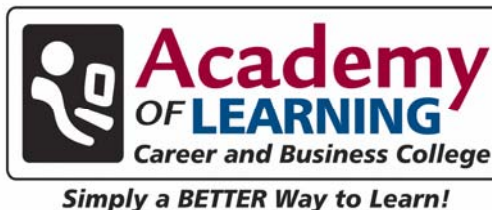


Medical Office Clerk



Program Objective

The Medical Office Clerk Certificate Program provides students with the knowledge and skills to become employable in various medical settings as clerical or administrative support. The program gives students skills in three main areas - comprehensive medical administrative knowledge, which includes medical terminology and transcription, hospital and medical office administrative and clinical procedures; essential computer and office skills, including current software applications and keyboarding skills; and finally, personal and professional development.

Program Information

Start Date: Weekly
Length: 25 Weeks
Class Times: Flexible Hours - mornings, afternoons, evenings and Saturdays
**Online studies also available*

Admission Prerequisites

Grade 12 or equivalent
 Keyboard skills - minimum of 30wpm
 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

Graduates from this program will have skills to perform entry-level work in an office setting in the following areas: Hospital Admitting/ER departments; Ambulatory/Outpatient departments; Diagnostic Lab/X-ray departments; Medical Finance & Administrative departments; Health Records departments; Physicians' Offices & Clinics; Complementary & Alternative Medicine Clinics such as Chiropractic & Acupuncture Centres; Lab & X-Ray Clinics; Physio. & Occupational Therapy Clinics; Group Homes & Community Living Societies.

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

"The Academy of Learning has provided me with an opportunity to change careers. With its great staff and flexible hours, it has provided me with a great education and knowledge of today's technology."
 Elizabeth Dow

"When I decided to go back to school I did a lot of research. I chose the Academy of Learning for its friendly, knowledgeable staff and the flexible hours. I highly recommend the Academy of Learning."
 Tracy Judson

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 Slemmon 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
Software Credits	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 Outlook Level I
	Microsoft Access Level I
Medical Credits	Internet Training
	Medical Terminology
	Medical Office Procedures
	Medical Receptionist Simulations
Business Applications	Medical Transcription
	Medical English for Health Professionals
Career Preparation	Math for Health Professionals
	Job Search



Academy of LEARNING

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