

# 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 Secretary**

**Degree Type:** **Diploma**

**Total Required Credits:** **40**

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### 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
<b>ADSC1710</b> (Yes)	<b>Introduction to Keyboarding</b> (None)	<b>F/S</b>	<b>1</b>	

## Semester I

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

## Semester II

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1420	<b>Business Communications</b> (College-level reading and writing, keyboarding/word processing ability or concurrent enrollment in a keyboarding course)	F/S	3	
ADSC1422	<b>Business Vocabulary/Proofreading</b> (READ0465 and ENGL0460 or concurrent enrollment)	F/S	2	
ADSC1612	<b>Medical Office Procedures II</b> (ADSC1611)	S	3	
ADSC1622	<b>Medical Office Anatomy and Physiology II</b> (Completion of or concurrent enrollment in ADSC1621)	S	3	
ADSC1625	<b>Medical Machine Transcription</b> (ADSC1415 and ADSC1621)	S	4	
<b>Total Credits for Term</b>			<b>15</b>	

### Semester III

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1421	<b>Business Presentations</b> (ADSC1420, ADSC1430 or ADSC1719; concurrent enrollment in either of these courses or instructor's consent)	F/S	3	
ADSC1430	<b>Microsoft Office</b> (READ0465 and ENGL0460 or concurrent enrollment; ability to type a minimum of 20 wpm)	F/S	3	
ADSC1614	<b>Health Insurance and Billing</b> (ADSC1610 or concurrent enrollment and ADSC1715)	F	3	
<b>Total Credits for Term</b>			<b>9</b>	

- *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.*