

# MEDICAL OFFICE STUDIES

**Program:** MOST  
**Credential:** Certificate  
**Delivery:** Part-time  
**Length:** 1 Semester  
**Duration:** 168 Hours  
**Effective:** Fall 2019  
**Location:** Barrie

## Description

This program introduces students to the responsibilities of supporting medical professionals in health-related offices. The positions may include supporting medical practitioners to keep the office operating effectively, or working in the many offices or departments of hospitals or other health care facilities. Students can expect to acquire the knowledge, skills and attitudes necessary for an entry level position in a variety of medical office settings including Doctors offices, Medical Clinics and similar positions. The courses can be completed by attending college classes in the evenings or during the day. Industry trends and requirements are continually monitored to ensure curriculum remains current and relevant.

## Career Opportunities

Graduates from this program may find employment in the health care field including medical practitioners' offices, long term care facilities, hospitals and other areas of the health sector.

## Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. assess, establish, organize, process, maintain and respond to electronic and paper communications/records to facilitate the flow of information as well as apply a variety of mathematical and estimating techniques accurately for general business documentation;
2. prepare accurate financial and billing records for the medical environment within a specific time frame by compiling information and using appropriate software;
3. use business computer applications such as word processing, desktop publishing/graphics, spreadsheets, database, presentations, groupware, E-mail, and internet;
4. use medical terminology and apply transcription, and language skills to produce accurate medical correspondence and reports by a specific deadline, using computer technology.

## Admission Requirements

OSSD or equivalent with

- Grade 12 English (C or U)

Mature students, non-secondary school applicants (19 years or older), and home school applicants may also be considered for admission. Eligibility may be met by applicants who have taken equivalent courses, upgrading, completed their GED, and equivalency testing. For complete details refer to: [www.georgiancollege.ca/admissions/policies-procedures/](http://www.georgiancollege.ca/admissions/policies-procedures/) (<http://www.georgiancollege.ca/admissions/policies-procedures/>)

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may also be considered for admission; refer to the Credit Transfer Centre website for details:

[www.georgiancollege.ca/admissions/credit-transfer/](http://www.georgiancollege.ca/admissions/credit-transfer/) (<http://www.georgiancollege.ca/admissions/credit-transfer/>)

## Graduation Requirements

2 Program Courses  
 2 Program Option Courses

## Graduation Eligibility

The passing weighted average to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course.

## Program Tracking

Semester 1		Hours
Program Courses		
OFAD 1006	Introduction to Medical Terminology	42
OFAD 2005	Medical Office Procedures	42
Program Option Courses		
Select 2 courses from the available list during registration.		84
Hours		168
Total Hours		168

**Code**                      **Title**

**Program options may include:**

COMP 1012	Introduction to Business Documentation
COMP 1048	Introduction to Keyboarding
OFAD 1003	Multi-Media Language Processing
OFAD 2014	Bookkeeping for the Office Professional

## Graduation Window

Students registered in part-time studies programs must maintain continuous registration in order to complete the program according to the curriculum in place at the time they were admitted. Students who do not remain continuously registered must be readmitted to the program and follow the new curriculum.

*Information contained in College documents respecting programs is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs. The college reserves the right to add or delete programs, options, courses, timetables or campus locations subject to sufficient enrolment, and the availability of courses.*