



**NACPT**  
**NORTH AMERICAN COLLEGE**  
**PHARMACEUTICAL & TECHNOLOGY**

**POST-SECONDARY DIPLOMA**

# **MEDICAL OFFICE ADMINISTRATION**

## **ADMISSION REQUIREMENTS**

**Ontario Secondary School  
Diploma or equivalent or  
mature Students or at least  
18 years of age and pass our  
admission test -  
Wonderlic SLE**

**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**

**info@nacptpharmacollege.com**



# 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  
M1S 5E8**

### **Mississauga Campus**

**201 - 25 Watline Ave,  
Mississauga, ON  
L4Z 2Z1**

### **Contact Us**

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