

Acquire skills to use effective oral and written communication techniques, demonstrate office procedures and time management, apply medical terminology in all courses including keyboarding, transcription, and word processing. Learn to perform bookkeeping, manual, and computer medical billing. Graduates may find employment as Medical Office Assistants, Clinical Office Assistants, Medical Receptionists, or Medical Secretaries in hospitals, medical clinical and medical, surgical, and specialty practices. A valid study permit is required as there is a mandatory practicum placement in the program which would require both a study permit and a co-op work permit.

