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 Medical Administrative Assistant N i p V S J A p N
 (MAA)
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MAA 112 –Medical Terminology III –Pharmacology & Specialties	6	5/Feb/24	17/Mar/24
MAA 120 –Medical Administrative Procedures	12	27/Nov/23	25/Feb/24
MAA 126 –Medical Transcription	12	18/Mar/24	9/June/24
MAA 130 –Medical Billing –Manual	6	2/Jan/24	13/Feb/24
MAA 131 –Medical Billing - Computerized	6	5/Feb/24	17/Mar/24
MAA 140 –Clinical Procedures & Practice	12	18/Mar/24	9/June/24
MAA 150 –Medical Office Practicum***	3	Complete by June 30, 2024	
Transfer credits may be accepted from or by other institutions or departments. Please contact the department chair (see “Further Information” below) for full details or visit the BC Transfer Guide			
*** Students are responsible for obtaining their own practicum placements. This is the final course in the AM program; therefore, students do not return to class once the practicum is complete.			

MAA Website: [Medical Administrative Assistant Certificate | Okanagan College](#)

Office Administration Department Chair:
 Brenda Ridgeley Ketchell, MA, BBA
 Email Inquiries: oadm@okanagan.bc.ca

Further
Information