

Study Plans - English

Major : Medical Secretary / Diploma Plan Semester : 20251
 Faculty : Technical Community College Section : Medical Secretary
 Plan Hrs : 72 Plan Type : Major
 Min Semester : 3 Semester(s) Training : Not Found Edition : 1 Study Type: Morning
 Max Semester : 6 Semester(s) Training Hrs : Thesis Type : Nothing

Category : College Requirements

Hrs : (19) Hrs

Group : Compulsory

Hrs : (19) Hrs

course	Course Name	Hrs	Prerequisite Courses	Prerequisit Hrs
CC00101	Arabic Language	3		
CC00111	English Language 1	3		
CC00112	English Language 2	3	((CC00111 (Pre)	
CC00123	Studies in Arabic and Islamic Thought	3		
CC00132	Digital Skills	3		
CC00141	Leadership & communication skills	1		
CCMT280	Entrepreneurship	3		

Category : Compulsory Major Requirements

Hrs : (41) Hrs

Group : Compulsory

Hrs : (41) Hrs

course	Course Name	Hrs	Prerequisite Courses	Prerequisit Hrs
CCIS151	Insurance Principles	2		
CCIS207	Record Management	2	((CCMD131 (Pre)	
CCMD111	Office and Secretarial Work	3	((CCMT101 (Pre)	
CCMD121	Editing & Audio Typing in Arabic	3	((CC00101 (Pre)	
CCMD131	Medical Records 1	3		
CCMD221	Editing & Audio Typing in English	3		
CCMD222	Correspondence in Arabic and English	3	((CCMT141 (Pre)	
CCMD231	Medical Records 2	3	((CCMD131 (Pre)	
CCMD232	Health Information Systems	3	((CCMD131 (Pre)	
CCMD233	Information Database Management	3	((CCMD232 (Pre)	
CCMD271	Health Institutions Administration	3	((CCMT101 (Pre)& CCMT102 (Pre)	
CCMD281	Field Training	2		
CCMD299	Graduation Project	2		
CCMT113	Statistics for Business	2		
CCMT141	Business Communication	2		
CCMT272	Public Relations	1	((CCMT141 (Pre)	
CCOZ104	First aid	1		



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Category : Compulsory Department Requirements Hrs : (12) Hrs

Group : Compulsory Hrs : (12) Hrs

course	Course Name	Hrs	Prerequisite Courses	Prerequisit Hrs
CCMD101	Pathology	2		
CCMT101	Principles of Management 1	3		
CCMT102	Principles of Accounting 1	3		
CCNS101	General Chemistry	2		
CCNS111	English Medical Language	2		