

Office Administration Medical - Program Plan Checklist



Name: _____

Program Start Date: _____

Student ID: _____

GPA: _____

Telephone #: _____

Alt Email: _____

Semester	Course #	Course Name	Prerequisite/ Co-Requisite	Grade	Credit Value	Term
One (Fall)	AC1100	Bookkeeping I			4	
	CM1100	Writing Essentials			3	
	DM1200	Document Production I			6	
	EP1110	Introduction to Business			4	
	OF1105	Personal and Career Growth			3	
Two (Winter)	AC2100	Bookkeeping II	PR. AC1100		4	
	CM2110	Business Writing Fundamentals	PR. CM1100		3	
	DM1300	Transcription	PR. DM1200, CM1100		4	
	DM1210	Document Production II	PR. DM1200		6	
	OF1101	Operational Management			4	
<p>CERTIFICATIONS – CPR/Emergency First Aid: Students in the Office Administration (Medical) program are required to obtain a certificate of completion in CPR and Red Cross or St. John Ambulance Emergency First Aid in either Semester 3 or 4. Students will be expected to incur costs associated with completion of external certification courses. Submit a copy of the certificate to dlsreg@cna.nl.ca upon completion.</p>						
Three (Intersession)	CP2310	Electronic Spreadsheets			3	
	OF1305	Digital Tools for the Office			3	
Four (Fall)	BL1330	Anatomy			4	
	CM2200	Oral Communications			2	
	DM1400	Medical Transcription I	PR. DM1210, DM1300 CR. TM1100		3	
	DM2200	Document Production III	PR. DM1210		6	
	OF2400	Medical Office Management I	PR. OF1100		3	
	TM1100	Medical Terminology I			2	
Five (Winter)	DM1401	Medical Transcription II	PR. DM1400, TM1100 CR. TM2100		4	
	DM2240	Document Production IV	PR. DM2200, CP2310 & CP2410		5	
	OF2300	MCP Billing	PR. TM1100 CR. TM2100		2	
	OF2401	Medical Office Management II	PR. OF2400		4	
	TM2100	Medical Terminology II	PR. TM1100		2	
	OF2700	Career Readiness	PR. OF2100 or OF2500 or OF2400		2	

Six	OJ1920	Work Exposure (Six Weeks)	Successful completion of all courses in semester 1-5 of the Office Administration (Medical) Diploma program with a minimum Grade Point Average of 2.0.	

NOTE:

- Prerequisites - When registering for courses, please take note of the prerequisites. A prerequisite must be completed before registering for a subsequent course.
- Co-Requisites – When registering for courses, please take note of the co-requisites. A co-requisite must be completed in combination with specific courses.
- Students must achieve a grade point average of 2.0 or greater to meet graduation requirements. Use the GPA calculation table to calculate your GPA.
- This document is for planning purposes only. Official confirmation of course completion and grades are obtainable from Student Services.