

MEDICAL ADMINISTRATION

**2-YEAR
DIPLOMA**

Are you ready to start a rewarding career? Enter into the diverse and expansive health care industry and become an indispensable member of any team.

Why should you choose a career in Medical Administration?



1 Become proficient in your field
Combine advanced administrative training with a systematic understanding of Canadian health care and the technical knowledge that is fundamental to all medical workplaces. In your two years of study, you will become comfortable with medical office procedures and develop a solid understanding of transcription, pharmacology and diagnostic imagery.

3 Develop a well-rounded skill set
You will develop a comprehensive medical vocabulary and become familiar with legal issues in the health care field, which will help you succeed in your role as an administrative professional. You will develop a wide range of skills in the areas of accounting, communications and human resources, helping you to become an indispensable member of any team. This program also includes a focus on diversity in the workplace.



2 Learn by doing
You will gain real workplace experience during your practicum placement and will have the opportunity to connect with potential employers before you graduate. Combine classroom learning with real practice when you get an inside look at health records departments, clinics and health outreach programs. Get a jump on your career goals by making connections while you are still in college.

4 Explore a variety of career opportunities
Be prepared to work in hospitals, medical clinics, dental practices, veterinary clinics and laboratories. Common careers for graduates of the Medical Administration diploma program include unit clerk, medical transcriptionist, administrative assistant, medical secretary, office manager and customer service representative.

CAMPUS/DELIVERY OPTIONS

-  Victoria Avenue East Campus
-  Parkland Campus (every other year)

AVAILABLE INTAKES

-  September 2024 (Brandon)
-  September 2025 (Dauphin)

WORK PLACEMENT(S)

-  YR 2 | 8 weeks

CAREER OPPORTUNITIES

Hospitals • private practice • veterinary clinics • laboratories

ADMISSION REQUIREMENTS

- » A complete Manitoba Grade 12 or equivalent
- » English 40G/40S or equivalent
- » Consumer/Essential Mathematics 40S or equivalent

Be Confident IN YOUR CAREER PATH

Confidence in the career path you choose to embark on is key, and selecting the right program for you is the first step. At Assiniboine, we offer an opportunity to explore and experience a program before applying.

SPEND A DAY WITH US

Our Spend a Day program runs from November to March for most programs. When you spend a day at Assiniboine, we partner you with a current student in the program of your choice and you will have the opportunity to:

- » Participate in classroom activities
- » Experience college life
- » Explore all of our helpful services for students
- » Meet current college students and instructors
- » Enjoy a free lunch on us!

ATTEND AN ONLINE INFO SESSION

Our free, live online information sessions give you the inside scoop on our college, the program you're interested in and life at Assiniboine. Register in advance and from the comfort of your own home, log in to learn what Assiniboine has to offer.

STILL NOT SURE?

Contact our recruitment team to arrange a campus tour or an appointment to discuss your career options.

Scan the QR code or visit assiniboine.net/experienceACC to register or connect with our recruitment team!

