

## **Orientation Information**

### **NSCC, Lunenburg Campus Medical Office Administration Program, 2017 – 2018**

The following information will allow you to do some advance planning toward your successful completion of the NSCC, Medical Office Administration Program beginning in September at the Lunenburg Campus of NSCC.

#### **First Aid/CPR Level C Standard Certification (2 day course)**

Certification for CPR Level C is a course requirement. Contact NSCC, Lunenburg campus as there are courses available in August in September; St. John Ambulance, or any other community organization that may be offering this course. If you have already completed the course or are presently booked for a course, bring your certification certificate with you within the first few days of classes and present it to student services.

#### **Immunizations**

Please do not print or use any immunization sheets from the web site, I will make the necessary paper work available in September. Immunizations are not mandatory, they are dependent on where you are completing your work term or plan on working in your future. This will be discussed in further detail in September.

#### **Dressing for Success**

Becoming familiar with appropriate dress for the workplace before you secure a position in your new career is important. So beginning in the middle of September we will be *Dressing for Success*, 2 days each week. Monday will be *Clinical Dress*, solid or print scrub tops, **no cartoon characters please**; solid color bottoms. Scrubs may be purchased locally at Wal-Mart, Giant Tiger, Mark's Work Warehouse, Frenchy's as well as other stores. Thursday will be *Business Dress*. This means no jeans; sweatshirts, leggings or open toed shoes are to be worn. Having this information in advance can help you manage your clothing budget for the school year. Don't forget about great local second hand clothing stores like Frenchy's and Dawson Daisy.

## **Textbooks**

Your textbook list is on the website. If you choose to purchase new or used books from another source, ensure the title, edition and ISBN number are identical to those on the list and there are a number of books that require access to software on the internet. These access cards do not come with used books, and will need to be purchased separately. Please check with the Lunenburg Campus book store if you have any questions.

## **Supplies**

- **Binders and Loose-leaf** – You may choose small binders for each subject or a large binder and subject dividers. The choice is yours.
- A Portfolio Binder is also necessary. This should be a **Good Quality, 3” Binder with Plastic Sleeves and Dividers**. These supplies are needed for displaying documents and work samples. We can discuss this in class. (You can wait until classes have begun before purchasing these items)
- **Eraser, Pens, Pencils (mechanical pencils are best) and Highlighters**.
- A **Lock** for your locker, combination or key. Bring on the first or second day of class.
- **Headset** which plugs into a computer, required only for the second semester. (Rewards and the Dollar Store both sell these items).
- A **USB drive**, (Jump drive or Memory stick)

Over the summer, set your goals, develop your plan for success, surround yourselves with a positive support team and above all else, Believe In Yourself!

***“We cannot discover new oceans unless we have the courage to lose sight of the shore.”***

Author Unknown

I am looking forward to introducing you to new oceans!

With anticipation for September.

Rhonda Lohnes  
Faculty, School of Business  
Medical Office Administration Program

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If you have any questions, you may contact me over the summer at my email address: [rhonda.lohnes@nsc.ca](mailto:rhonda.lohnes@nsc.ca)