Students will use word processing software to create, enhance, and format documents. Using database software students will plan, create, update and maintain database structures.

OFAD2000 Anatomy for the Medical Office 1   42.0 Hours
This course is designed to develop skills in medical terminology by presenting definitions and spelling of medical and scientific terms and analyzing those terms. Anatomy and physiology are studied in relation to the structure and function of the body and the interaction in maintaining homeostasis.
P- OFAD1006 Introduction to Medical Office Administration or P- MES2103 Intro To Medical Office Admin

OFAD2001 Medical Language Transcription 1   42.0 Hours
This course provides students with comprehensive training in medical transcription. Medical terms and vocabulary are used in the transcription of medical reports. Emphasis is placed on medical language skills, set up of medical reports, and upgrading of transcription skills.
P- OFAD1003 Multi-Media Language Processing and P- OFAD1006 Introduction to Medical Office Administration

OFAD2002 Medical Office Documentation   42.0 Hours
This course provides students with training in medical office dictation. Students will transcribe a variety of letters and correspondence customary to a medical office environment using various modes of dictation. Students will begin to create routine business correspondence from both oral and written instructions using an electronic medical records system. Spelling forms a vital part of this course.
P- OFAD1006 Introduction to Medical Office Administration and P- OFAD1003 Multi-Media Language Processing

OFAD2004 Medical Language Transcription 2   42.0 Hours
This course further develops medical language and transcription skills. It includes medical dictation heavily weighted with medical terminology in the form of medical reports. Emphasis is placed on medical language skills, set up of medical reports and upgrading of transcription skills.
P- OFAD1006 Introduction to Medical Office Administration and P- OFAD2001 Medical Language Transcription 1

OFAD2005 Medical Office Procedures   42.0 Hours
This course familiarizes the student with the procedures of a medical office environment and provides the student with a working knowledge of records, filing, appointments, and health claims, using A & L Medical Systems.

OFAD2006 Anatomy-Medical Office 2   42.0 Hours
This course is designed to continue to develop skills in medical terminology by presenting definitions and spelling of medical and scientific terms and analyzing those terms. Anatomy and physiology are studied as they relate to the structure and function of the body and the interaction in maintaining homeostasis.
P- OFAD1006 Introduction to Medical Office Administration

OFAD2014 Bookkeeping for the Office Professional   42.0 Hours
This course introduces basic bookkeeping principles, procedures and concepts as applied to a service business. The bookkeeping cycle, involving journals and ledgers to the preparation of financial statements, is covered. The use of appropriate software is also encouraged. It is strongly recommended students have completed MATH1004 - Math for the Office Professional, MATH1002 - Math of Finance, or an equivalent course. In addition, it is recommended students have a good knowledge of spreadsheet software.

OFAD2015 Administrative Support and Records Management   42.0 Hours
This course provides the further development of progressive business practices necessary for entry into today's workplace. Emphasis is placed on business travel; international customs; meetings and conferences; reference resources; office communication; and records management, both paper based and electronic. Students

will develop team-building skills, exercise critical-thinking and problem-solving skills, and participate in constructive classroom interaction.

Course Description Legend
P = Prerequisite; C = Concurrent prerequisite; CO= Corequisite

Information contained in College documents respecting programs is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs. The college reserves the right to add or delete programs, options, courses, timetables or campus locations subject to sufficient enrolment, and the availability of courses.