

**MEDICAL SECRETARY
Associate in Science Degree Program**

- I. Minnesota Transfer Curriculum General Education Requirements 30 cr**
Goal 1: Written and Oral Communication (CM) 4 cr
 ENGL 1117*, Reading and Writing Critically I
- Goal 2: Critical Thinking (CT) MAY BE MET BY ANY COURSE IN MNTC 1-10 GOALS**
- Goal 3: Natural Sciences (NS) 4 cr**
 BIOL 1107, Fundamentals of Anatomy & Physiology, 4 cr
 Electives from Biology, Chemistry, Earth Science, or Physics
- Goal 5: History and the Social and Behavioral Sciences (SS)..... 3 cr**
 PSYC 1611, Psychology of Adjustment, 3 Cr **OR** PSYC 2618, General Psychology, 4 Cr
 Electives from Anthropology*, Economics*, Geography*, History*, Political
 Science, Psychology*, Sociology*
- Goal 6: Humanities and Fine Arts, Literature, Philosophy (HA) 3 cr**
 Electives from Art, English Literature*, Foreign Language, Humanities*,
 Journalism, Music, Philosophy*, Speech/Theater
- Goal 7: Human Diversity (HD) 3 cr**
 SPCH 1130, Interpersonal Communications, 3 cr

* Honors equivalents available

- 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..... 34 Credits**

BTEC 1001	Online Learning and Computing	1 cr
BTEC 1220	Human Relations in Organizations	3 cr
BTEC 1320	Word Processing I	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
BTEC 2620	Pathophysiology I	3 cr
BTEC 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

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.

TOTAL 64 Credits

For additional information on this program contact:
 Kathy Olson, (507)280-3135, e-mail kathy.olson@roch.edu
 Mary Olson, (507)280-3107, e-mail mary.olson@roch.edu

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

Semester I

*BTEC 1030 1 cr
BTEC 1001 1 cr
BTEC 1320 3 cr
BTEC 1600 2 cr
GENERAL ED elective
(See Advisor) 6 cr
COMP 2620 3 cr
15 cr

Semester II

ENGL 1117 4 cr
PSYC 1611 **or** 2618 3-4 cr
BTEC 2350 3 cr
BTEC 2630 3 cr
GENERAL ED goal 6
(See Advisor) 3 cr
16 cr

*This course recommended for students keyboarding less than 55 wpm.

Semester III

BTEC 1670 3 cr
BTEC 2220 3 cr
BTEC 1650 2 cr
BIOL 1107 4 cr
SPCH 1130 3 cr
GENERAL ED elective
(See Advisor) 3 cr
18 cr

Semester IV

BTEC 1220 3 cr
BTEC 1680 3 cr
BTEC 2450 1 cr
BTEC 2650 3 cr
BTEC 2870 1 cr
GENERAL ED elective
(See Advisor) 4 cr
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.

Implementation: Spring 2008
Revised: 09/13/2007
Reviewed: 02/2008

For additional information on this program contact:
Kathy Olson, (507)280-3135, e-mail kathy.olson@roch.edu
Mary Olson, (507)280-3107, e-mail mary.olson@roch.edu

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