

MEDICAL SECRETARY

Total Hours 900

<i>Name of Course</i>	<i>Clock Hours</i>
Typing I-III	90
Computer Keyboarding Skills I-III	50
Word Processing I-III	60
Spreadsheet I-III	60
dBASE I-III	60
DOS I-II	40
Windows I-II	40
Letter Composition	30
Anatomy	40
Medical Terminology I-II	80
Shorthand I-III	140
Medical Machine Transcription I-II	80
Medical Office Procedures I-II	60
Personal Interviewing Skills	20
Internet I-II	50