

HEALTHCARE



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.

MEDICAL ADMINISTRATIVE / CLINICAL ASSISTANT

Start Dates: January, March, September, October

Duration: 10 months / 40 weeks / 1120 course hours

Prerequisites: - Grade 12 with a minimum of 60 percent overall average
- GED 12 or ABE 12
- Mature Student Admissions

Document Preparation 113 (Simulation)
Keyboarding Speed (55 wpm to graduate)
Voice Transcription 121
Communications 211
Communications 212
Communications 213
Communications 214
Mathematics 311
Personal Finance 314
Accounting/Bookkeeping 411
Career Strategies 513
Applied Administrative Procedures 515
Human Relations 519
Records/Information Management 522
Computer Applications 611 (Windows 10)
Computer Applications 619 (PowerPoint 2016)
Computer Applications 620 (Excel 2016) - Level 1
Computer Applications 621 (Excel 2016) - Level 2
Computer Applications 622 (Access 2016) - Level 1

Computer Applications 628 (Outlook 2016)
Computer Applications 642 (QuickBooks 2018) - Level 1
Computer Applications 650 (Business Project Integration)
Computer Applications 662 (Adobe Acrobat X Professional)
Computer Applications 672 (Word 2016) - Level 1
Computer Applications 673 (Word 2016) - 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

MEDICAL ADMINISTRATIVE ASSISTANT

Start Dates: January, March, September, October

Duration: 10 months / 40 weeks / 1040 course hours

Prerequisites: - Grade 12 with a minimum of 60 percent overall average
- GED 12 or ABE 12
- Pre-enrollment Information Session

Document Preparation 113 (Simulation)
Keyboarding Speed (55 wpm to graduate)
Voice Transcription 121
Communications 211
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Communications 214
Mathematics 311
Personal Finance 314
Accounting/Bookkeeping 411
Career Strategies 513
Applied Administrative Procedures 515
Human Relations 519
Records/Information Management 522
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*See program advisor for information on flexible learning options.

