



YOUR NEW AND REWARDING  
CAREER PATH IS **WITHIN  
REACH**

**REACH HIGHER WITH SUMMIT!**

## **MEDICAL OFFICE ADMINISTRATION DIPLOMA**

- Earn your diploma in 31 weeks
- 80 hour practicum in a healthcare or medical office setting
- Advance your career

### ***PURSUE A CAREER IN THE HEALTHCARE INDUSTRY***

The Medical Office Administration program emphasizes the practical and theoretical subjects that will teach the student the skills needed to manage an office environment and effectively communicate, write and interpret medical terms in the workplace. The units covered in the program are MS Office Applications, Communications in the Medical Office, Medical Terminology, Scheduling Medical Appointments, Health Coverage & Billing, Medical Records Management, Medical Software and Medical Transcription.

Graduates of Summit's Medical Office Administration program can obtain careers in hospitals, doctor's offices, clinics, pharmaceutical companies and other facilities in the healthcare industry.

**CONTACT US NOW FOR MORE INFORMATION!**

**GUELPH CAMPUS:** UNIT 5A - 650 WOODLAWN ROAD WEST, GUELPH, ON N1K 1B8