

Diploma Program Length: 51 Weeks

NOC Code: 1251

Medical Transcription	42 Weeks
Introduction	
Program Orientation	
Computer Basics	
Microsoft Outlook	
Microsoft Word	
Microsoft Excel	
Keyboarding Techniques	
Medical Report Formatting	
Body as a Whole	
Grammar and Style	
Pharmacology	
Skeletal System	
Speech Recognition	
Muscular System	
Integumentary System	
Cardiovascular System	
Proficiency Improvement Examination – 1	
Respiratory System	
Gastrointestinal System	
Genitourinary System	
Reproductive System	
Endocrine System	
Lymphatic, Immune and Allergy	
Sensory System	
Nervous System	
Psychiatry	
Oncology	
Surgical and Advanced Transcription	
Professional Issues	
Career Development	
Preparing for Proficiency Improvement Examination – 2	
Proficiency Improvement Examination – 2	
Proficiency Improvement Examination – 3	
Internship	8 Weeks
Career Management	1 Week
Program highlights include:	
Registered and approved diploma	
Career services	
Job search assistance	
Alumni program benefits	
*Eligibility to pursue AHDI Registered Healthcare Documentation Specialist (RHDS) certification	

Additional notes and admission requirements can be found on page 2.

Admission requirements: Canadian High School Graduation Diploma or Mature Student Status (Mature students from Ontario must be at least 18 years of age by the program start date and successfully pass an academic achievement test. Mature students from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test). Please contact us for more detail regarding admissions requirements for international students. In addition, an entrance examination must be successfully passed, along with a typing test to demonstrate a minimum of 40 wpm.

Accreditation policy: Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.

The majority of this program is computer based learning with an available online facilitator. It requires attendance for 5 hours each day.

*Students wishing to pursue the RHDS certification must make arrangements directly with AHDI (www.ahdionline.org).

Note: In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending on start date.

You can find our key performance indicators (graduation rate, employment rate, etc.) at www.triOS.com/kpi. These are older statistics from 2013.

triOS College is registered and approved as a Private Career College under the Private Career Colleges Act, 2005.