

**MEDICAL SECRETARY  
Associate in Applied Science**

**I. Minnesota Transfer Curriculum (MnTC) General Education Requirements..... .21 Credits**

**Goal 1: Written and Oral Communication..... 4 cr**

ENGL 1117, Reading and Writing Critically I, 4 cr

**Goal 2: Critical Thinking MAY BE MET BY ANY COURSE IN MNTC 1-10 GOALS**

**Goal 3: Natural Sciences..... 4 cr**

BIOL 1107, Fundamentals of Anatomy & Physiology, 4 cr

**Goal 5: History and the Social and Behavioral Sciences..... 3 cr**

PSYC 1611, Psychology of Adjustment, 3 cr **OR** PSYC 2618, General Psychology, 4 cr

**Goal 6: The Humanities – the Arts, Literature, and Philosophy..... 3 cr**

Credits from MnTC Goal 6

**Goal 7: Human Diversity..... 3 cr**

COMM 1130, Interpersonal Communications, 3 cr

**Area 12: Computer/Information Literacy..... 3 cr**

BTEC 1320, Word Processing I, 3 cr

**Area 13: Career and Personal Development..... 1 cr**

BTEC 2870, Employment Strategies, 1 cr

Note: Course descriptions are available on the online catalog site located at

<http://www.rctc.edu/catalog/index/html>

**II. Professionally-Related Business Requirements..... .39 Credits**

- BTEC 1001, Online Learning and Computing, 1 cr
- BTEC 1030, Keyboarding Speed and Accuracy, 1 cr
- BTEC 1220, Human Relations in Organizations, 3 cr
- BTEC 1600, Introduction to Medical Terminology, 2 cr
- BTEC 1650, Quality Issues for Medical Transcription, 2 cr
- BTEC 1670, Medical Transcription I, 3 cr
- BTEC 1680, Medical Transcription II, 3 cr
- BTEC 2200, Information Resource Management, 3 cr
- BTEC 2220, Business Communications, 3 cr
- BTEC 2460, Computer Voice Recognition, 1 cr
- BTEC 2614, Customer Service Skills and Concepts, 3 cr
- BTEC 2650, Medical Office Procedures, 3 cr
- BTEC 2880 Developing an Electronic Portfolio, 1 cr
- HIMC 2620, Pathophysiology and Pharmacology I, 3 cr
- HIMC 2630, Pathophysiology and Pharmacology II, 3 cr



**For information, contact the Welcome Center at 507-285-7557  
or e-mail [getinfo@rctc.roch.edu](mailto:getinfo@rctc.roch.edu).**

851 30th Avenue SE | Rochester, MN 55904 | 1.800.247.1296 | TTY Relay 1.800.627.3529 | [www.rctc.edu](http://www.rctc.edu)  
RCTC is a member of the Minnesota State Colleges and Universities system, a University Center Rochester Partner and an equal opportunity employer/educator.

# ROCHESTER COMMUNITY AND TECHNICAL COLLEGE

## Computer Courses – Choose one of the following options:

### Option 1:

BTEC 2355, Microcomputer Applications with PowerPoint, 4 cr

### Option 2:

BTEC 2350, Microcomputer Business Applications, 3 cr

### AND

BTEC 2450, PowerPoint, 1 cr

**TOTAL ..... 60 Credits**

**NOTE: KEYBOARDING PREREQUISITE:** Students entering this program must be proficient in keyboarding skills at a minimum of 35 net wpm. Students not meeting this requirement should enroll in BTEC 1050 Keyboarding. This class will not count toward the required credits for the program.

**Purpose:** This program prepares students for employment in the medical field as secretaries to physicians and surgeons, in hospitals, clinics, or medical groups. Extensive training is provided in medical terminology, medical transcription and office technology. Students will learn how diseases affect the body and which drugs and other treatments are used to treat illnesses. This degree program is also designed with additional general education requirements for those students who may wish to transfer to another program/institution.

## Medical Secretary, A.A.S., Course Sequence

### Semester I

BTEC 1030	1 cr
BTEC 2350	3 cr
BTEC 1600	2 cr
BTEC 2460	1 cr
HIMC 2620	3 cr
COMP 1001	1 cr
ENGL 1117	<u>4 cr</u>
	<b>15 cr</b>

### Semester II

BTEC 1220	3 cr
BTEC 1320	3 cr
BTEC 2614	3 cr
HIMC 2630	3 cr
PSYC 1611 <b>or</b> 2618 (4 cr)	3 cr
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	<b>15/16 cr</b>

### Semester III

BTEC 1670	3 cr
BTEC 1650	2 cr
BTEC 2220	3 cr
BTEC 2450	1 cr
BIOL 1107	4 cr
COMM 1130	<u>3 cr</u>
(Goal 6)	<b>16 cr</b>

### Semester IV

BTEC 1680	3 cr
BTEC 2200	3 cr
BTEC 2650	3 cr
BTEC 2870	1 cr
BTEC 2880	1 cr
GENERAL ED	<u>3 cr</u>
	<b>14 cr</b>

Revised: 03/01/2012



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