

Medical Office Assistant Associate Certificate Program FAST TRACK Study Schedule

Term 1	Winter -- January to March	Credits	Day of week
OFFC 1008	Medical Documentation	1.5	Monday
OFFC 1007	Medical Billing Practices	3.0	Tuesday
BSYS 1001	Business Information Systems 1	3.0	Wednesday
OFFC 1001	Anatomy and Terminology 1	3.0	Thursday
OFFC 1055	Electronic Medical Records	3.0	Saturday
	Term 1 Total Credits:	13.5	12-week study period
Term 2	Spring/Summer – April to June	Credits	Day of week
OFFC 2001	Anatomy and Terminology 2	3.0	Tuesday
OFFC 1048	Medical Transcription Skills	2.0	Wednesday
OFFC 1045	Clinical Procedures	3.0	Thursday
OFFC 1015	Medical Office Practices	3.0	Saturday
AND			
BUSA 3105	Leadership 1 People Skills	3.0	Online
OR			
ORGB 2505	Interpersonal Skills	3.0	Mon – Fri daytime or Fri/Sat/Sun
THEN			
OFFC 2018	MOA Practicum*	3.5	Friday
	Term 2 Total Credits:	17.5	19-week study period
	Total Program Credits:	31	

*The Practicum will be completed during the latter part of the Spring/Summer term within an eight-week period and concluding before the end of August.

<https://www.bcit.ca/programs/medical-office-assistant-associate-certificate-part-time-6630acert/>

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 Phone 604 456 1011