OAMS – OFFICE ASSISTANT

OAMS 110
Medical Office Procedures I
3 Credits Weekly (3-0-0)
Using both theoretical and hands-on practice, students will learn general medical office procedures for a wide variety of settings. The strict protocols of privacy and confidentiality practices of the Alberta healthcare system will be examined and applied.

OAMS 111
Office Technology and Skill Development I
3 Credits Weekly (4-0-0)
Students create and manage electronic files and work with email and Windows. Student attain an intermediate level of competency in word processing and develop skills in formatting documents using current software. In addition, students achieve a minimum typing speed of 35 net words per minute on a five minute timing, using a five error cut off.

OAMS 112
Customer Communications and Service
3 Credits Weekly (4-0-0)
In preparation for success in the changing business world, this course focuses on customer service, basic business correspondence, preparation for meetings and roles and responsibilities in meetings. In addition, students actively engage in job search techniques including the preparation of resumes, covering letters and a personal business portfolio.

OAMS 113
Medical Terminology I
3 Credits Weekly (3-0-0)
Analyse language and terms used in the medical system. Emphasis will be placed on spelling and understanding of medical terminology, including pharmaceutical terminology.

OAMS 114
Pharmaceutical Terminology
3 Credits Weekly (3-0-0)
This course is an introduction to basic pharmaceutical terminology. Students focus on the pharmaceutical terminology related to their administrative duties as medical office assistants and unit clerks.

OAMS 120
Medical Office Procedures II
3 Credits Weekly (3-0-0)
Building on skills from Medical Office Procedures I, students will learn important skills to effectively communicate with patients, doctors, and other healthcare professionals. Using both theoretical and hands-on practice, students will demonstrate common tasks in medical office and hospital settings.
Prerequisites: OAMS 110.

OAMS 121
Office Technology and Skill II
3 Credits Weekly (4-0-0)
Students work with spreadsheets, database and presentation software in the preparation of business documents and presentations. In addition, students achieve a minimum typing speed of 40 net words per minute on a five minute timing, using a five error cut off.
Prerequisites: OAMS 111.

OAMS 123
Medical Terminology II
3 Credits Weekly (3-0-0)
Building on knowledge from Medical Terminology I, students will continue to analyze medical language and terms. Terminology of different systems will be addressed with an emphasis on spelling, abbreviations, and pharmacology.
Prerequisites: OAMS 113.

OAMS 126
Medical Transcription
3 Credits Weekly (4-0-0)
Students develop the skills and knowledge necessary to accurately transcribe a variety of medical reports from audio. Students incorporate their knowledge of medical and pharmaceutical terminology, medical abbreviations, punctuation and grammar. Emphasis is placed on development of transcription speed and proofreading skills. Note: students may take OAMS 123 - Medical Terminology and OAMS 126 - Medical Transcription concurrently with permission.
Prerequisites: OAMS 123.

OAMS 127
Unit Clerk
2 Credits Weekly (3-0-0)
This course prepares students to work as a Unit Clerk or Clerk within a hospital or a medical office setting. Students learn how to transcribe doctors' orders, to support the manager and other health care professionals in various administrative tasks, and to perform other required duties within a clinical nursing unit or within a medical office administrative setting.
Prerequisites: OAMS 113 and OAMS 114.

OAMS 128
Office Math Applications and Basic Bookkeeping
2 Credits Weekly (2-0-0)
Students apply basic mathematical concepts in business and personal applications. Topics include compiling petty cash expenses, preparing a petty cash envelope, calculating expense claims, completing bank reconciliation statements, calculating early payment discounts and differences between gross pay and net pay. In addition, bookkeeping terminology and its application are covered.

OAMS 129
Medical Office Procedures III
3 Credits Weekly (3-0-0)
Building on skills from Medical Office Procedures I and II, students will focus on the clinical procedures of medical offices. Using theory and hands-on practice, students will gain competency in skills for their field placement.
Prerequisite: OAMS 120.
Co-requisite: OAMS 120.

OAMS 130
Medical Office Procedures III
3 Credits Weekly (4-0-0)
This course focuses on the practical experience in preparation for work in a variety of medical office and hospital environments. Students learn health and safety regulations, infection control principles, first-aid techniques necessary to work in a clinical environment. Students continue to increase proficiency in medical and pharmaceutical terminology, requisitioning of medical tests or procedures, office technology, keyboarding and transcription skills. As well, students will demonstrate professional behaviour and attire. The students will gain hands on experience by practicing medical office assistant clinical skills and duties which include taking patients` vital signs, documentation of patient information or results, and performing some basic testing for patients within their scope of practice.
Prerequisites: ENGL 102 or WRIT 101, OAMS 110, OAMS 111, OAMS 113, OAMS 114, OAMS 128, OAMS 112, OAMS 120, OAMS 121, OAMS 123, OAMS 126, OAMS 127.

OAMS 134
Medical Major-Field Placement
3 Credits Total (0-0-120)
This course focuses on practical application of the skills required in the operation of medical environments (such as doctor's office, clinic, hospital, or government medical department) through a three week field placement. (Note: In order to participate in the Medical Major Field Placement, students must have completed all Term 1 and Term 2 courses as well as OAMS 130 Medical Office Procedures III, present a minimum of a 2.0 GPA. Students must meet all the requirements of the placement facility including obtaining any required documentation, Police Information Clearance (including a Vulnerable Sector Search) training, or immunizations.
Prerequisites: All term 1 and term 2 courses and OAMS 130.