



NACPT PHARMA COLLEGE

O/A NORTH AMERICAN COLLEGE OF PHARMACEUTICAL TECHNOLOGY
www.nacptpharmacollege.com

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

Brampton Campus

44 Queen St E,

Brampton, ON

L6V 1A2

Contact Us

416-412-7374 | 647-998-7374

info@nacptpharmacollege.com

