

MEDICAL MAJOR

The medical major provides students with the computer and medical software skills necessary for today's health care field. Students will receive a solid foundation in medical and pharmaceutical terminology, transcription, and medical office procedures which will prepare graduates for a variety of unit clerk and medical office assistant positions.

Career Potential

Graduates work as unit clerks, medical office assistants, medical receptionists, secretaries or clerks and transcriptionists in medical offices, clinics, hospitals and government agencies, as well as general areas such as insurance.

Program of Study

Course	Title	Credits
Term I		
ENGL 102 or WRIT 101	Analysis and Argument or First Year Writing	3
OAMS 110	Medical Office Procedures I	3
OAMS 111	Office Technology and Skill Development I	3
OAMS 113	Medical Terminology I	3
OAMS 114	Pharmaceutical Terminology	3
OAMS 128	Office Math Applications and Basic Bookkeeping	2
	Credits	17
Term II		
OAMS 112	Customer Communications and Service	3
OAMS 120	Medical Office Procedures II	3
OAMS 121	Office Technology and Skill II	3
OAMS 123	Medical Terminology II	3
OAMS 126	Medical Transcription	3
OAMS 127	Unit Clerk	2
	Credits	17
Term III		
OAMS 130	Medical Office Procedures III	3
OAMS 134	Medical Major-Field Placement	3
	Credits	6
	Total Credits	40

The minimum passing grade for a course at MacEwan University is a D unless otherwise noted next to the appropriate course in the program of study

Course Substitutions

Credit Earned in:	May Be Substituted for Credit in Program Course:
ENGL 211	OAMS 112
FNCE 113	OADM 128

Progression of Studies

In order to register in Field Placement (OAMS 134), students in the Office Assistant Program, Medical major, are required to successfully complete all Term I courses, all Term II courses and OAMS 130, and have achieved a minimum 2.0 GPA. The Office Assistant program will provide the consent to students to register in OAMS 134 if the above conditions are met. If these conditions are not met, the program will de-register students from the Field Placement (OAMS 134) as required.