



MEDICAL ADMINISTRATIVE / CLINICAL ASSISTANT

The Medical Administrative Assistant / 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 11)
Computer Applications 619 (PowerPoint 2019)
Computer Applications 620 (Excel 2021) - Level 1
Computer Applications 621 (Excel 2021) - Level 2
Computer Applications 622 (Access 2019) - Level 1

Computer Applications 628 (Outlook 2019)
Computer Applications 642 (QuickBooks 2021) - Level 1
Computer Applications 650 (Business Project Integration)
Computer Applications 662 (Adobe Acrobat Pro DC)
Computer Applications 672 (Word 2021) - Level 1
Computer Applications 673 (Word 2021) - Level 2
Medical Terminology & Anatomy 912
Medical Administrative 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.sbcollege.ca | 1-800-679-7711 | 306.244.6333 | admissions@sbcollege.ca

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