SBC COLLEGE

ADMINISTRATIVE ASSISTANT, ACCELERATED - MEDICAL MAJOR

This course is offered to <u>university graduates</u> who wish to continue their liberal arts or professional classes with hands-on business and medical education. The Medical Administrative Assistant and Clinical programs train students in medical office procedures and administration. Students take courses in medical terminology and anatomy, medical transcription, patient scheduling and billing, and much more. Prospective students are accurate, efficient, productive, and empathetic. Graduates find employment with the provincial Health Regions, medical specialists, private doctors' offices and public health clinics.

Start Dates: March, September

Duration: 7 months full-time & 3 months part-time | 36 Weeks | 996 course hours

Prerequisites: Bachelor's Degree

Mature Student Admissions

Classes

Document Preparation 113 (Simulation)

Keyboarding Speed (55 wpm to graduate)

Voice Transcription 121

Communications 212*

Communications 213a

Communications 214a

Personal Finance 314

Accounting/Bookkeeping 411

Career Strategies 513a

Applied Administrative Procedures 515a

Human Relations 519

Computer Applications 611 (Windows 10)

Computer Applications 619 (PowerPoint 2019)

Computer Applications 620 (Excel 2019) - Level 1

Computer Applications 621 (Excel 2019) - Level 2

Computer Applications 622 (Access 2019) - Level 1

Computer Applications 628 (Outlook 2019)

Computer Applications 642 (QuickBooks 2018) - Level 1

Computer Applications 672 (Word 2019) - Level 1

Computer Applications 673 (Word 2019) - Level 2

Medical Terminology & Anatomy 912

Medical Procedures 914

Medical Keyboarding Speed (50 wpm to graduate)

Medical Voice Transcription (Adv.) 917

Medical Voice Transcription (Medical Imaging) 922

Medical Clinical Procedures (Theory) 925

Medical Clinical Procedures (Lab) 926

Medical Standard First Aid/CPR Level C 928

Medical Clinical Procedures (Lab—ECG) 929

Electronic Medical Systems 930

Advanced Medical Computer Applications 931

Unit Assistant Procedures 950

Ask about practicum options

*Class may be challenged

Better job — brighter future.