

Medical Office Assistant Program



MaKami College offers a Medical Office Assistant (MOA) Program for those looking to support the health care field in an administrative role.

We are a public, post-secondary college, and are included in the Government of Canada's List of Designated Learning Institutions.

About the Program

MaKami College's Medical Office Assistant (MOA) Program is a 10-month, full-time certificate program designed to prepare students to provide professional and valuable skills to healthcare teams in a variety of medical office settings.

This flexible program is offered in a blended format, with online and in-class components, allowing you to learn at your own pace. Students can expect to put in 20 hours of work every week to review course materials and complete quizzes, assignments and exams.

The program includes 160 hours of practicum training as well as one week of hands-on skills in the latter third of the program. This course allows you to get real life experience you can include in your resume before you graduate.

Learning Outcomes

Students will learn the basics in professional communications, medical office administration, communications and interpersonal skills, computers and technology, as well as health care fundamentals, medical terminology and basic clinical procedures.

School Supplies

Students will receive the following materials when they start the Medical Office Assistant Program:

- Laptop with Office 365
- Access to Electronic Medical Records (EMR) software
- Reliable Internet Connection
- Books and manuals
- Interactive and engaging online learning material through Moodle and other platforms
- Access to the following courses as part of the curriculum to get their certifications: Privacy Awareness in Health Care (Alberta)
- IPAC Routine Practices for Infection Prevention and Control, First Aid + CPR-C

Medical Office Assistant Program



10 Month
Blended

Student Services

We know being a student can be challenging - that's why MaKami offers full support services for our students from the time they enroll to when they are established alumni.

Each student at MaKami College has access to the Student Advisory Services (SAS) department and the Strategic Academic Learning Team (SALT). These departments are always readily available to help you with everything you may need during your studies.

International Tuition Costs	
Total	\$20,720 CAD

Standard Admission:

Applicants may be considered for standard admission if they meet all of the following criteria:

1. Minimum 17 years of age at the time of program start
2. Admission interview with the institution
3. Completion of one of the following:
 - Alberta High School Diploma
 - A recognized equivalent

Medical Office Assistant Program



160 Hours
Practicum

Mature Admission:

Applicants who do not meet the standard admission requirements, including homeschool applicants, may be considered through a mature admission pathway.

Eligibility:

- Minimum 18 years of age, and
- Demonstrated readiness for post-secondary study through meeting one or more of the following:
 - Admission interview with the institution
 - Relevant work or volunteer experience
 - Successful completion of a MaKami College approved entrance equivalency exam
 - Completion of post-secondary studies or continuing education, including certificates, diplomas, or degrees.
 - If the credentials are from outside Canada, the International Qualifications Assessment Service (IQAS) may be accepted to determine equivalencies.

Additional Considerations:

- Each application is reviewed holistically, recognizing formal education, experiential learning, and demonstrated competencies.
- Mature Admission decisions are based on academic readiness, professional experience, and learner potential, not solely on traditional credentials.
 - Credit transfer eligibility
 - Institutional approval

For additional information please check your International Student Package.

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Calgary: 403-474-0772 1600 - 3800 Memorial Drive NE