

Medical Office Assistant Certificate

Program Length	6 months
Intakes	Winter, Fall
Program Start Dates	March, September
Campus Location	Downtown
Tuition Estimate for 6 months	\$11,801 (estimated based on 2022-23 rates, effective until August 2023)
Tuition Deposit	\$12,600 (\$5,000 of the tuition deposit is non-refundable)

Program Description

Students acquire skills to use effective oral and written communication techniques, demonstrate office procedures and time management, apply medical terminology in all courses including keyboarding, transcription, and word processing; and perform bookkeeping, manual, and computer medical billing. Note that even though the program is 6 months, a valid study permit is required as there is a mandatory practicum placement in the program which would require both a study permit and a co-op work permit.

Graduate Outcomes

Graduates may find employment as Medical Office Assistants, Clinical Office Assistants, Medical Receptionists, or Medical Secretaries in hospitals, medical clinical and medical, surgical, and specialty practices.

English Entrance Requirements

- English 12 with a C+ grade, or
- IELTS Academic overall 6.5 (no band less than 6.0)

Check www.vcc.ca/media/vancouver-community-college/content-assets/documents/international/english-regs.pdf for other equivalencies.

Admissions Requirements

- Grade 12 graduation, or equivalent
- Certified 5-minute keyboarding test, with a typing speed of 50 gross words per minute with a maximum of 5 errors using touch-typing method

Program Link

For detailed admission requirements, tuition and fee breakdowns, course listing and general program hours, visit <http://www.vcc.ca/international/programs/program-areas/business/medical-office-assistant>.

VCC International Education

Downtown campus, 250 West Pender St., room 100, Vancouver, B.C. Canada V6B 1S9
Tel: 1.604.443.8600 ■ Email: study@vcc.ca
vcc.ca/international

When to Apply

Many high demand programs fill quickly, and may be closed shortly after the application period is open. Check www.vcc.ca/international/future-students/apply/when-to-apply/ for more details.

Medical Office Assistant Certificate: refer to the **Winter, Fall** term(s) application open dates.

Intakes	Applications Open	Application Close Dates
Spring/Summer 2022 (May, June, July, and August start dates)	June 1, 2021	Varies by program and seat availability Check the application availability chart
Fall 2022 (September, October, November, and December start dates)	October 1, 2021	
Winter 2023 (January, February, March, and April start dates)	February 1, 2022	

Application Availability

Many popular programs and selection programs may close applications earlier. To find out if a program is accepting applications, check www.vcc.ca/ieavailability.

How to Apply

Email the following complete application package to study@vcc.ca to begin the application process:

1. Application form and application fee payment
2. Passport Photo Page
3. Proof of English proficiency
4. Educational documents, such as transcripts and graduation certificates, with certified translation if applicable
5. Other program-specific requirements
6. Copy of Study Permit, if available

For more information about the application process, visit www.vcc.ca/international/future-students/apply/

Download the application form here: www.vcc.ca/international/future-students/apply/forms-and-documents/

International Tuition and Deposit

Review the current tuition and deposit amounts at www.vcc.ca/media/vancouver-community-college/content-assets/documents/international/international-programs-fees.pdf. Deposits are payable to accept a Letter of Offer and secure a seat in a program. The deposit amount will be deducted from the first term tuition fees.

Tuition and Fee Increases

Tuition fees and other fees are approximate and subject to change due to yearly increases without notice. Students will be required to pay increased rates if the fees change at any time during the period of enrolment in the program. Tuition and other fees are payable on a continuous basis based on the courses in each program and when those courses are scheduled.

Important Notice

All program information including tuition and other fees, course/program content, length, admission requirements, prerequisites, start/end dates, postponements, and/or cancellation is subject to change without notice.

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