

Medical Office Assistant

Move your career forward.

(ABT) APPLIED BUSINESS TECHNOLOGY

 MACKENZIE

 CERTIFICATE

 1 YEAR

 VARIES

 ONLINE

In this program, you will acquire skills to manage the medical office, to use effective oral and written communication techniques, and to demonstrate general office procedures, and administrative and time management skills. You will learn how to assess and prioritize patient appointment requests and update patient records. You will learn basic medical terminology, understand and adhere to medical/legal aspects, perform medical billing (*both manual and computerized*) and learn how to complete a variety of clinical procedures in accordance with the guidelines and standards of the medical field.

For up-to-date information on fees, courses, and programs visit

cnc.bc.ca



Admissions requirements

Applicants who have completed CNC's Administrative Assistant or Office Assistant Certificate within the past five years meet the program admission requirements. Those applicants with older certificates should contact CNC Mackenzie to discuss potential admission exemptions.

Applicants without CNC certificates will need the following:

- ABTC 060 Computers and the Internet or ABTW 073 Microcomputer Applications I or equivalent
- ABTC 066 Keyboarding II or a keyboarding speed of 45 net words per minute
- ABTC 070 Word Processing I and ABTC 071 Word Processing II or ABTW 043 Word Processing/Document Production Levels I, II, III - ABTC 080 Business Math and Calculator Skills, or equivalent
- ABTC 085 Business English or ABTE 074 Business Communications 1, or equivalent

Applicants with Applied Business Technology, Office or Administrative Assistant certificates from an institution other than CNC must submit transcripts with their application to enable potential admission exemptions.

Applicants with current, relevant office experience within the last two years may contact CNC Mackenzie to discuss potential admission exemptions.

Applicants without an online certificate will need to complete ABTC 050 prior to entrance or as part of the program.

See specific programs for more details on our website. Contact a CNC advisor at 250 561 5818 or advising@cnc.bc.ca to discuss your educational plan.

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