

MEDICAL OFFICE ASSISTANT (MOAS)

Certificate of Achievement | Online

This program will prepare graduates for work as a member of a healthcare team. It includes training in rapidly changing technological skills such as billing and electronic medical record software. Students will also receive an introduction to medical terminology, pharmacology, medical conditions and related tests.

Career Opportunities

- Entry level position in a hospital
- Administrative staff in a Physician's office
- Administrative support in any health professional practice

Admissions

OSSD or Mature Student Status

If you are interested in completing the entire certificate program, please click here (<https://cambriancollege.ca/certificate-programs-sign-up/>) to sign up prior to registering for your courses. See Program of Study or Course Delivery tabs to register for individual courses.

Graduation Timelines

Students can complete the Certificate of Completion in as little as one semester. They are usually expected to complete their certificate within 60 months.

Other Important Information

Please see our [resources page](#) OR [Frequently Asked Questions \(FAQ\)](#) for information regarding important dates, books, exams etc.

SIGN UP NOW!

Certificate Requirements

In order to obtain the Certificate of Completion, the following courses must be completed:

Code	Title	Credits
HEA 0108	Working/Comm. in a Medical Set	3
HEA 0103	Understanding Medical Tests	3
MDT 1000	Medical terminology	3
HEA 0107	Understanding Surgical Proced.	3
MED 1050	Medical Keyboarding	3
CMP 7005	Computer Appl for Business I	3
PHR 0101	Pharmacology for Med Office	3
MED 0101	Med Conditions for Med Office	3
HCP 1020	Essentials in health records mgt	3

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Fees

Tuition and Ancillary Fees

The total domestic tuition fees for each course is listed below.

Course	Credits	Domestic Tuition	Ancillary Fees	Total Domestic Fees
CMP 7005*	3 credits	\$263.76	168.99	\$432.75
HEA 0103*	3 credits	\$263.76	168.99	\$432.75
HEA 0107*	3 credits	\$263.76	168.99	\$432.75
HEA 0108*	3 credits	\$263.76	168.99	\$432.75
HCP 1020*	3 credits	\$263.76	168.99	\$432.75
MDT 1000*	3 credits	\$263.76	168.99	\$432.75
MED 0101*	3 credits	\$263.76	168.99	\$432.75
MED 1050*	3 credits	\$263.76	168.99	\$432.75
PHR 0101*	3 credits	\$263.76	168.99	\$432.75

Please see our fees page (<https://cambriancollege.ca/fees/>) for the breakdown of tuition and mandatory ancillary fees for Part-time studies.

The asterisk (*) denotes courses that are delivered through Ontario Learn and are subject to an additional \$96.33 fee per course. This fee is already calculated in the ancillary fees and total fees listed above.

Important Note: The tuition above denotes domestic tuition fees only. International applicants should contact Pathways or Continuing Education for further information regarding the admissions process.

Course Delivery

The table below details course offerings over the current and next academic year.

Course	2023-24 Academic Year	2024-25 Academic Year
CMP 7005 - 3 credits	SEPTEMBER, JANUARY, MAY	SEPTEMBER, JANUARY, MAY
HCP 1020 - 3 credits	SEPTEMBER, JANUARY, MAY	SEPTEMBER, JANUARY, MAY
HEA 0103 - 3 credits	SEPTEMBER, JANUARY, MAY	SEPTEMBER, JANUARY, MAY
HEA 0107 - 3 credits	SEPTEMBER, JANUARY, MAY	SEPTEMBER, JANUARY, MAY
HEA 0108 - 3 credits	SEPTEMBER, JANUARY, MAY	SEPTEMBER, JANUARY, MAY
MDT 1000 - 3 credits	SEPTEMBER, JANUARY, MAY	SEPTEMBER, JANUARY, MAY
MED 0101 - 3 credits	SEPTEMBER, JANUARY, MAY	SEPTEMBER, JANUARY, MAY
MED 1050 - 3 credits	SEPTEMBER, JANUARY, MAY	SEPTEMBER, JANUARY, MAY
PHR 0101 - 3 credits	SEPTEMBER, JANUARY, MAY	SEPTEMBER, JANUARY, MAY

All courses are delivered online asynchronously. Your professor shares learning resources and activities with you in a flexible way. You are not expected to attend a class or login to your materials at a specific day or time. You will, however, be responsible for meeting all course requirements, dates and deadlines as posted within the syllabus.

Although most courses have offerings in September, January and May, additional intakes may be offered monthly, please see the course registration page for specific intake dates.

Important Note: Cambrian College reserves the right to cancel the offering of courses in certain terms. Please refer to your registration page for current semester options.

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Contacts

Continuing Education

705-566-8101

continuing@cambriancollege.ca