

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 Receptionist

Degree Type: Certificate

Total Required Credits: 30

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
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	
ADSC1614	Health Insurance and Billing (ADSC1610 and ADSC1715)	F	3	
ADSC1715	Word Processing (ADSC1710 or instructor's consent)	F/S	2	
Total Credits for Term			15	

Semester II

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 (READ0465 and ENGL0460 or concurrent enrollment)	F/S	2	
ADSC1430	Microsoft Office (READ0465 and ENGL0460 or concurrent enrollment; ability to type a minimum of 20 wpm)	F/S	3	
ADSC1450	Machine Transcription (ADSC1420 or concurrent enrollment and ADSC1415 or concurrent enrollment)	S	1	
ADSC1612	Medical Office Procedures II (ADSC1611)	S	3	
Total Credits for Term			15	

- *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.*
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