

# MEDICAL SECRETARY

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## Certificate of Completion

#37446

An introduction to medical secretary and medical records jobs. Training and skill building in filing systems and procedures, proofreading, telephone techniques, faxing, emailing, electronic calendaring of events, appointments and meetings, memos, and business letters.

## Program Learning Outcomes

- Students will be prepared to enter into medical secretary and medical record jobs.
- Students will be employed or actively seeking employment in the field or a related field.
- Students will demonstrate job readiness skills.

Review [Student Learning Outcomes \(SLOs\)](#) for this program.

## Required Courses

Course Prefix	Course Name	Units
VOC CSB15	Microcomputer Applications	
VOC CS41	Office Management Skills	
VOC MR01	Medical Records	
BS ABE05	Career Development	