



LESTER B. PEARSON

Continuing Education

Medical Secretary

Competency Code	Competency Description	Competency Hours
949211	Determine their suitability for the occupation and the training process	15
949222	Transcribe texts containing general human biology terms	30
949233	Transcribe texts containing general medical terminology and the terminology of	45
949242	Interact in the workplace	30
949252	Perform tasks related to patient visits	30
949265	Transcribe texts containing terminology related to the functions of the human	75
949272	Transcribe texts containing terminology related to movement and the nervous	30
949285	Produce documents of a medical nature	75
949291	Carry out activities related to the management of medical supplies	15
949302	Carry out accounting tasks related to medical services	30
949315	Enter the work force	75
	Total Program Hours	450

Available at:



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Pearson Adult and Career Centre



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West Island Career Centre