

# MEDICAL OFFICE ASSISTANT DIPLOMA PROGRAM

## OVERVIEW

The Medical Office Assistant 1-year Diploma program is a comprehensive and career-focused education designed to prepare students for a vital role in healthcare administration. Through a well-rounded curriculum, students learn medical terminology, office management, electronic health records, and patient interaction skills. Practical training and internships provide real-world experience, ensuring graduates are equipped to manage appointments, process insurance claims, and assist medical professionals effectively. This program opens doors to a fulfilling healthcare career, offering a strong foundation for success in medical offices, clinics, and hospitals.

## ACADEMIC PARTNERS

Alberta Educational Centre proudly collaborates with globally recognized entities such as CompTIA, EC-Council, Cloud Guru, and more.

Through these partnerships, we provide affordable examination and proctoring services, ensuring accessibility to valuable certifications for all.

### PROGRAM LENGTH:

**44 WEEKS  
880 HOURS**

Source:  
[www.myaec.ca](http://www.myaec.ca)

### AVERAGE ANNUAL SALARY:

**\$58,000  
-  
\$85,000**

Source:  
[www.glassdoor.ca/Salaries](http://www.glassdoor.ca/Salaries)

## PROGRAM HIGHLIGHTS



### FLEXIBLE SCHEDULE

Join classes based on your availability.



### FINANCIAL AID AVAILABLE

Get student aid for full-time studies.



### 1 MONTH PRACTICUM

Gain hands-on real-world experience.



### GET INDUSTRY CERTIFIED

Industry standard certifications.



### SMALL CLASS SIZES

More personalized attention.



### CAREER ADVISING

Guidance, clarity, goals, success, informed decisions.



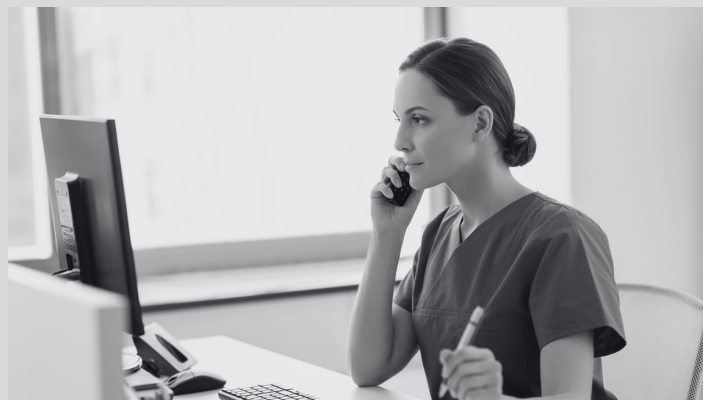
### LAPTOP VOUCHER

Enhanced access to technology and education.



### STUDENT-CENTERED APPROACH

Student well-being comes first.



# COURSE OUTLINE

Our comprehensive curriculum and expert instructors, will equip you with the skills and knowledge needed to excel in this rapidly evolving field.

08  
HRS

## ONLINE ESSENTIALS

The Online Essentials Course covers fundamental internet skills, including web browsing, email, and digital communication, for efficient online navigation.

12  
HRS

## COMPUTER ESSENTIALS

The computer essentials course covers fundamental computer concepts, hardware, software, and basic digital skills for effective computer usage.

60  
HRS

## MICROSOFT OFFICE

Microsoft Office course teaches essential productivity tools like Word, Excel, PowerPoint, and Outlook, enhancing skills for efficient document creation and management.

20  
HRS

## KEYBOARD BEGINNER

Introducing fundamental keyboard skills, covering typing techniques, basic shortcuts, and keyboard familiarity for enhanced computer usage.

40  
HRS

## ROLE CONCEPTS IN HEALTH CARE

Role Concepts in Healthcare explores diverse roles within the healthcare industry, fostering a comprehensive understanding of healthcare professionals' responsibilities.

80  
HRS

## ANATOMY AND MEDICAL TERMINOLOGY 1

Anatomy and medical terminology course explores human body structure and specialized language used in healthcare for precise communication and understanding.

80  
HRS

## ANATOMY AND MEDICAL TERMINOLOGY 2

Explore advanced human anatomy and specialized medical terminology, enhancing healthcare professionals' knowledge and communication skills.

40  
HRS

## HOSPITAL UNIT CLERK FUNDAMENTALS

Learn essential administrative skills for effective hospital operations, including patient records, communication, and coordination within healthcare settings.

60  
HRS

## MEDICAL OFFICE PROCEDURES

Cover essential skills for managing medical offices, including scheduling, billing, record-keeping, and patient interactions.

40  
HRS

## FINANCIAL MANAGEMENT IN MEDICAL OFFICE

Budgeting, billing, and financial operations crucial for efficient healthcare administration and practice sustainability.

40  
HRS

## HEALTH CARE COMMUNICATIONS

Healthcare communication teaches communication skills for healthcare professionals, enhancing patient care, teamwork, and information exchange in medical settings.

40  
HRS

## STANDARD AND SAFETY IN HEALTH CARE

Standard and Safety in Healthcare explores protocols, regulations, and best practices ensuring quality, safety, and compliance in the healthcare sector.

40  
HRS

## MEDICAL OFFICE CLINICAL SKILLS

The medical office clinical skills course teaches essential healthcare procedures and hands-on patient care techniques in a medical office setting.

40  
HRS

## MEDICAL TRANSCRIPTION

Medical transcription course teaches accurate and efficient conversion of medical audio files into written documents, vital for healthcare documentation.

40  
HRS

## MEDICAL BILLING

Medical billing course teaches coding, billing, and insurance procedures, enabling professionals to manage healthcare billing and reimbursement processes efficiently.

40  
HRS

## ELECTRONIC MEDICAL OFFICE MANAGEMENT

Electronic medical office management course covers digital healthcare record keeping, administrative tasks, and medical office operations using modern technology.

40  
HRS

## FIRST AID AND CPR

Learn life-saving techniques, providing skills to respond effectively to emergencies, injuries, and cardiac events.

20  
HRS

## WORKPLACE SKILLS FOR EMPLOYMENT PREPARATION

Develop crucial professional skills and gain a competitive edge in today's job market.

100  
HRS

## PRACTICUM

Apply classroom knowledge in real-world settings. Gain invaluable hands-on experience, solving industry challenges and honing your skills under professional guidance.

## GET IN TOUCH

We'd love to hear from you! Whether you have questions, feedback, or inquiries, reaching out is always the first step.

**P:** 4034412059

**E:** contact@myaec.live

**W:** www.myaec.ca



## ADMISSION

Admission requirements for the Medical Office Assistant Diploma program at Alberta Educational Centre may vary, but typically include the following:

- **High school diploma or non-Alberta equivalent or Successful completion of the General Equivalency Diploma (G.E.D).**
- **A minimum grade of 70% on the assessment test.**
- **Transcripts demonstrating 3 years of full-time secondary education or one year of post-secondary education at a school where English was the language of instruction.**
- **Obtain a score of 5 on the Canadian Language Benchmark (CLB) or equivalent on other assessment tests.**

Source: [alis.alberta.ca](http://alis.alberta.ca)

## CAREER OPPORTUNITIES

Graduates with a Medical Office Assistant diploma from Alberta Educational Centre can pursue various rewarding career opportunities, including:

- MEDICAL RECORDS CLERK**  
Organizing, maintaining patient records and documentation.
- HOSPITAL ADMISSIONS CLERK**  
Patient admissions, registrations, and discharge processes.
- ADMINISTRATIVE ASSISTANT IN HEALTHCARE**  
Providing administrative support to healthcare professionals.
- CLINIC COORDINATOR**  
Managing clinic operations, scheduling, staffing, patient interactions.
- MEDICAL OFFICE RECEPTIONIST**  
Scheduling appointments, and managing front office operations.
- MEDICAL BILLING SPECIALIST**  
Handling insurance claims, and accurate billing procedures.
- MEDICAL TRANSCRIPTIONIST**  
Converting audio medical records into written documents.

## STUDENT AID

This program is eligible for full-time post-secondary assistance by Alberta Student Aid.

## PROGRAM COST

[www.alis.alberta.ca](http://www.alis.alberta.ca)

Our full-time program requires a minimum commitment of 20 hours per week. We expect your dedication to achieving your educational goals, and we're here to support your journey.

## FEE STRUCTURE

TUITION FEE COVERS ALL EXPENSES;  
NO HIDDEN COSTS. INCLUSIVE OF  
MATERIALS, RESOURCES, AND ANY  
ADDITIONAL FEES.

## MEDICAL OFFICE ASSISTANT DIPLOMA

TOTAL PROGRAM COST:  
**\$15,495.00**



### ACCESS TO A TEACHER

GAIN PERSONALIZED  
GUIDANCE WITH DIRECT  
ACCESS TO A DEDICATED  
TEACHER FOR  
INTERACTIVE, EFFECTIVE  
LEARNING SUPPORT.



### SUPPLEMENTARY CERTIFICATIONS

5 SUPPLEMENTARY  
CERTIFICATIONS,  
DIRECTLY ALIGNED WITH  
YOUR FIELD OF STUDY,  
BOOSTING SKILLS AND  
CREDENTIALS.



### LAPTOP VOUCHER

RECEIVE AN EXCLUSIVE  
\$500 LAPTOP VOUCHER,  
**AS SOON AS YOU  
FINISH ORIENTATION.**



### PRACTICUM

GAIN HANDS-ON, REAL-  
WORLD EXPERIENCE,  
APPLYING THEORETICAL  
KNOWLEDGE IN A  
PROFESSIONAL SETTING  
TO ENHANCE PRACTICAL  
SKILLS.



### COLLABORATIVE TOOLS

EFFORTLESS SCHOOL  
TASKS WITH SIMPLIFIED  
TOOLS, MAKING  
LEARNING SMOOTHER  
AND MORE EFFICIENT  
FOR STUDENTS.



### RECORDED LECTURES, MULTIMEDIA CONTENTS

ACCESS RECORDED  
LECTURES, ENRICHING  
MULTIMEDIA CONTENT  
FOR FLEXIBLE LEARNING  
AND A DYNAMIC  
EDUCATIONAL  
EXPERIENCE ANYTIME,  
ANYWHERE.



### E-LEARNING PLATFORMS

ONLINE PLATFORMS  
FACILITATING REMOTE  
LEARNING, OFFERING  
COURSES, RESOURCES,  
AND INTERACTIVE TOOLS  
FOR ACCESSIBLE  
EDUCATION ANYTIME,  
ANYWHERE.



### STUDENT PORTALS

ONLINE PLATFORMS FOR  
STUDENTS TO ACCESS  
RESOURCES, GRADES,  
AND COMMUNICATION,  
ENHANCING ACADEMIC  
ENGAGEMENT AND  
CONVENIENCE.



### ONLINE ASSESMENT

REMOTE EVALUATION  
USING DIGITAL  
PLATFORMS TO ASSESS  
KNOWLEDGE, SKILLS, OR  
PERFORMANCE THROUGH  
ONLINE TESTS OR  
EXERCISES.



### CAREER SERVICES

GUIDANCE FOR POST-  
GRADUATES, OFFERING  
PERSONALIZED SUPPORT  
AND INSIGHTS FOR  
CAREER ADVANCEMENT  
AND ACADEMIC  
PURSUITS.

