



OFFICE ADMINISTRATION





Health Care Office Assistant Certificate



Designed to provide graduates with the knowledge and skills needed to function as a clerk/assistant/receptionist in a variety of health care facilities including hospital units, doctor's offices and clinics. *Field placement is optional but highly recommended.*

ADMISSION REQUIREMENTS:

- OSSD or Mature Student status

COMPULSORY COURSES:

Basic Anatomy & Related Terminology FWS	HLTH-1006
Computerized Accounting FWS	COMP-1066
Computerized Billing FWS	COMP-1128
Field Placement (Optional) FWS	DEVL-1017
Medical Transcription FWS	COMP-1130
Microsoft Office Essentials FWS	COMP-1378
Organizational Skills FWS	HLTH-1010
Patient Preparation FWS	HLTH-1091
Processing Physicians Orders FWS	HLTH-1007
Professional Communication FWS	COMM-1054
Records Maintenance & the Law FWS	OFAD-1006

Professional Development for Health Care

COURSE:

Dental Anatomy & Physiology F	DENT-1040
--------------------------------------	-----------

Health Services Management & Administration Certificate



Designed to assist individuals in health care to acquire and upgrade their business, management and computer knowledge. This program aims to enrich the health care worker both professionally and academically with additional tools for their career goals.

COMPULSORY COURSES:

Business Microcomputer Applications FWS	COMP-1090
Introduction to Health Care Law W	LAWS-1014

Leadership in Organizations F S	MGMT-3010
Organizational Business Communication FWS	COMM-6002
Principles of Accounting I FWS	ACCT-1004
Principles of HR Management FWS	MGMT-1006

ELECTIVE COURSES:

(Select 2 of the following)

Compensation & Benefits FWS	MGMT-1031
Economics I FWS	ECON-1002
Labour Relations FWS	MGMT-1018
Training & Development FWS	MGMT-1014

Office Administration Certificate



Designed to upgrade your knowledge and skills in the office administration field, this online program allows students to enter this field of work (from a related or unrelated field) to study specific areas of office administrative work including supervision and word processing and to prepare for positions of greater responsibility in office administration.

COMPULSORY COURSES:

Business Microcomputer Application FWS	COMP-1090
Office Technology & Procedures FWS	OFAD-1005
Organizational Business Communication FWS	COMM-6002
Principles of Accounting I FWS	ACCT-1004

ELECTIVE COURSES:

(Select 3 of the following)

Applied Simply Accounting F S	ACCT-1072
Internet Essentials FWS	COMP-1008
MS Access FWS	COMP-1022
MS Excel FWS	COMP-1023
MS Powerpoint FWS	COMP-1024
MS Word FWS	COMP-1021
Principles of HR Management FWS	MGMT-1006
Windows 7 FWS	COMP-1436

APPLIED SIMPLY ACCOUNTING FOR WINDOWS (ACCT-1072)



Pre-requisite(s): ACCT-1004 & COMP-1090

This course teaches the fundamentals of Simply Accounting to enable the student to use and set up the software in the workplace.

Fee: \$272.38 + TB

40LC	Sep10-Dec10	(OL)	*
------	-------------	------	---

BASIC ANATOMY & RELATED TERMINOLOGY (HLTH-1006)



This basic course will focus on the anatomical structure and functions of the human body and the related terminology used to describe body parts, structure, and function. Related terminology will also include general or symptomatic terms, diagnostic terms, surgical procedures and abbreviations.

Fee: \$289.30 + TB

40LC	Mon	Sep10-Dec17	(OL)	*
20LC	Thu	Sep13-Dec20	6:30-9:30pm	(BL) *
10LC	Mon-Fri	Nov26-Dec10	9:30am-1:30pm	(C) ■

BUSINESS MICROCOMPUTER APPLICATIONS (COMP-1090)



This course is an introduction to the use of microcomputers in today's business environment. You will acquire hands on experience in using Windows operating system as well as the Microsoft Office Application Suite- 2010.

Fee: \$289.30 + TB

40LC	Sep10-Dec17	(OL)	*
41LC	Oct10-Jan23	(OL)	*

COMPENSATION & BENEFITS (MGMT-1031)



Pre-requisite(s): MGMT-1006

Understand the process, issues and techniques involved in administering a compensation system. This course will enable you to understand the compensation design system and its relation with the organizational management process.

Fee: \$289.30 + TB

40LC	Sep10-Dec17	(OL)	*
------	-------------	------	---

COMPUTERIZED ACCOUNTING (COMP-1066)

This introductory course consists of accounting basics and accounting principles, and hands-on practice using Simply Accounting for Windows. Set up accounts payable, accounts receivable, and general ledger.

Fee: \$317.50 + TB

20LC	Wed	Sep20-Dec12	6-10pm	(BL)	*
------	-----	-------------	--------	------	---

COMPUTERIZED BILLING (COMP-1128)

Pre-requisite(s): COMP-1378 or equivalent

You will learn the fundamentals of computerized medical billing, as well as an understanding of the Schedule of Benefits and Preambles of the Ministry of Health. *Knowledge of medical terminology recommended.*

Fee: \$238.54 + TB

20LC	Tue	Oct2-Dec18	6:30-9:30pm	(BL)	*
------	-----	------------	-------------	------	---



DENTAL ANATOMY & PHYSIOLOGY (DENT-1040)



For individuals interested in gaining a working knowledge of the administrative duties of a dental office, this course offers students with little or no previous dental experience, an overview of the skills needed to efficiently co-ordinate the daily activities of a dental office.

Fee: \$204.70

40LC Nov12-Dec12 (OL) *

ECONOMICS I (ECON-1002)



Economics I is an introductory microeconomics course which covers a broad curriculum of microeconomic principles.

Fee: \$289.30 + TB

40LC Sep10-Dec17 (OL) *

Note: Exams must be completed in class.

HEALTH CARE OFFICE ASSISTANT FIELD PLACEMENT (OPTIONAL) (DEVL-1017)

Pre-requisite(s): All theory courses

Apply the theories gained through the classroom to actual work situations. This 150-hour field experience will allow you to supplement your resume with related work experience and a valuable reference.

Fee: \$331

Please contact Health Sciences at aferreira@fanshawec.ca.

INTERNET ESSENTIALS (COMP-1008)



Fee: \$348.38 + TB

50LC Sep7-Dec14 (OL) ◆

LABOUR RELATIONS (MGMT-1018)



Pre-requisite(s): MGMT-1006

This course provides you with knowledge of management, union and government relationships and their impact on each other. You will learn about labour relations, collective bargaining, wage structure and promotion policies.

Fee: \$289.30 + TB

40LC Sep10-Dec17 (OL) *

LEADERSHIP IN ORGANIZATIONS (MGMT-3010)



As current and future managers, you need to understand the many aspects which management positions encompass. This introductory course is intended to better prepare you for the significant changes that are taking place while managing an organization.

Fee: \$289.30 + TB

40LC Sep10-Dec17 (OL) *

MEDICAL TRANSCRIPTION (COMP-1130)

Pre-requisite(s): COMP-1378, HLTH-1006

You will be introduced to medical documents and reports. This course is designed to simulate medical transcription practices used in a health care environment.

Fee: \$289.30 + TB

01LC Mon Sep17-Dec10 6-10pm (C) *

MICROSOFT OFFICE ESSENTIALS (COMP-1378)



This course focuses on the Health Care Office environment. You will acquire intermediate skills using a variety of

operations found in Microsoft Word and Excel through hands-on experience and assignments. You will have an opportunity to acquire keyboarding skills using a standard keyboard.

Fee: \$289.30 + \$12 MF + TB

01LC Thu Sep13-Dec20 6-9pm (C) *
10LC Mon-Fri Nov5-Nov20 9:30am-1:30pm (C) ■

MS ACCESS (COMP-1022)



Fee: \$280.70 + TB

50LC Sep7-Dec14 (OL) ◆
51LC Oct1-Jan7 (OL) ◆
52LC Nov1-Feb7 (OL) ◆
53LC Dec3-Mar11 (OL) ◆

MS EXCEL (COMP-1023)



Fee: \$280.70 + TB

50LC Sep7-Dec14 (OL) ◆
51LC Oct1-Jan7 (OL) ◆
52LC Nov1-Feb7 (OL) ◆
53LC Dec3-Mar11 (OL) ◆

MS POWERPOINT (COMP-1024)



Fee: \$280.70 + TB

50LC Sep7-Dec14 (OL) ◆
51LC Oct1-Jan7 (OL) ◆
52LC Nov1-Feb7 (OL) ◆
53LC Dec3-Mar11 (OL) ◆

MS WORD (COMP-1021)



Fee: \$280.70 + TB

50LC Sep7-Dec14 (OL) ◆
51LC Oct1-Jan7 (OL) ◆
52LC Nov1-Feb7 (OL) ◆
53LC Dec3-Mar11 (OL) ◆

OFFICE TECHNOLOGY & PROCEDURES (OFAD-1005)



Fee: \$427.34 + TB

50LC Sep7-Dec14 (OL) ◆
51LC Oct1-Jan7 (OL) ◆
52LC Nov1-Feb7 (OL) ◆
53LC Dec3-Mar11 (OL) ◆

ORGANIZATIONAL BUSINESS COMMUNICATION (COMM-6002)



This course provides an overview of important communication concepts and skills required in business. Learn how to write clear reports and make effective presentations among a variety of topics.
Note: For the online sections of the course students must have access to a video recorder to complete the oral presentation component of the course.

Fee: \$289.30 + TB

20LC Tue Sep11-Dec18 6-9pm (BL) *
40LC Sep11-Dec18 (OL) *
21LC Wed Oct10-Jan23 6-9pm (BL) *
41LC Oct10-Jan23 (OL) *
10LC Mon-Fri Oct25-Nov9 9:30am-1:30pm (C) ■

Our students evaluate our Instructors!

Here are their grades...

Our instructors inspire and challenge us to increase our knowledge **92%**

Our instructors engage us in learning **93%**

Our instructors communicate clearly and effectively **94%**

Our instructors were well prepared **96%**

Our instructors display enthusiasm for teaching **97%**



ORGANIZATION SKILLS (HLTH-1010)



This course will focus on personal and organizational skills required by persons employed in health care in an office/ clerical assistant role. This will assist them to effectively carry out their role in assisting with the administration of a nursing unit/ health care facility office.

Fee: \$289.30

40LC Mon Sep10-Dec17 (OL) *
10LC Mon-Fri Oct15-Oct30 9:30am-1:30pm (C) ■

PATIENT PREPARATION (HLTH-1091)

You will acquire the knowledge and skills required to prepare clients for examination, including measuring vital signs, height, weight and temperature, positioning and draping, tray preparation and special collection.

Fee: \$137.02 + \$8 MF

20LC Thu Sep13-Oct18 6:30pm-9:30pm (BL) *

PRINCIPLES OF ACCOUNTING I (ACCT-1004)



This course introduces you to the subject of Accounting and is designed to take you through the accounting bookkeeping cycle, including knowledge of the accounting profession and how to analyze and record business transactions. You will also learn about worksheets, financial statements, accounting for merchandising operations, internal controls, and petty cash.

Fee: \$373.90 + TB

20LC Wed Sep5-Dec19 6-9pm (BL) *
40LC Sep5-Dec19 (OL) *
21LC Thu Oct4-Jan31 6-9pm (BL) *
41LC Oct3-Jan30 (OL) *

Note: Exams must be completed in class.

PRINCIPLES OF HUMAN RESOURCES MANAGEMENT (MGMT-1006)



This course provides the student with an overview of the issues, functions and responsibilities performed by a Human Resource Professional. An emphasis is placed on training and development, planning, performance appraisals, compensation management, occupational health and safety, and employee and union relations.

Fee: \$289.30 + TB

20LC Tue Sep11-Dec18 6-9pm (BL) *
40LC Sep11-Dec18 (OL) *
41LC Oct9-Jan22 (OL) *

PROCESSING PHYSICIANS' ORDERS (HLTH-1007)



Enable students to demonstrate appropriate processing skills for the completion of physicians' orders.

Fee: \$204.70 + TB

40LC Sep10-Nov12 (OL) *

PROFESSIONAL COMMUNICATION FOR HEALTH CARE OFFICE ASSISTANT (COMM-1054)



Designed to improve the student's written, verbal, and non-verbal communications skills to build successful relationships on an individual, group and organizational basis. Communication, business ethics, teamwork, group dynamics, team building and customer relations are discussed.

Fee: \$289.30 + TB

40LC Sep10-Dec17 (OL) *
10LC Mon-Fri Sep24-Oct10 9:30am-1:30pm (C) ■

RECORDS MAINTENANCE & THE LAW (OFAD-1006)



This course examines the health record as it is used in health care organizations. A major emphasis is on confidentiality and the legal aspects of health information documentation.

Fee: \$238.54 + TB

40LC Mon Oct1-Dec17 (OL) *

TRAINING & DEVELOPMENT (MGMT-1014)



Explore the overall process of implementing organization requirements through identification of training needs, development and evaluation of training programs and appropriate delivery techniques. Training and development will be presented as a framework for solving human performance problems and developing human resources.

Fee: \$289.30 + TB

40LC Sep10-Dec17 (OL) *

WINDOWS 7 (COMP-1436)



Fee: \$280.70 + TB

50LC Sep7-Dec14 (OL) ◆
51LC Oct1-Jan7 (OL) ◆
52LC Nov1-Feb7 (OL) ◆
53LC Dec3-Mar11 (OL) ◆

Library Services

DESCRIPTIVE & ACCESS CATALOGING II (INFO-3107)



Fee: \$314.54 + TB

50LC Sep7-Dec14 (OL) ◆

ELECTRONIC PUBLISHING & EMERGING LIBRARY TECHNOLOGIES (COMP-1441)



Fee: \$314.54 + TB

50LC Sep7-Dec14 (OL) ◆

INTRO TO LIBRARIES & THE INFORMATION INDUSTRY (INFO-1160)



Fee: \$331.46 + TB

50LC Sep7-Dec14 (OL) ◆

Veterinary Office Management

ANIMAL HUSBANDRY II (HLTH-1181)



Fee: \$314.54 + TB

50LC Sep7-Dec14 (OL) ◆

BASIC ANIMAL HUSBANDRY (HLTH-1179)



Fee: \$314.54 + TB

50LC Sep7-Dec14 (OL) ◆

BASIC VETERINARY PHARMACOLOGY (PHRM-1059)



Fee: \$314.54 + TB

50LC Sep7-Dec14 (OL) ◆

BUILDING & MAINTAINING CUSTOMER RELATIONSHIPS (MGMT-1194)



Fee: \$382.22 + TB

50LC Sep7-Dec14 (OL) ◆

VETERINARY ANESTHESIA (HLTH-1184)



Fee: \$314.54 + TB

50LC Sep7-Dec14 (OL) ◆

VETERINARY LAB PROCEDURES (HLTH-1180)



Fee: \$314.54 + TB

50LC Sep7-Dec14 (OL) ◆

VETERINARY OFFICE SKILLS & PROCEDURES (OFAD-1016)



Fee: \$348.38 + TB

50LC Sep7-Dec14 (OL) ◆

VETERINARY SURGICAL PROCEDURES (HLTH-1183)



Fee: \$314.54 + TB

50LC Sep7-Dec14 (OL) ◆

VETERINARY TERMINOLOGY (COMM-1110)



Fee: \$348.38 + TB

50LC Sep7-Dec14 (OL) ◆