



# NACPT PHARMA COLLEGE

O/A NORTH AMERICAN COLLEGE OF PHARMACEUTICAL TECHNOLOGY  
[www.nacptpharmacollege.com](http://www.nacptpharmacollege.com)

## 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

**[info@nacptpharmacollege.com](mailto:info@nacptpharmacollege.com)**

# Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent; OR
- Mature students or at least 18 years of age and pass our admission test - Wonderlic SLE

## Tuition Fee

### Fee Breakdown

- Tuition Fee: \$9,990
- Books/Material Fee: \$990

**Total Fee - \$10,980\***

\*Please note that the amount shown is in Canadian Dollars.



# 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**

