

## Medical Office Assistant Certificate

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. Learn to perform bookkeeping, manual, and computer medical billing. 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. 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.

### Program Details

<b>Intakes</b>	Winter, Fall
<b>Start Dates</b>	March, September
<b>Program Length</b>	6 months
<b>Campus Location</b>	Downtown
<b>Tuition Estimate for 6 months<sup>1</sup></b>	\$12,900 (estimated based on 2023-24 rates, effective until August 2024)
<b>Tuition Deposit<sup>1</sup></b>	\$13,500 (\$10,000 of the tuition deposit is non-refundable)
<b>PGWP Eligibility<sup>2</sup></b>	-
<b>Admission Requirements</b> <i>(Check <a href="#">English requirement equivalencies</a>)</i>	<ul style="list-style-type: none"> <li>• English 12 with a C+ grade, or IELTS Academic overall 6.5 (no band less than 6.0)</li> <li>• Grade 12 graduation, or equivalent</li> <li>• Certified 5-minute keyboarding test, with a typing speed of 25 gross words per minute with a maximum of 5 errors using touch-typing method</li> </ul>
<b>Program Page</b>	<a href="http://www.vcc.ca/international/programs/program-areas/business/medical-office-assistant">http://www.vcc.ca/international/programs/program-areas/business/medical-office-assistant</a> .

### When to Apply

For the start dates of this program (March, September), refer to **Winter, Fall**.

Intakes	Applications Open	Application Close Dates
<b>Winter 2025</b> (January, February, March, and April start dates)	February 1, 2024	Many high demand programs fill quickly and may be closed shortly after the application period is open.
<b>Spring/Summer 2024</b> (May, June, July, and August start dates)	June 1, 2023	
<b>Fall 2024</b> (September, October, November, and December start dates)	October 1, 2023	Check <a href="#">application availability</a> for updates.

#### Disclaimers

<sup>1</sup>Tuition 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.

<sup>2</sup>Enrolment in a program does not guarantee approval for the PGWP (Post-Graduation Work Permit) as there are eligible requirements. Check the [IRCC website](#) for more information. 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.

#### 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](mailto:study@vcc.ca)

[vcc.ca/international](http://vcc.ca/international)

## Study at VCC

- Gain job readiness skills
- Learn practical education and hands-on training
- Study in small classes
- Receive outstanding student support and services
- Benefit from strong industry relations
- Connect to the large alumni network



[Check Student Success Stories](#)

## Work in Vancouver *\*This program does not qualify for working after graduation (PGWP).*

- Work part-time off campus (up to 20 hours per week) during studies, and full-time during scheduled breaks
- Work in Canada after graduation for up to 3 years\*

## Student Life

- Receive monthly student newsletters for updates about events, fun activities, and more
- Be part of the VCC International Peer Mentor Community to support one another
- Participate in informative, interactive, and fun events
- Attend useful workshops to learn about working and living in Canada
- Meet virtually or in-person with VCC International Student Services Team for support throughout your studies at VCC

## Visit [vcc.ca/international](http://vcc.ca/international)

Review program offerings, check admission requirements and tuition fees, find out how to apply, learn about studying and working in Canada, watch videos of VCC facilities and classes, see how alumni share their experiences, and more!

### [VCC Programs](#)



### [English Requirements](#)



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### [When to Apply](#)



### [How to Apply](#)



### [Application Availability](#)



### [Tuition and Fees](#)



### [Refund Policy](#)



### [Join an Info Session](#)



### [Contact VCC](#)



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