# NACPT
## NORTH AMERICAN COLLEGE
### PHARMACEUTICAL & TECHNOLOGY

EST 2009

POST-SECONDARY DIPLOMA

# MEDICAL OFFICE ADMINISTRATION

**Program Code:** MED.OFF.ADM.DIP

**Program Duration:** 8 months of Training with 4 Weeks of Job Assistance Program

Inquiry: 416-412-7374
Call / Text: 647-998-7374
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# Program Outline

## SEMESTER 1

**APA001 – MS Excel**
- Advanced skills for working in Excel.

**APA002 – MS Word**
- Advanced skills for creating a formatting complex business documents.

**APA003 – MS Access**
- Features of MS Access in order to maintain and manage large amounts of information by using relational databases.

**APA004 – MS Outlook**
- Use of various modules to coordinate communications and collaborations with others.

**APA005 – Study of Basic Human Anatomy**
- Introduction to Human Anatomy.
- Basic principles of using Scientific Terminology of Medical Terms in Anatomy and Physiology.

# SEMESTER 2

## APA006 – Clinical / Medical Procedures
- Various Medical Procedures and Examinations.
- Emergency Medical Procedures and guidelines for Emergency care.

## APA007 – Medical Terminology
- Introduction to medical terminology.
- Technical and legal aspects of medical transcription.

## APA008 – Stress Management
- Various types of stress along with their symptoms.
- Coping mechanisms.

# SEMESTER 3

## APA009 – Computer Health Application Software
- Excellent working knowledge of the OSCAR EMR.

## APA0010 – QuickBooks
- Overview of QuickBooks for accounting for small to medium-sized businesses.
- QuickBooks content from the company's perspective.

## APA0011 – Resume Workshop/Interpersonal and Communications Skills

- Writing impressive resumes and cover letters.
- Developing interview and communication skills.

## APA0012 – CPR and First Aid Certification

- Training in CPR and first aid.
- Emergency Care tactics.

# For more questions
# Visit Us at

## Toronto Campus

9-5310 Finch Ave East
Toronto, ON
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## Mississauga Campus

201 - 25 Watline Ave,
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## Contact Us

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