



## 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 and medical education. Students are trained in medical office procedures, administration and basic clinical skills. 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:** March, September

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

**Prerequisites:** Bachelor's Degree

### 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 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 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 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**

*See program advisor for information on flexible learning options*

*Ask about practicum options*

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