

## Healthcare Unit Clark Associate Certificate Program FAST TRACK Study Schedule

<b>Term 1</b>	<b>Winter -- January to March</b>	<b>Credits</b>	<b>Day of week</b>
OFFC 1001	Anatomy and Terminology 1	3.0	Monday
OFFC 1007	Medical Billing Practices	3.0	Tuesday
CLRK 1001	Hospital Practice Systems 1	1.5	Wednesday
CLRK 2001	Hospital Practice Systems 2	1.5	Wednesday
OFFC 1055	Electronic Medical Records (EMR)	3.0	Thursday
CLRK 1005	Pharmacology	3.0	Friday
	<b>Term 1 Total Credits:</b>	<b>15.0</b>	<b>12-week study period</b>
<b>Term 2</b>	<b>Spring/Summer – April to June</b>	<b>Credits</b>	<b>Day of week</b>
BSYS 1001	Business Information Systems 1	3.0	Monday
OFFC 2001	Anatomy and Terminology 2	3.0	Tuesday
CLRK 1010	Transcription	3.0	Wednesday
CLRK 1015	Healthcare Communication	3.0	Thursday
CLRK 2500	Healthcare Unit Clerk Practicum*	3.0	Online
	<b>Term 2 Total Credits:</b>	<b>15.0</b>	<b>19-week study period</b>
	<b>Total Program Credits:</b>	<b>30</b>	

\*The Practicum may be taken once all the other courses are completed.

<https://www.bcit.ca/programs/healthcare-unit-clerk-associate-certificate-part-time-5170acert/>

To qualify for Federal/Provincial Financial Aid, domestic students must maintain a full-time course load by enrolling for a minimum of 12 credit hours per week within the study period.

For more information about loans, bursaries, and grants, visit: <https://www.bcit.ca/financial-aid>

**For additional information about study options for this program  
contact the Program Head: e-mail [Paul Sawyer@bcit.ca](mailto:Paul.Sawyer@bcit.ca) Phone 604 456 1011**