



# MEDICAL ADMIN ASSISTANT CERTIFICATE PROGRAM

## A. APPLY TO BECOME A STUDENT AT OKANAGAN COLLEGE

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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

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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.**
  - a. Enter **MyOkanagan** with the **login information** you received after you were admitted.
  - b. Go to the **Self-service** Tab and click on **Registration**.
  - c. Click on **Register for Classes**
  - d.
4. **Log in and Get Started**
  - a. 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.
  - b. 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

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1. You may pay for tuition and fees at any Okanagan College campus by cheque, debit or cash. Withdrawals are permitted after the withdrawal deadline.
3. The computer software courses require Office 365 which you can download for free on MyOkanagan. **Macs and Chromebooks are not recommended nor supported.**
4. Prices are subject to change without notice.
5. 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](http://www.okanagan.bc.ca/campusstores). Ensure you



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COURSE CODE AND NAME/PREREQUISITES		COURSE LENGTH	FEES**	BOOKS* *	SCHEDULE
MAA 100	<b>Fundamental Medical Office Skills</b>	12 weeks (60 hours)	387.63	Included in course	Sep 3 – Nov 24, 2024

MAA 110