

- ◆ Registered Private Career College under PCC Act 2005
- ◆ All our instructors are certified and/or have real world experience and/or have relevant university education and are well recognized and connected to the industry
- ◆ Curriculum include real-world projects
- ◆ Your tuition fees is income tax deductible
- ◆ EI Recipients and unemployed may be qualified for HRSDC financial assistance
- ◆ International Students—Full assistance is given for visa documents.
- ◆ Small classes to encourage individual attention and enhance learning experience
- ◆ Paid or unpaid Coop available in all program to qualified graduates
- ◆ Industry Driven Certifications
- ◆ Continuous monthly enrolments to fit your schedule
- ◆ Career Counselling, Resume Writing, and Placement Program available
- ◆ Labs are available to all students when required and are open all seven days a week

Course Outline:



Canada Campus :

Mississauga
Suite 101 Lower Level
3173 Erindale Station Road
Mississauga, Ontario L5C1Y5

Phone: 905-507-8200/01, 905 277 0449

E-mail: admissions@mlccollege.com

India Office :

2B2, New York Tower
Near Kiran Motors
Ahmedabad—38 0015
INDIA

Phone—011 91 79 40029872/ 40029873

Email : info@mlccollege.com

MLC COLLEGE

INSTITUTE OF ENTERPRISE RISK MANAGEMENT PROFESSIONALS
INSTITUTE OF CERTIFIED BUSINESS SYSTEMS ANALYST

www.mlccollege.com

www.iermp.com

www.icbsa.com

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Post Graduate Diploma in Dental Office Administration Skills and Technology



Toronto Office:

Suite 101 Lower Level, 3173 Erindale Station Road,
Mississauga - ON - L5C 1Y5
Tel : 905-507-8200/01, 905-277-0449,
FAX : 905-507-8280

PGMDAS - POST GRADUATE DIPLOMA IN MEDICAL & DENTAL OFFICE ADMINISTRATIVE SKILLS AND TECHNOLOGY

SEMESTER I

- Computer Technology & Application
- Microsoft Office & Keyboarding Skills
- Medical Terminology
- Medical Anatomy & Physiology
- Canadian Health Care & Administration

SEMESTER II

- Medical Office Procedures
- Basic Clinical Procedures & Vital Signs
- Pharmacology
- English Grammar & Punctuations
- Medical Transcription

SEMESTER III

- Dental Anatomy
- Dental Office Procedures & Billing
- Health Record Management
- Health Care Billing & Coding
- Basic Bookkeeping for Medical Office

SEMESTER IV

- Psychology & Special Need patients
- Medical Ethics & Law
- Occupational Health & Safety
- Career Strategies in Health Care Field
- Practical Employment Strategies

Test is conducted at the end of each semester.

Duration of the Program

The diploma is a full time program comprising of 104 weeks (2 years.)

Program Fees:

\$20,500.00 - Tuition Fees
\$1,800.00 - Book Fees
\$800.00 - Exam and Certification
\$800.00 - International Student Fees

Exit Profiles

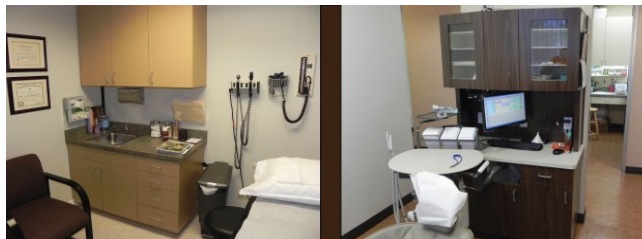
After successfully completing the diploma program, students may have employment opportunities as:

- ♦ Dental Office Manager
- ♦ Financial administrator in medical/dental office
- ♦ Office administrators in medical/dental practices
- ♦ Administrative positions in laboratories
- ♦ Office administrators in Medical/Dental Specialist offices
- ♦ Customer service representatives in medical/dental or insurance companies
- ♦ Administrative staff in public health departments
- ♦ Receptionists in other health-related settings, such as chiropractor's or optometrist's office

Additional Information

Paid Co-op or placement program may be available to qualified graduates upon successfully completing the program.

APPROVED VOCATIONAL DIPLOMA



Financial Assistance

- ♦ MTCU or HRDC financial assistance for approved E.I. recipients
- ♦ Private loan programs
- ♦ Interest Free monthly plans
- ♦ The National Student Loan Service Centre (NSLSC)
- ♦ WSIB (The Workplace Safety and Insurance Board)
- ♦ ODSP (Ontario Disability Support Program)

Program Objective

The aim of this health related programs will be to provide state of the art technology for innovative and up to date educational methods, as per the quality standards of the Institution. The teaching will be oriented to make students more motivated, competent and skilled to attend and work in the Health related set ups. The Essence of Education in this program will be "To be most progressive driving force in the fulfillment of the objectives outlined for the advancement and uplift of Health and Education in the country".

As according to the constitution of WHO also, "The enjoyment of the Highest Standard of the Health is one of the fundamental rights of every human being without distinction of race, religion, economic and social condition", this program will certainly help in fulfillment of mission of providing best possible health work force to the society by generating practically educated and oriented workers.