

Student Name	
Student Number	Date

# Certificate in Medical Office Assistant

Personal Learning Plan  
For students starting September 2018

## PROGRAM COURSES

Semester 1 Courses		Prerequisite(s)	Semester	Grade
<a href="#">ABT 162</a>	Business Document Creation	English 12		
<a href="#">BUS 130</a>	Business Communications	English 12		
<a href="#">BUS 140</a>	Business Info. Technology	English 11		
<a href="#">BUS 285</a>	Workplace Professionalism	English 12		
<a href="#">MOA 155</a>	Medical Terminology	English 12		

Semester 2 Courses		Prerequisite(s)	Semester	Grade
<a href="#">MOA 150</a>	Medical Office Procedures	English 12		
<a href="#">MOA 153</a>	Introductory Medical Transcription	MOA 155		
<a href="#">MOA 154</a>	Medical Billing	English 12		
<a href="#">MOA 180</a>	Integrated Medical Office Experience	ABT 162, BUS 130, BUS 285, MOA 150, 153, 154 or 155		

## PROGRAM INFORMATION

- To qualify for a Certificate in Medical Office Assistant, a student must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0.
- Employers may require typing speeds for positions in an office environment. For information on keyboarding and keyboarding assessments visit: Camosun's Continuing Education (<http://camosun.ca/ce>) website.
- Earn the Medical Office certificate and you will also have a foundation to further study with Camosun's [business administration](#) diploma or degree programs. Talk to an [Academic Advisor](#) to learn more about your options.

### Who to Contact:

- Questions about your course requirements for your Camosun credential or which elective to take, contact:

#### School of Business Academic Advisors

[academicadvising@camosun.bc.ca](mailto:academicadvising@camosun.bc.ca) (enter program in subject line)

- Questions about your personal learning plan, which courses to take in a term or about bridging to other Business programs, contact:

#### School of Business

[business@camosun.bc.ca](mailto:business@camosun.bc.ca) | 250.370.4565

*Personal Learning Plans represent the most recently approved changes to the program, and are intended for course-planning purposes. They are not a binding document. If program requirements have changed since your admission to the program, you may be eligible to graduate under a previous version of the program requirements. Please contact academic advising [AcademicAdvising@camosun.bc.ca](mailto:AcademicAdvising@camosun.bc.ca) or refer to the calendar for more information.*

*Check [camosun.ca](http://camosun.ca) for the most up to date program information.*