

Program Information

Medical Assistant (formerly **Medical Office Assistant**)

2025/2026

Program Overview	The Medical Assistant program provides students with the knowledge and skills necessary to offer administrative support to medical professionals in various healthcare settings, including hospitals and physicians' offices. The curriculum aligns with current healthcare practices, offering practical and in-demand skills.
Area of Study	Health & Human Services
Credential	Certificate
Program Length	1 Year Full time (10 months) This program runs for 10 consecutive months, excluding student success weeks and holidays.
Delivery	In-Classroom This hybrid-delivery program blends in-person and online learning. Around 70% is taught face-to-face in full-day classes, while 30% is online. You will experience lectures in person and virtually, plus independent activities.
Work-Integrated Learning	7-week practicum
Accreditation	Graduates are eligible to challenge the Health Information–Certified Associate (HICA) designation through CHIMA (Canadian Health Information

	Management Association), giving them an edge in the health information field.
Open to International Students	Yes
CIP Code	51.0801

Career Outcomes

- Billing and coding specialist
- Medical assistant
- Medical transcriptionist

All Courses

Course Name	Description	Hours
Introduction to the Healthcare Environment (HLTH-1000)	Explore the diverse roles of healthcare practitioners in Manitoba. Topics include the Canadian Health Care System, government roles, patient and provider rights, culturally appropriate care, and social determinants of health.	42 hours
Communication Essentials (COMM-1000)	This course is designed to equip participants with the essential skills needed for effective communication within various professional settings in Canada. The course combines lectures, interactive workshops, group discussions, and practical exercises to ensure a comprehensive learning experience. Participants will engage in real-world scenarios and case studies appropriate for a range of industries to apply the	42 hours

	concepts learned in class. Feedback from peers and instructors will refine and enhance communication skills throughout the course.	
Anatomy and Physiology 1 (HLTH-1010)	Learn about human body structure and major system functions essential for maintaining health.	42 hours
Human Development for Healthcare Professionals (HLTH-1020)	Study human growth across life stages, focusing on cognitive, emotional, and social development, as well as caregiving techniques.	42 hours
Software Application Skills (COMP-1000)	Learn essential software applications, including spreadsheets, scheduling tools, and research databases.	42 hours
Communications in Healthcare (HLTH-1100)	Develop advanced communication skills for interactions with healthcare professionals, patients, and families.	42 hours
Human Health Conditions and Disease States (HLTH-1120)	Focus on roles in healthcare, disease management, and culturally appropriate care.	42 hours
Global Citizenship (GLOB-1000)	Inspired by the United Nations' Sustainable Development Goals, this course introduces students to global challenges and issues to broaden their knowledge, skills, and perspectives on the world today. Through discussions, readings, and online and in-class activities, students will explore diverse cultural perspectives, critically examine systems of oppression and discrimination, and engage with the stories and	42 hours

	experiences of global citizens who have fought for social justice, human rights, and environmental sustainability around the world. Students will emerge from this course with greater cultural competence, improved intercultural communication skills, and a deepened commitment to promoting diversity, equity, and inclusion at work, at school, and in their communities.	
Medical Terminology (HLTH-1130)	Study the language of healthcare, covering terms related to body systems and diseases. Emphasis on accurate documentation.	42 hours
Anatomy and Physiology 2 (HLTH-1110)	Continue exploring human anatomy and physiology, focusing on the relationships and functions of body systems.	42 hours
Medical Office Communications (MDCL-1200)	This course teaches the skills necessary for effective medical office communication, including creating and maintaining medical documentation. Students will develop prioritization and workflow management strategies to support patient care and collaboration in a medical environment.	84 hours
Medical Clinical Procedures I (MDCL-1210)	The first in a two-part series, this course introduces foundational clinical procedures. Through hands-on practice, students will develop the skills necessary for success in real-world medical settings.	84 hours
Medical Procedure Coordination and	This course provides students with the skills to coordinate medical procedures and manage clinical billing processes,	42 hours

Billing (MDCL-1220)	emphasizing accuracy and efficiency in medical office workflows.	
Medical Office Correspondence (MDCL-1300)	This advanced course focuses on managing medical correspondence and documentation tasks, including prescriptions, scheduling, and diagnostic coordination. Students will refine their communication skills for professional interactions with patients and healthcare providers.	84 hours
Medical Clinical Procedures II (MDCL-1310)	Building on the foundational knowledge from Clinical Procedures I, this course covers advanced clinical techniques through in-depth simulation and practical activities.	84 hours
Electronic Medical Record Application (MDCL-1320)	This course provides comprehensive training on electronic medical record (EMR) systems, from basic functionalities to advanced features, to streamline medical office workflows.	42 hours
Medical Assistant Practicum (MDCL-1900)	The Work Practicum is the capstone component of this program and an integral pathway to transition students from the MITT learning environment to the workplace. All Medical Assistant practicum experiences are preceptor-led placements where students work under the direction of a physician, medical office manager, or Medical Assistant. Practicums offer students the opportunity to gain industry-relevant experience while building entry-to-practice competence. Practicums are an unpaid, work-integrated learning experiences.	240 hours