

Lake Superior College

Program Planner

Created on: 03/01/05

Updated: 02/10/11

Effective: *Fall 2011*

Qualified applicants should be aware that program class sizes are limited, which may delay acceptance into the program.

You may be required to complete additional (or less) coursework, dependent upon the results of your Computerized Placement Test (CPT) and/or previous coursework completed or certifications earned.

Program: **Medical Administrative Secretary**

Degree Type: **Associate in Applied Science**

Total Required Credits: **63**

Pre-program Requirements

Successful entry into this program requires a specific level of skill in the areas of English and reading. Program entry will depend, in part, on meeting the prerequisites listed below:

English:

- A score of 86 or higher on the Sentence Skills portion of the CPT, OR
- Completion of ENGL0460 or its equivalent transfer course or higher.
- If required, ENGL0460 may be taken concurrently with Semester I coursework.

Reading:

- A score of 78 or higher on the Reading Comprehension portion of the CPT, OR
 - Completion of READ0465 or its equivalent transfer course or higher.
 - If required, READ0465 may be taken concurrently with Semester I coursework.
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Required Pre-technical Course

(NOTE: If student types less than 20 wpm.)

Course ID# (concurrent)	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1710 (Yes)	Introduction to Keyboarding (None)	F/S	1	

Semester I

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
FYE1000	Intro to College (None)	F/S	1	
ADSC1415	Keyboarding I (ADSC1710 or equivalent or instructor's consent)	F/S	4	
ADSC1610	Medical Office Terminology (College-level reading and writing)	F	3	
ADSC1611	Medical Office Procedures I (College-level reading and writing)	F	3	
ADSC1621	Medical Office Anatomy and Physiology I (ADSC1610 or concurrent enrollment)	F	3	
ADSC1715	Word Processing (ADSC1710 or instructor's consent)	F/S	2	
Total Credits for Term			16	

Semester II

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1430	Microsoft Office (READ0465 and ENGL0460 or concurrent enrollment; ability to type a minimum of 20 wpm)	F/S	3	
ADSC1442	Records Management (ADSC1440, ADSC1511, ADSC1611, or instructor's consent)	S	2	
ADSC1612	Medical Office Procedures II (ADSC1611)	S	3	
ADSC1622	Medical Office Anatomy and Physiology II (Completion of or concurrent enrollment in ADSC1621)	S	3	
ADSC1625	Medical Machine Transcription (ADSC1415 and ADSC1621)	S	4	
Total Credits for Term			15	

Semester III

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1420	Business Communications (College-level reading and writing, keyboarding/word processing ability or concurrent enrollment in a keyboarding course)	F/S	3	

ADSC1421	Business Presentations (ADSC1420, ADSC1430, or ADSC1719; concurrent enrollment in either of these courses or instructor's consent)	F/S	3	
ADSC1422	Business Vocabulary/Proofreading (ENGL0450 and READ0465 or concurrent enrollment)	F/S	2	
ADSC1614	Health Insurance and Billing (ADSC1610 or concurrent enrollment)	F	3	
COMM1105	Interpersonal Communication (College-level reading and writing)	F/S	3	
ENGL1106	Composition I (College-level reading and writing)	F/S	3	
Total Credits for Term			17	

Semester IV

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1416	Keyboarding II (ADSC1415 and the ability to keyboard at 40 net wpm)	S	4	
ADSC2697	Medical Secretary Internship (Instructor's consent)	F/S	3	
PHIL1130	Ethics (College-level reading and writing)	F/S	3	
	General Education Electives (Refer to Table 1)	F/S	5	
Total Credits for Term			15	

Table 1: General Education Requirements (15 Credits)

General Education courses shall be selected from at least three (3) of the ten (10) goal areas of the Minnesota Transfer Curriculum. The general education courses listed below are required and satisfy the MTC goal areas.

Course ID#	MTC Goal Area	Credits	Grade/ Term
FYE1000		1	
COMM1105	1	3	
ENGL1106	1	3	
PHIL1130	6	3	
General Education – Other	Any MTC course	5	

- All courses in diploma and/or certificate programs are acceptable for credit toward Lake Superior College degree programs as indicated on individual program planners.
- This is not a contract; Lake Superior College reserves the right to change the planner as necessary.
- This document can be made available in alternative formats, such as large print, Braille, or audio tape, by calling 733-7650 or MRS/TTY 800-627-3529.