

Student Name	
Student Number	Date

Certificate in Medical Office Assistant

Personal Learning Plan

For students starting September 2015 or after

PROGRAM COURSES

Semester 1 Courses		Prerequisite(s)	Semester	Grade
ACCT 161	Financial Management	English 12		
BUS 130	Business Communications	English 12		
BUS 140	Business Info. Technology	English 11		
BUS 285	Workplace Professionalism	English 12		
MOA 151	Medical Terminology 1	English 12		

Semester 2 Courses		Prerequisite(s)	Semester	Grade
ABT 162	Business Document Creation	English 12		
MOA 150	Medical Office Procedures	English 12		
MOA 152	Medical Terminology 2	MOA 151		
MOA 153	Introductory Medical Transcription	MOA 151 Recommended - MOA 152		
MOA 154	Medical Billing	English 12		

Practicum (Optional)		Prerequisite(s)	Semester	Grade
MOA 170	Practicum (Medical Office)			

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 (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 | 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 or refer to the calendar for more information.

Check camosun.ca for the most up to date program information.