

MEDICAL SECRETARY PROGRAM



Enroll today!

Wilbur Wright College

Continuing Education Medical
Careers Department

**For More Information
Contact:**

Jan Turcotte, coordinator
jturcotte@ccc.edu
773.481.8130



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Want to be in high demand in a competitive industry?
This administrative program will provide you with the skills necessary to
succeed in the day-to-day operation of a medical office.

The following classes are required to complete the Medical Secretary Program at Wright College:

1. Intro to Microcomputers
2. Intro to Windows
3. Microsoft Word, Part One
4. Excel, Part One
5. Grammar Review
6. Keyboarding 1
7. Medical Terminology
8. Advanced Medical Terminology
9. Anatomy & Physiology for the Health Care Worker
10. Keyboarding III--Medical Documents
11. Law & Ethics for Medical Careers
12. Communications for Health Care
13. Medical Business Administration
14. Medical Transcription I--Physician's Office
15. Medical Transcription II--Hospital

**Length of Program--3 terms
Tuition--\$2,960 plus books**

*Note: Students may "test out" of classes if
competency is met*