Information Technology Division

Program Major: Diploma in Information Technology - Health Office Technology

Duration of Program: minimum duration of study is 2 years after the Diploma Foundations year. The total required credits are 88.

Program Entry Requirements: Successful completion of all courses in the Diploma Foundations Year.

Mission of Program: The mission of the Diploma in Health Office Technology program is to the administrattive and technical support requied by health care professionsl, by preparing graduates to enhance the operation of health care services in the UAE. Consistent with the HCT mission, we embrace the educational progcesss ihich is learner centered, technologically focused and which fosters crticial thinking.

Students study the following courses:

- English
- Business, Software, IT, Database and Web Essentials
- Health Business Computing
- Introduction to Organizational Behavior
- Medical Terminology
- Health Business Records
- Team Project
- IT Project

Students who graduate from Health Office Technology Program should be proficient in:

- Communicate with doctors and other health care workers
- Create administrative documents
- Create information material for use by patients and staff
- Take care of electronic and manual health care records
- Be a key member of the health team
- Develop databases to support the master patient index
- Attend meetings in health management

Graduation Requirement:

- International English Language Testing System (IELTS) not less than band 4.5.
- Completion of eight weeks' work experience in an actual work placement environment.

Suitable Employment:

- Receptionist in a hospital
- Records manager
- Secretary to doctors
- Insurance administrator