

## MEDICAL SECRETARY Associate in Science

### I. Minnesota Transfer Curriculum (MnTC) General Education Requirements..... .30 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

Choose from MnTC Goal 3 courses

#### 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

Choose from Anthropology, Economics, Geography, History, MCOM 1110, Political Science, Psychology, Sociology

#### Goal 6: Humanities and Fine Arts, Literature, Philosophy ..... 3 cr

Credits from MnTC Goal 6

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

COMM 1130, Interpersonal Communications, 3 cr

### II. Additional General Education Requirements ..... 13 cr

Students may choose additional elective credits from Goals 1-10 to meet the MNTC general education requirements.

### III. Professionally-Related Business Requirements..... .30 Credits

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 2220, Business Communications, 3 cr

HIMC 2620, Pathophysiology I, 3 cr

HIMC 2630, Pathophysiology II, 3 cr

BTEC 2650, Medical Office Procedures, 3 cr

BTEC 2870, Employment Strategies, 1 cr

#### 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

# ROCHESTER COMMUNITY AND TECHNICAL COLLEGE

**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 1030 Keyboarding Speed and Accuracy. This class will not count toward the required credits for the program.

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

Note: Course descriptions are available on the online catalog site located at <http://www.rctc.edu/catalog/index/html>

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

<b>Semester I</b>		<b>Semester II</b>	
*BTEC 1030	1 cr	ENGL 1117	4 cr
BTEC 1600	2 cr	PSYC 1611 <b>or</b> 2618	3-4 cr
GENERAL ED elective (See Advisor)	6 cr	BTEC 2350	3 cr
HIMC 2620	3 cr	HIMC 2630	3 cr
COMM 1130	<u>3 cr</u>	GENERAL ED goal (See Advisor)	<u>3 cr</u>
	14 cr		16 cr

\*See note above regarding keyboarding prerequisite.

<b>Semester III</b>		<b>Semester IV</b>	
BTEC 1670	3 cr	BTEC 1220	3 cr
BTEC 2220	3 cr	BTEC 1680	3 cr
BTEC 1650	2 cr	BTEC 2450	1 cr
BIOL 1107	4 cr	BTEC 2650	3 cr
GENERAL ED elective (See Advisor)	<u>3 cr</u>	BTEC 2870	1 cr
	15 cr	GENERAL ED elective (See Advisor)	<u>4 cr</u>
			15 cr

**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.

Revised: 03/01/2012



**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.