

MEDICAL SECRETARY
Associate in Applied Science Degree Program
Degree Path: Employment

I. RCTC 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 (CT) MAY BE MET BY ANY COURSE IN MNTC 1-10 GOALS

Goal 3: Natural Sciences4 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 Philosophy3 cr

Electives from Art, English, Literature, Foreign Language, Humanities, Journalism, Music, Philosophy*, Theater/Speech

Goal 7: Human Diversity (HD) 3 cr

SPCH 1130, Interpersonal Communications, 3 cr

Goal 12: Computer/Information Literacy3 cr

BTEC 1320, Word Processing I, 3 cr

Goal 13: Career and Personal Development1 cr

BTEC 2870, Employment Strategies, 1 cr

***Honors equivalent available.**

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

For additional information on this program contact:
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A Member of the Minnesota State Colleges and Universities System

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 2620	Pathophysiology I	3 cr
BTEC 2630	Pathophysiology II	3 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

BTEC 2355	Microcomputer Applications with PowerPoint	4 cr
OR		
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.

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
BTEC 2620	3 cr
COMP 1001	1 cr
ENGL 1117	<u>4 cr</u>
	15 cr

Semester II

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

Semester III

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

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>
	14 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.

Implemented: Spring 2008

Revised: 09/13/2007; Reviewed: 02/2008

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