



Cerritos College

BUSINESS - SECRETARIAL PROGRAM - MEDICAL TRANSCRIPTIONIST VERIFICATION OF COMPLETION

Program of Study

DIVISION/DEPARTMENT REQUIREMENTS		UNITS
BCOM 46	Business Communications	3
BCOT 63	Keyboarding Speed/Control Building	1
BCOT 70	Medical Machine Transcription	4
BCOT 112	Microsoft Word	3.5
or BCOT 131	Beginning College Keyboarding & Document Processing	(3.5)
BCOT 162	Business Spelling and Proofreading Skills	3
MA 161	Medical Terminology	3
TOTAL REQUIREMENTS:		17.5

OPTIONAL SPECIALTY COMPLETION OF ALL THE COURSES LISTED BELOW:

SECRETARY - MEDICAL ENVIRONMENT		
BCOT 71	Computers in the Medical Office	3.5
BCOT 112	Microsoft Word	3.5
BCOT 131	Beginning College Keyboarding & Documents Processing	3.5
BCOT 155	Administrative Secretarial Procedures	4
BCOT 162	Business Spelling and Proofreading Skills	3
TOTAL REQUIREMENTS:		17

Although many of these courses are transferable, this Verification of Completion is nontransferable.

Please see Business Counselors or the respective department chair person for additional alternatives.

MEDICAL
TRANSCRIPTIONIST