



Medical Office Assistant Associate Certificate

 BURNS LAKE, FORT ST. JAMES, PRINCE GEORGE, QUESNEL, VANDERHOOF

 5 MONTHS

 JANUARY

 HYBRID

This program prepares you to work as a medical office assistant (MOA) in various medical offices, or upgrades the skills of those currently employed as medical office assistants.

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

cnc.bc.ca

CNC

Admission requirements

- High school graduation or equivalent
- English Studies 12, or English First Peoples 12, or ENGL 050, or ENGL 051, or (minimum “C”) equivalent
- Typing speed of 35 NWPM or higher

Note 1: The typing test must be invigilated by an approved testing centre.

Program requirements

Once accepted into the Medical Office Assistant Associate Certificate program, students will be required to:

1. Complete official college forms certifying current immunizations as per the Practice Education Guidelines for B.C. and as required by provincial health authorities. Failure to comply with immunization guidelines may prevent you from entering the practicum component of the program and therefore make you not eligible to graduate from the program.
2. Undergo a criminal record check by the Criminal Records Review Program (CRRP) not the RCMP. CNC will contact successful applicants with the appropriate forms once admission into the program is complete. This is required for all people who work with or may have potential for unsupervised access to children or vulnerable adults.

Note 2: The costs of immunizations and a Criminal Record Check are the responsibility of the student.

Note 3: Instructions and forms will be sent during the acceptance process. Due dates for each requirement will be included at this time.

Graduation requirements

A minimum grade of (B) in MEDT 105 or (C+) in MEDT 100; a minimum grade of (B) in MOAS 101, MOAS 103, and MOAS 107; and successful completion (S) of MOAS 109 is required to graduate with a MOA Associate Certificate.

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