

# Ontario College of Health & Technology

## Medical/Dental Office Administration Program

### Program Outline

#### Semester 1:

Anatomy & Physiology, Business Communications, Challenges in the Workplace, Fitness & Wellness, Keyboarding, Microsoft Office and Sales & Customer Service.

#### Semester 2:

Career Preparation, Pathophysiology, Microsoft Office II, Medical Billing, Pharmacology, Medical Transcription and Medical Procedures

#### Semester 3:

Dental Office Software and Dental Office Procedures

#### Placement in Semester 3: 15 hours/week

In semester 3, the student will be scheduled for 15 hours per week in Medical, Chiropractic and Dental offices. During this placement the student will demonstrate to the office staff their level of knowledge and professionalism.



### Entrance Requirements

Grade 12 Secondary School Diploma

First Aid and CPR Certification

**Tuition is \$6,330.00**

11 Month Program  
21 Hours/Week  
Three 15 Week Semesters  
September Start Only  
OSAP Eligible Program

Medical/Dental Office Administrators perform administrative/clerical activities in doctor's offices, clinics and hospitals using office software and operating other office equipment. They also transcribe surgical proceedings, medical reports and records from machine dictation or rough notes from medical reports, correspondence and patient information.