

# HEALTHCARE



Personal Care Aides (sometimes called Continuing Care Aides, or CCAs) work as aides and caregivers in long term care facilities, home care, and in primary care facilities. Trained Personal Care Aides provide personal care and assist in the activities of daily living for clients/patients/residents to encourage their optimal level of functioning.

This program is offered in partnership with the Saskatoon Health Region and is offered in Saskatoon and a Rural Campus. Call SBC for more details.

## PERSONAL CARE AIDE

**Start Dates:** Contact Saskatoon Business College for details

**Duration:** Contact Saskatoon Business College for details

**Prerequisites:** - Grade 12  
- GED 12 or ABE 12  
- Pre-enrollment Information Session

Communications in the Workplace 1237  
Personal Finance 314  
Medical Standard First Aid/CPR Level C 928  
Personal Competence 1001  
Communications & Interpersonal Skills 1002  
Human Development & Aging 1003  
Safety & Security 1004  
Professional Assault Response Training 1005\*  
Workplace Assessment Violence Education\*  
Environmental Care 1006  
Ongoing Conditions & Special Needs 1008  
Nutritional Needs 1009

Career Strategies 1011  
Medical Terminology & Anatomy 1013  
Confusion & Dementia 1014  
Safe Food Handling 1016  
Transferring, Lifting and Repositioning 1017  
Meal Time Assistance Training 1018  
Personal Care (Theory) 1019  
Personal Care (Lab) 1020  
Clinical Experience in Home Care 1021  
Clinical Experience in Long Term Care 1022  
Gentle Persuasive Approaches 1023  
Purposeful interactions for daily caregivers  
Special Homecare Guidelines 1239



\*Course offered depends on campus location

**This Employment and Training Program is offered in partnership with the Saskatoon Health Region.**

## ADMINISTRATIVE ASSISTANT, ACCELERATED – Medical Major

This course is offered to university graduates who wish to continue their liberal arts or professional classes with hands-on business education to improve opportunities for employment within a variety of office settings.

Students wishing to work in a medical office after graduating may further specialize in Medical courses.

**Start Dates:** March, September

**Duration:** 9 months / 36 weeks / 996 course hours

**Prerequisites:** - Bachelor's Degree  
- Pre-enrollment Information Session

**\*Classes may be challenged**

Document Preparation 113 (Simulation)  
Keyboarding Speed (55 wpm to graduate)  
Voice Transcription 121  
Communications 212  
Communications 211\*  
Communications 212\*  
Communications 213a  
Communications 2014a  
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 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 2016) - Level 1  
Computer Applications 672 (Word 2016) - Level 1  
Computer Applications 673 (Word 2016) - Level 2

**Medical Terminology & Anatomy 912**  
**Medical Billing & Scheduling Systems 913**  
**Medical Procedures 914**  
**Medical Computer Applications (Adv.) 915**  
**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**  
**Unit Assistant Procedures 950**

