

2021-2022

Medical Office Assistant

Program Overview

This fast-paced, 12-week Medical Office Assistant program prepares you to become a valuable asset to health-care teams by supporting physicians and other health-care professionals with essential administrative support.

Students learn medical terminology, along with a variety of administrative skills such as scheduling, billing, panel management, and medical record software. With a focus on customer service, students also learn basic clinical skills such as measuring height, weight, and blood pressure. Further, students will participate in a four-week work experience placement in a health-care facility or clinic to practice and refine their skills.

Career Potential

Graduates have opportunities to work in medical offices and other health-care settings such as physical therapy clinics, diagnostic imaging labs, hospitals, and community health centres.

Admission Requirements

- Language Arts – this requirement can be met with any of the following, or an equivalent course:
 - 50% in English Language Arts 30-1 or 65% in English Language Arts 30-2
 - 50% in [ESLG 1860](#) or 65% in [ESLG 1898](#)
- Mathematics – this requirement can be met with any of the following, or an equivalent course:
 - 65% in [MATH 1905](#) or 50% in Mathematics 10-3

ELP Requirements

You must provide proof of ELP prior to admission. ELP test results must have been obtained within two years of the start date of your program.

Acceptable evidence of ELP may be one of the following test scores:

- IELTS Academic: overall score of 6.5; no section score below 6.0
- TOEFL iBT: 84; no section score below 21
- Cambridge English Language Assessment: 180; no section score below 165
- CAEL: 70; no section score below 70
- PTE Academic: 59; no section score below 56
- Duolingo: 115
- minimum of:
 - 80% in [ESLS 8000](#) or [ESLS 8100](#), and 80% in [ESLW 8000](#) or [ESLW 8100](#); or
 - 50% in [ESLG 1898](#) and [ESLG 1899](#)
 - 50% in [ESLG 1860](#) and [ESLG 1861](#)

See [Admissions Process](#) for the steps to becoming a student.

Quick Facts

Credential: Certificate

Length: 1 term

Deliveries:

SEPTEMBER Edmonton	FT In person or online
JANUARY Edmonton	FT In person or online
MAY Edmonton	FT In person or online

Tuition and Fees

Canadian Students	International Students
Total tuition: \$3,410.00	Total tuition: \$10,912.00
Total fees: \$923.50	Total fees: \$923.50