

# MEDICAL OFFICE ASSISTANT DIPLOMA



## Course introduction and objective

To secure employment in today's job market you need up-to-date business skills. In order to enter the work force or change careers you must have a solid foundation in basic skills. This diploma program has been designed to provide you with entry level skills in preparation for today's office administration. Graduates will provide business and industry with office support in the areas of information processing, report writing and presentations, software support training, medical secretarial support and electronic file management.

### ***COURSE DETAILS: 30 WEEKS***

- Refined written and interpersonal skills.
- Advanced software skills including: spreadsheets, databases, presentations, electronic mail and scheduler.
- Business relations: evaluation, team building, networking, planning and project management.

- Computerized Accounting Systems: payroll, inventory, financial statements, Simply Accounting & QuickBooks.
- Understanding of the medical office environment.