Georgian CANADA | ILAC
Georgian@ILACToronto

Build your future in Canada!

In 2020, Georgian College entered into a partnership with the International Language Academy of Canada (ILAC) to form Georgian@ILAC, delivering programs to international students at ILAC's beautiful downtown Toronto campus.

Office Administration - Health Services

In this **diploma program**, gain specialized skills in demand by today's health-care teams. Learn from industry experts. Develop mastery in electronic medical records management. Acquire the knowledge required to successfully perform in the administrative health field.

PROGRAM	LENGTH
OFFICE ADMINISTRATION - HEALTH SERVICES	4 Semesters (2 Years)

CREDENTIAL	LOCATION
Ontario College Diploma	Downtown Toronto

ADMISSION REQUIREMENTS

Admission will be considered for applicants with:

- ILAC Pathway 3.2 or IELTS 6.0 with no band less than 5.5 (SDS program – IELTS score 6.0, no band less than 6.0)
  ** Other language proficiency tests accepted include Duolingo (until Dec. 31, 2022), TOEFL, CAE and TOEIC*
- OSSD or equivalent with:
  - Grade 12 English (C or U)

INTAKES

- Fall
- Winter
- Summer

PROGRAM OVERVIEW

Students in this program acquire the knowledge and specialized skills required to successfully perform in the administrative health field. Students learn medical document production, medical terminology, transcription, human anatomy, medical ethics, and develop skills in workplace communication and patient relations. In addition, students learn Electronic Medical Records (EMR) and are introduced to health information management concepts. Qualifying students will have the exciting opportunity for hands-on learning through a fourth semester field placement within the local medical community.

Graduates from this program may find career opportunities within the pharmaceutical industry; provincial and federal governments; medical services in industry; clinics; alternative medical practices such as naturopathy, chiropractics, acupuncture, shiatsu; and other areas of health services, as well as general offices.

ADMISSION PROCESS

1. **Submit your application online here.**
   ** Direct applicants: contact your regional manager to ensure you meet all admission requirements prior to applying.*
2. **Wait for email confirmation of your admission decision and receive pre-admit letter**
3. **Accept your offer using the steps in the email and pay the $2,500 deposit by the due date in your pre-admit letter**
4. **Apply for a study permit/visa once you receive the official LOA and tuition receipt**
5. **You are now ready to start your program!**

** Total estimated cost. Course materials are additional and vary per semester*

APPLY NOW! Visit georgianatilac.com or email georgian@ilac.com

PROGRAM OUTLINE

SEMESTER	PROGRAM COURSES	
Semester 1 *(252 Hours)*	Business Documentation and Text Processing	Computer Applications 1 for the Office
	Office Procedures and Strategies	*Communications Course*
	Professional Development and Employability 1	*General Education Course*
BREAK		
Semester 2 *(252 Hours)*	Advanced Business Documentation	Introduction to Medical Terminology
	Multi Media Communications	Computer Applications 2 for the Office
	Office Math Applications	Professional Development and Employability 2
	Communications Course	
BREAK		
Semester 3 *(252 Hours)*	Integrated Office Simulations	Health Services Transcription
	Anatomy for Health Services 1	Electronic Medical Office
	Bookkeeping for the Office Professional	*General Education Course*
BREAK		
Semester 4 *(252 Hours)*	Computerized Administrative Simulations	Health Services Practical Experience and Clinical Applications
	Anatomy for Health Services 2	Foundations in Health Records and Information Management
	Ontario Health Insurance Plan (OHIP) for Health Services	*General Education Course*

(Total 1008 Hours)