



OFFICE ADMINISTRATION DEPARTMENT
**MEDICAL ADMINISTRATIVE ASSISTANT
CERTIFICATE PROGRAM**

ONLINE COURSES REGISTRATION INSTRUCTIONS SEPTEMBER 2023 – JUNE 2024

A. APPLY TO BECOME A STUDENT AT OKANAGAN COLLEGE

If you have not yet done so, please apply to become a student at Okanagan College by going to <http://www.okanagan.bc.ca/BecomeaStudent/ApplyNow.html> **There is a \$30 application fee.**

*****NOTE: MAA 140 Clinical Procedures and Practice includes an online two-day practical component. Students are responsible for all supply costs (to be determined).**

B. HOW TO REGISTER FOR COURSES

- 1. See attached for required courses and costs. Prices may vary. This program is on a set schedule and is only offered every September.**
- 2. Go to MyOkanagan, log in, and register for courses.**
 - Enter **MyOkanagan** with the login information you received after you were admitted.
 - Go to the **Self-service** Tab and click on **Registration**.
 - Click on **Register for Classes**
 - Select the term (DO NOT select Continuing Studies term)
 - Search the course you are looking for.
 - Click on the course you want to register for (please note only available sections will be open for you to click "add") and they will be added to your Summary.
 - Once you have added all your courses, click "Submit"
- 3. Pay for tuition and fees.**
 - When you register for classes, fees must be received by OC within five business days.
- 4. Log in and Get Started**
 - Log in to MyOkanagan and click on the Moodle link in the top right-hand corner. You will see your course link(s) on the Moodle page. If you register for this course before the start date, you can certainly start the course if the Moodle classroom has content.
 - If you are having trouble finding the content, click on the Dashboard link and then click on either "In Progress" or "Past."

C. IMPORTANT NOTES – PLEASE READ CAREFULLY

- You may pay for tuition and fees at any Okanagan College campus by cheque, debit or cash. You can also set up your payment via online banking (set up Okanagan College as a payee and your student ID # as the account number). **Please note that credit cards are not accepted.**
- Withdrawal deadline is within the first week of each course start date, and you must log in to each course within three days of the start date or risk losing your seat. Tuition is **not** refunded after the withdrawal deadline.
- The computer software courses require Office 365 which you can download for free on MyOkanagan. **Macs and Chromebooks are not recommended nor supported.**
- Prices are subject to change without notice.
- Textbooks are the responsibility of the student to purchase. Please purchase your Distance Education textbooks from the Kelowna Campus Store or online at www.okanagan.bc.ca/campusstores. Ensure you order your textbooks at least 14 business days before you commence your courses so that you can begin on your desired start date.
- Students are responsible for securing their own practicum placements. A tutor is provided.



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COURSE CODE AND NAME/PREREQUISITES		COURSE LENGTH	FEES**	BOOKS**	SCHEDULE
MAA 100	Fundamental Medical Office Skills	12 weeks (60 hours)	375.10	Included in course	Sep 5 – Nov 28, 2023
MAA 110	Medical Terminology I	6 weeks (30 hrs)	202.57	147.49	Sep 5, 2023 – Oct 16, 2023
MAA 111	Medical Terminology II (Prerequisite: MAA 110)	15 weeks (90 hrs)	547.63		Oct 16, 2023 – Feb 5, 2024
MAA 112	Medical Terminology III (Prerequisite: MAA 110 & 111)	6 weeks (30 hrs)	202.57		Feb 5, 2024 – Mar 17, 2024
MAA 120	Medical Administrative Procedures	12 weeks (60 hrs)	375.10	198.79	Nov 27, 2023 – Feb 25, 2024
MAA 126	Medical Transcription (Prerequisite: MAA 110 & 111)	12 weeks (60 hrs)	375.10	126.79	Mar 18, 2024 – Jun 9, 2024
MAA 130	Medical Billing – Manual	6 weeks (30 hrs)	202.57	Included in course	Jan 2, 2024 – Feb 13, 2024
MAA 131	Medical Billing – Computerized (Prerequisite: MAA 130)	6 weeks (30 hrs)	202.57	25.00	Feb 5, 2024 – Mar 17, 2024
MAA 140	Clinical Procedures and Practice*** (Prerequisites: MAA 110, 120, 131)	12 weeks (60 hrs)	375.10	229.49	Mar 18, 2024 – Jun 9, 2024
MAA 150	Practicum – Medical (Prerequisites: All other courses in the MAA program)	3 weeks (90 hrs)	547.63	No books	Jun 10, 2024 – Jun 28, 2024
TOTAL DUE			3405.94	727.56	4,133.50

**** All amounts are approximate and are subject to change.**

*****See Page 1**