

Medical Office Assistant Associate Certificate**Fast Track schedule**

All courses held online except for the Practicum

Complete program in **eight months – January to August**

FAST TRACK	COMPLETE IN THREE TERMS		
Term 1	Winter – January to March	Credits	Day of week
OFFC 1008	Medical Documentation	1.5	Monday
OFFC 1055	Electronic Medical Records	3.0	Saturday
OFFC 1007	Medical Billing Practices	3.0	Tuesday
BSYS 1001	Business Information Systems 1	3.0	Online Asynchronous
OFFC 1001	Anatomy and Terminology 1	3.0	Thursday
OFFC 1001	Anatomy and Terminology 1	3.0	Saturday
Term 1 credits		13.5	
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	3.0	Wednesday
OFFC 1045	Clinical Procedures	3.0	Thursday
OFFC 1015	Medical Office Practices	3.0	Monday
BUSA 3105	Leadership 1 – People Skills	3.0	Online
ORGB 2505	or Interpersonal Skills	3.0	Mon – Fri daytime or Fri, Sat, Sun
OFFC 2018	Practicum	3.5	Monday
Term 2 credits		18.5	
TOTAL PROGRAM CREDITS		31.5	
NOTE: The practicum will be completed during the latter part of the Spring/Summer term finishing by the end of August.			
Full time study in a Flexible Studies program. https://www.bcit.ca/study/programs/6630acert To qualify for Federal/Provincial Financial Aid domestic students must maintain a full-time course load enrolling by 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. Flexible Studies courses require sufficient enrollment to run.			

For additional information about this program contact:

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