



PRINCE GEORGE CAMPUS

QUESNEL CAMPUS

VANDERHOOF CAMPUS

FORT ST. JAMES CAMPUS

Medical Office Assistant Associate Certificate

Program Overview

The Medical Office Assistant (MOA) is a dynamic and vital role on medical office teams. Medical office assistants, or Primary Care assistants, perform administrative and clinical tasks to ensure offices and clinics of physicians, chiropractors, podiatrists, and other health professionals run smoothly.

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 receive a combination of synchronous and asynchronous online courses as well as hands-on clinical training in areas such as routine tests and exams.

The 40-hour Medical Office Assistant practicum will allow students to apply the skills and knowledge they have acquired in the classroom during the Medical Office Assistant program. There may be some clinical placement opportunities located in CNC's regional campus communities. However, your clinical placement may or may not be in your home community. Clinical placements will be located throughout Northern BC. CNC will assign your placement. While every effort will be made to accommodate your preferred location, CNC reserves the right to determine the appropriateness of any placement. All clinical sites must be approved by CNC.

Entry Requirements

- Successful completion of Grade 12 or equivalent
- Completion of English Studies 12 or ENGL 050 or ENGL 051 or equivalent (minimum "C" grade)
- Minimum typing speed of 35 NWPM

FOR MORE INFORMATION:

P 250 561 5846

E continuinged@cnc.bc.ca

cnc.bc.ca/ce

Program info

TYPE: Part-Time

LENGTH: 6 months or less

CAMPUS: Fort St. James - Prince George -
Quesnel - Vanderhoof

FEES: \$3495.48 + textbooks & student
fees

START DATE: Spring 2022

Ready to Register?

<https://cnc.bc.ca/moac>

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