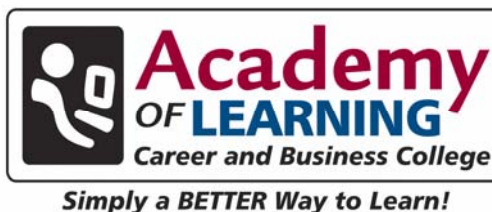


Medical Administrative Assistant



Program Objective

The Medical Administrative Assistant Diploma Program develops a full range of comprehensive skills related to the medical/health profession in clerical or administrative support. The program gives students the foundation to work in a medical administrative support position by developing competencies and skills in medical office procedures, keyboarding, interpersonal skills, communications, medical/machine transcription, medical terminology and a variety of computer software programs.

Program Information

Start Date: Weekly

Length: 40 Weeks

Class Times: Flexible Hours - mornings, afternoons, evenings and Saturdays

*Online studies also available

Admission Prerequisites

- Grade 12 or equivalent
- Successful completion (at least 75%) of an entry test to determine general readiness for learning
- An interview with an admissions officer to determine the apparent appropriateness of training related to the potential student's needs and aptitudes

Financial Assistance

Students registered in the full-time and part-time programs may apply for financial assistance under the Canada Student Loan Act. In addition, students may be eligible for Service Canada Sponsorship.

Credit for Previous Training

Credit for previous training and education may be awarded to students who are able to successfully complete examinations, which demonstrate proficiency in specific skill areas.



Graduate Opportunities

Health Care Clinics and Institutions
Hospital Admitting/ER Departments
Chiropractic and Occupational Centres
Private Health Care
Dental Offices
Veterinary Offices
Physician Offices

Job Placement-OJT

All students registered in full-time programs will be provided with a job placement to use their skills in a practical work setting and gain further knowledge as it relates to the real world of work.

University Partnerships

Academy of Learning has signed agreements with the University of Windsor, University of Phoenix, Meritus University and Athabasca University which allow students to gain advanced standing toward degree-granting programs.

Student Comments

"I chose the Medical Administrative Assistant program at Academy of Learning because of the flexible hours, the ability to work at my own pace and the excellent learning environment."
Jade McKenna

"I enrolled in the Medical Administrative Assistant program with the Academy of Learning to build upon my office skills and give me the training that would prepare me for a career change"
Elaine Gill

About the Academy

One of the fastest growing colleges, with campuses across Canada as well as Global locations, Academy of Learning is one of the largest, private post-secondary career colleges.

As a unique computer and business training college specializing in computer applications, information technology, business skills, and healthcare training, we prepare individuals to meet the increasing needs of the business community.

On Prince Edward Island there are three locations to choose from.

Charlottetown - 55 Grafton Street
Phone: 902-894-8973

Montague - 539 Main Street.
Phone: 902-361-8973

Summerside - 10 Slemon Park Drive
Phone: 902-436-9889

Areas of Study

This program will provide students with the following areas of study in preparation for employment in Medical Administration.

Course Credits	
Operating Systems	Windows Introduction
	Introduction to Keyboarding
Software Credits	Keyboard Skill Building Level I
	Keyboard Skill Building Level II
	Keyboard Skill Building Level III
	Microsoft Word Level I
	Microsoft Word Level II
	Microsoft Word Level III
	Microsoft Excel Level I
	Microsoft Excel Level II
	Microsoft Access Level I
	Microsoft Access Level II
Accounting	Internet Training
	Manual Bookkeeping Level I
Medical Credits	Simply Accounting
	Medical Terminology
	Medical Receptionist Simulations
	Medical Office Procedures
	Medical Transcription
	Grammar/Writing Skills for Health Professionals
Business Applications	Math for Health Professionals
	Customer Service
Career Preparation	Business Correspondence Level I
	Job Search
	On-The-Job Training

Academy of LEARNING

55 Grafton Street ☐ Charlottetown, PE ☐ C1A 1K8

Phone: 902-894-8973 Fax: 902-892-2983

E-mail: info@aolpei.ca

Website: www.aolpei.ca