



North American College Faculty of Healthcare



**Personal
Support
Worker**



**Early
Childcare
Assistant**



**Medical
Office
Assistant**



**Pharmacy
Assistant**

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**Business
Technology
Healthcare**

Early Childcare Assistant (34 weeks)

Early childcare assistants provide care and guidance to pre-school children under the supervision of early childhood educators. Graduates of this course will be able to guide children in the development of proper eating, dressing and personal hygiene habits, maintain care equipment, supervise the children during indoor and outdoor play and enhance children's self-esteem by leading children in various activities to stimulate and develop their intellectual, physical and emotional growth.

Admissions Requirements

Grade 12 (OSSD or equivalent) or mature student, good general health, Medical Certificate (free of communicable disease with up to date immunization status), good oral and written English skills, Negative Criminal Reference Check, Admissions interview to determine suitability for the program.

Career Opportunities

Early Childcare Assistants may find jobs in day care centers, nursery schools, preschools, non-institutional social services organizations, elementary schools, personal and household service firms, private households and a variety of other childcare settings. Typical job titles include Early Childcare Assistant, Childcare Workers, Daycare Workers, early childhood Program Staff, Preschool Teacher, Childcare Worker Assistant, Daycare helper, Early Childhood Educators Assistant and Preschool Helper.

Course Module

- Introduction to Early Childcare and Education
- Role and Responsibilities
- Introduction to Child Development
- Introduction to Prenatal and Infant Development
- Child, Family and Community
- Introduction to Toddler Development
- Introduction to Preschool Development
- Observation Skills
- Guiding Children
- Curriculum Planning
- Written Communication
- Health and Safety
- Nutrition

College also arranges 490 hours of mandatory Practicum Placement for the students. The placement provides the students the opportunity to apply the theories into a real work situation.

Medical Office Assistant (30 weeks)

Medical Office Assistant course prepares students to find jobs in doctors' offices, hospitals, medical clinics, pharmaceutical companies, government health agencies, and a variety of other medical office settings. After learning about medical office procedures, proficiency in medical terminology, good written and verbal communication skills, medical billing knowledge and ability to multi-task and prioritize, strong word processing skills, graduates are able to become integral members of the health care delivery team and perform many administrative and some basic clinical procedures.

Admissions Requirements

Grade 12 (OSSD or equivalent) or mature student, good general health, Medical Certificate (free of communicable disease with up to date immunization status), good oral and written English skills, admissions interview to determine suitability for the program.

Career Opportunities

Medical Office Assistants can find jobs as Medical Office Assistants, Medical Secretary, Medical Billing Clerk, Medical Office Administrator, Medical Receptionists, Clinical Assistant, Ward Secretary and Booking Clerk.

Course Module

- Introduction to Computer Applications & Keyboarding
Word, Excel, Access, PowerPoint, Outlook, Internet
- Accounting Applications
Bookkeeping and computerized accounting
- Introduction to Medical Office Assisting
Professionalism, medical ethics, legalities, patient education, nutrition, management responsibilities
- Medical Terminology Body system and Disease
Body systems and diseases, terminologies for Pharmacology, Oncology, Radiology and Psychiatry
- Interpersonal Skills, Communication and Problem Solving and Client Services
Interpersonal skills, Critical thinking and problem solving, group dynamics, grammar and written communication
- Administrative Skills and Procedures
Mail processing, telephoning, appointment scheduling, time management, medical billing practice management software, introduction to transcription
- Clinical Skills and Procedures
Asepsis, infection, patient assessment, vital signs, primary physical examination, pharmacology and medications, diagnostic procedures
- CPR and First Aid Certifications
- Job Search and Career Development

Giving you the knowledge and skills to compete

Personal Support Worker (24 weeks)

Personal Support Workers assist individuals with the tasks of daily living, providing a range of health care services in a variety of settings. The graduates of this program will be able to learn personal care, personal hygiene, dress, mobility, home management, family responsibilities, medication and multi-tasking. These skills will make them able to work in the capacity of long-term care facilities provider, providers of home care services, supporting in group homes and hospitals.

Admission Requirements

Grade 12 (OSSD or equivalent) or mature student, good general health, Medical Certificate (free of communicable disease with up to date immunization status), good oral and written English skills, Negative Criminal Reference Check, Admissions interview to determine suitability for the program.

Career Opportunities

PSW may find jobs as Personal Care Attendant, Health Care Aide, Hospital Attendant, long term care attendant, nursing attendant, patient service associate, and psychiatric aide in hospitals, nursing homes, and other health care facilities.

Course Module

- Individuality of the Person
- Role of the PSW
- Interpersonal Skills
- Safety
- Assisting a Person with Mobility
- Abuse
- Household Management and Meal Preparation
- Optimal Support and Care Planning
- Personal Hygiene
- Assisting the Family
- Cognitive Impairment and Mental Health Issues
- Assisting to Manage Ongoing Conditions
- Assisting with Medications
- Assisting a Person who is Dying

College also arranges 355 hours of mandatory Clinical Placement for the students. Students have to work at long-term facilities, home care services, retirement homes or senior's apartments to complete diploma requirements. Students will be able to gain experience by applying theoretical concepts in real situation.

Pharmacy Assistant (34 weeks)

Pharmacy Assistants are health-care professionals who work under the supervision of pharmacists or designated personnel. After completing the course the graduates are able to dispense and compound medications, receive, order, and manage inventory, interact with patients and variety of health-care providers, and assist the pharmacist in the provision of pharmaceutical care and pharmacy services.

Admission Requirements

Grade 12 (OSSD or equivalent) or mature student, good general health, Medical Certificate (free of communicable disease with up to date immunization status), good oral and written English skills, Negative Criminal Reference Check, Admissions interview to determine suitability for the program.

Career Opportunities

Pharmacy Assistants can find jobs in retail pharmacies and hospital and medical center pharmacies, health insurance companies, third party billing centers, pharmaceutical manufacturing companies, drug wholesalers and pharmacy supply companies.

Course Module

- Introduction to Pharmacy Practice
- Human anatomy, Physiology and Pathology with Medical Terminology
- Introduction to computers application and keyboarding
- Interpersonal Skills, Communication, Problem solving and Client Services
- Pharmaceutical Calculations
- Pharmaceutical Law and Ethics
- Pharmacology and Pharmaceutical fundamentals
- Compounding, practices, Non-sterile Compounding, Dosages Forms
- Pharmaceutical ingredients
- Sterile Products (including aseptic techniques, infection control, microbiology and handling of bio-hazardous materials)
- Introduction to Pharmacy Management Software
- Retail Pharmacy Practice
- Hospital Pharmacy Practice (including long term care pharmacy practice)
- CPR and First Aid Certification
- Employment and Career Management
- Clinical Placement

College also arranges 200 hours of Clinical Placement for the students at pharmacies. Students will be able to gain experience by applying theoretical concepts in real situation.

in today's highly demanding job market!

About Us

Professor Kamal N. Rao CPhT, PhD, FICN

Kamal N. Rao is PhD in Pharmacy and teaching to health sciences students. He has 25 years experience of working in medical field. He has worked in various branches of clinical settings including Pharmacy, Hospital, Research and Teaching. Mr. Kamal has earned a very good reputation by working on USAIDS, WHO, and Indian government funded research projects on leprosy, TB, HIV/AIDS. He has participated in many seminars, conferences and trainings throughout Australasia and Europe. Mr. Kamal won many national and international awards. Mr Kamal has published 30 scientific papers. In many reputed journals.

Mr. Kamal Rao has contributed in the success of a large number of graduated from North American College by training them in every aspect of the discipline and transferring them the employability skills, resume writing and job search techniques.

Lisa da Silva

Lisa da Silva is our Early Childcare Instructor; she has been working in the field for over 18 years. As an early childhood educator, she has worked in many different children's programs including, community daycare settings, parenting and family literacy programs, and ESL nursery programs for the Toronto Board of Education. Lisa has also spent time as an English language teacher specializing in young language learners programs where she was involved in curriculum development, and teacher trainer.

Lisa is very well connected to ECA job market and supports students in co-op placements in ECA and other programs. Lisa also helps the student in personal development and job search skills.

Nicole Holness (B.A.RECE)

Nicole Holness has been an ECE for over 9 years. She received her diploma in Early Childhood Education from George Brown College and is a registered member with the College of ECE's. Ms. Holness also earned her Bachelor of Arts degree in Sociology from York University. Over the years, she has attained various experiences working in woman's shelter, summer camps, Montessori schools and childcare settings. At North American College she serves as one of the instructors and placement supervisors.

Christine Duncan (R. N.)

Christine Duncan is the Co-ordinator for PSW program. A registered nurse for almost 30 years, Ms. Duncan received her nursing diploma from the Lambton College School of Nursing in Ontario. She practised her career in Newfoundland and Ontario, working in a variety of challenging areas including emergency, intensive care and medical/surgical nursing. Eventually, she settled into a long career in psychiatric nursing with the Ontario Ministry of Health. Christine is also a Canadian Red Cross certified instructor for the First Aid and CPR modules in the Early Childcare Assistant, Medical Office Assistant and Pharmacy Assistant Diploma programs.

Other Diploma Programs

Approved as a vocational program under Private Career Colleges Act, 2005

Electrolysis
Esthetics
Esthetics/New Technologies
Esthetics/Electrolysis
Pharmacy Assistant
Mechanical Engineering Design & Technology
Civil Engineering Design & Technology
Medical Office Assistant
Personal Support Worker
Early Childcare Assistant

Professional Development & Skill Upgrading Software

Does not require approval under the Private Career College Act, 2005

Software Training for Mechanical Engineering
Software Training for Civil Engineering
Software Training for PLC & Robotics
Bank Teller Program

Main Campus:

North American College of Information Technology Inc.
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* Approved as a vocational program under Private Career Colleges Act, 2005
+ Does not require approval under the Private Career College Act, 2005

Financial Assistance may be available to those who qualify