

Medical Office Assistant Associate Certificate Program FAST TRACK study schedule

FAST TRACK:	QUICKEST program completion, in just three semesters Eight months, from January to August only.		
<i>Term 1</i>	<i>Winter: January to March</i>	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		<i>(12 week study period)</i>	
<i>Term 2</i>	<i>Spring: April to June</i>	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
<i>and</i>			
BUSA 3105	Leadership 1 People Skills	3.0	online
<i>or</i>			
ORGB 2505	Interpersonal Skills	3.0	Mon-Fri daytime or Fri /Sat /Sun
<i>then</i>	<i>PRACTICUM: July / August</i>	Credits	Day of week
OFFC 2018	MOA Practicum*	3.5	Friday
Term 2 total credits: 17.5		<i>(19 week study period)</i>	
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.*

Full-time Study in a Part-time Program: <https://www.bcit.ca/study/programs/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>

BCIT programs and courses are subject to change without notice.
Changes to course schedules and class cancellations are sometimes necessary due to unforeseen circumstances. Part-time studies courses require sufficient enrollment to run.

**For additional information about study options for this program,
contact the Program Assistant SFerguson38@bcit.ca 604.451.7085**