



Program: Medical Secretary, CC (33 credits)		Division: Business	
Student:		ID#:	

FALL SEMESTER (18 credits)							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	BUS-105	Business English	3	X	COM-061 or ESL-060	Fall/Sp	
	EHR-200	Medical Office Procedures	3	X	COM-061 or ESL-060, COM-050/1 or ESL-050	Fall	
	OFT-213	Word Processing I	3	X	OFT-111	Fall	
	COM-121	English Composition I	3	X	COM-061 or ESL-060, COM-050/1 or ESL-050	All/OL	
	EHR-100	Medical Terminology for the Healthcare Profession	3	X	COM-061 or ESL-060, COM-050/1 or ESL-050	Fall/Sp	
	ORI-103	College Success Strategies	3	X		All/OL	
SPRING SEMESTER (15 credits)							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	BUS-110	Business Mathematics	3	X	MAT-030	All	
	OFT-214	Word Processing II	3	X	OFT-213	Spring	
	MGT-215	Human Relations in Business	3	X	COM-121 or COM-122	Fall/Sp	
	OFT-241	Medical Transcription	3	X	OFT-213	Spring	
	BUS-106	Business Communications	3	X	COM-121 or COM-122 (C or better)	All	

The Medical Secretary Certificate Program is designed to provide students who already possess advanced secretarial skills with the competencies necessary to obtain employment as medical secretaries or medical transcriptionists. All coursework may later be applied to an Associate in Applied Science degree if the student desires. **Prior secretarial experience is required for entry into this program.**

**Advisor's Contact Information:**

**Name:** Linda Bell

**Office:** P218

**Phone:** 610-372-4721, ext. 5168

**E-Mail:** lbell@racc.edu