

SUPPORT HEALTHCARE THROUGH SKILLED MEDICAL-OFFICE ADMINISTRATION.

Medical Office Assistant Diploma

Prepare for administrative roles supporting patients, healthcare professionals and medical-office operations.

CREDENTIAL

Diploma

DURATION

49 Weeks

DELIVERY

Combined & Distance

STUDY REGION

British Columbia

PROGRAM OVERVIEW

Prepare for a career in medical-office administration.

This 49-week diploma prepares students with the administrative, communication, technical and introductory clinical skills required to support the daily operations of a medical office or healthcare facility.

Salary outlook

\$23.59
average wage / hr*

\$31.30
high wage / hr*

*Government of Canada Job Bank wage reports for similar classifications, 2024–2025. Actual earnings vary.

Career-ready curriculum

- Computer Business Applications I
- Keyboarding Skills Development
- Medical Anatomy, Physiology & Terminology
- Basic Pharmacology
- Medical Word Processing
- Administrative Skills
- Customer Service Strategies
- Accounting I
- Medical Billing – Manual
- Medical Billing – Software
- Medical Transcription
- Clinical Procedures
- Medical Office Practice
- Job Search Skills

Career opportunities

- Medical Office Assistant
- Medical Administrative Assistant
- Medical Secretary
- Medical Office Receptionist
- Hospital Receptionist
- Medical Billing Clerk
- Ward Secretary
- Booking Clerk

Where graduates work

Medical offices, family-health clinics, specialist clinics, hospitals, outpatient facilities, diagnostic and treatment centres, healthcare administrative departments, medical billing offices and other patient-service environments.

Admission requirements

Contact the Surrey office for current details.

- Call +1 236-857-4900 or email admin.bc@acoonline.ca to confirm the current requirements before applying.

What you will gain

- Medical terminology and word processing
- Appointment scheduling and patient communication
- Medical documents and confidential records
- Medical billing and electronic records
- Accounting and Microsoft applications
- Clinical and medical-office procedures

Study support

Available to residents of British Columbia. Local Surrey support and financial-assistance guidance are available.

Scholarship & loan information

Financial support options may be available for qualified applicants, including scholarships, student loans, grants, bursaries and flexible repayment assistance.

Guidance from application to approval

Financial coordinators can assist with document preparation, application procedures and evaluation of scholarship criteria.

START YOUR JOURNEY

**Ready to move
your career forward?**

ALPHA COMMUNITY OUTREACH – SURREY OFFICE

Address: 7327 137 Street, Suite 304, Surrey, British Columbia V3W 1A4

Phone Number: +1 236-857-4900

Admin Surrey: admin.bc@acoonline.ca

Alpha Surrey Manager 1: alpha.bc@acoonline.ca

Alpha Surrey Manager 2: alpha2.bc@acoonline.ca

Program information is subject to change. Contact Alpha Community Outreach for current details.