

DIPLOMA IN MEDICAL OFFICE ADMINISTRATION

Duration:

40 Weeks (2 Sem)

Campus:

Mississauga

Fees:

Domestic \$6,500 CAD

International \$8,000 CAD

Prerequisites:

High School Diploma or Equivalent

Age must be 18 years or above

English Proficiency

Start Dates:

Open Enrollment

6 Intakes for International Students

Find Out More:

<http://www.bitts.ca/>

For More Information:

www.bitts.ca

info@bitts.ca

[facebook.com/bittscanada](https://www.facebook.com/bittscanada)

twitter.com/bittscanada

Phone:

+1 866 399 2055

+1 905 790 3940

Main Campus:

209-7420 Airport Road,
Mississauga, ON L4T 4E5
Canada

COURSE DETAILS

Gain a comprehensive understanding of Medical Office Administration by focusing on key areas such as Medical Data Management, Software and Medicine.

CURRICULUM

1. Professional Skills
2. Computer Fundamentals
3. Microsoft Office
4. Medical sciences
5. Anatomy, Physiology, Terminology
6. Medical Records
7. Medical Transcription
8. Medical Software
9. Medical Office Practices
10. Standard First Aid Training and CPR
11. Practicum

CAREER PROSPECTS

Graduates may undertake roles in administrative offices of various medical facilities including hospitals, nursing homes, long-term care facilities, community health care agencies, retirement homes, paramedics services and as life enrichment assistants.