SBC COLLEGE

MEDICAL ADMINISTRATIVE CLINICAL ASSISTANT

The Medical Administrative Assistant and Clinical program train students in medical office procedures and administration. Students take courses in medical terminology and anatomy, medical transcription, patient scheduling and billing, basic medical labs, 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: January, March, September, October

Duration: 10 months | 40 Weeks | 1120 course hours

Prerequisites: Grade 12 with minimum 60 percent overall average

GED 12 or ABE 12 | Mature Student Admissions

Classes

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 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 650 (Business Project Integration)

Computer Applications 662 (Adobe Acrobat Pro DC)

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 Standard First Aid/CPR Level C 928

Electronic Medical Systems 930

Advanced Medical Computer Applications 931

Clinical Classes

Medical Clinical Procedures (Theory) 925

Medical Clinical Procedures (Lab) 926

Medical Clinical Procedures (Lab—ECG) 929

Unit Assistant Procedures 950

See program advisor for information on flexible learning options

Ask about practicum options

www.sbccollege.ca | 1-800-679-7711 | 306.244.6333 | admissions@sbccollege.ca

Better job — brighter future.