

ANOKA TECHNICAL COLLEGE
MEDICAL ADMINISTRATIVE SPECIALIST
2008-2009 Associate in Applied Science Degree
62 CREDITS

General Education **15 Credits**

- ENGLISH Choose one transferrable course
 SPEECH Choose one transferrable course
- SOCIOLOGY Choose one transferrable course from ONE of these categories
 OR
 PSYCHOLOGY

The courses listed above meet the minimum of three (3) required MN transfer Curriculum goal areas (areas 1, 2, 5 and/or 7). For remaining required general education credits, choose from any transferrable general education course. Refer to the ATC website for a list of the MN Transfer Curriculum courses and their goal areas: http://www.anokatech.edu/current_students/transfer/

Technical Core **43 Credits**

ADSC1010	Keyboarding I (a)	3
ADSC1031	Business English Skills (f)	3
ADSC1205	Written Business Communications (e)	3
ADSC1040	Applied Medical Terminology (g)	2
ADSC1051	Office Accounting (f)	3
ADSC1141	Integrated Software Applications (c and d)	3
ADSC1161	Microsoft PowerPoint (d)	2
ADSC1171	Microsoft Excel (d)	2
ADSC1181	Microsoft Access (d)	2
ADSC1196	Microsoft Word (b)	4
ADSC1036	Administrative Office Procedures (b & i OR d & i)	3
ADSC1281	Medical Office Procedures (b & i OR d & i)	1
ADSC1340	Business Job Seeking Skills (c)	1
COMP1000	Introduction to Computers (a)	3
HLTH1000	Disease Conditions	2
HLTH1005	Anatomy & Physiology	4
HLTH1040	Medical Terminology	2

Elective Credits **4 Credits**

ADSC1201	Desktop Publishing (b or c)	2
ADSC1221	Intro. to Health Information Management	3
ADSC1231	ICD-9-CM Coding	3
ADSC1370	Skillbuilding I (b)	1
ADSC1290	Medical Transcription I (b and g)	3
ADSC1300	Medical Transcription II (h)	3
COMP1042	Windows Short Course	1
NURS1140	Pharmacology I	1

- (a) The prerequisite to this course is COMP0100 (Basic Computer Keyboarding).
 (b) The prerequisite to this course is ADSC1010 (Keyboarding I) or equivalent.
 (c) The prerequisite to this course is ADSC1196 (MS Word) or equivalent.
 (d) The prerequisite to this course is COMP1000 (Intro to Computers) or equivalent.
 (e) The prerequisite to this course is ADSC 1031 (Business English)
 (f) The prerequisite to this course is passing grade on the assessment testing for applicable content.
 (g) The prerequisite to this course is ADSC 1040 (Medical Terminology).
 (h) The prerequisite to this course is ADSC 1290 (Medical Transcription I).
 (i) A documented keyboarding skill of 50 WPM will be required to successfully pass this course.

ANOKA TECHNICAL COLLEGE
2008-2009: Medical Administrative Specialist AAS Planning Form
Recommended Sequence by Semester

FIRST SEMESTER:

ADSC1010	Keyboarding I	3		
ADSC1031	Business English Skills	3		
HLTH1005	Anatomy & Physiology	4		
HLTH1040	Medical Terminology	2		
COMP1000	Introduction to Computers	3		
	TOTAL	15 Credits		

SECOND SEMESTER:

ENGLISH	Any transferrable English course	4		
ADSC1196	Microsoft Word	4		
HLTH1000	Disease Conditions	2		
SPEECH	Any transferrable Speech course	4		
ADSC1040	Applied Medical Terminology	2		
	TOTAL	16 Credits		

THIRD SEMESTER:

ADSC1205	Written Business Communications	3		
SOSC or PSYCH	Any transferrable SOSC or PSYCH course			
ADSC1171	Microsoft Excel	2		
ADSC1036	Administrative Office Procedures (b & g OR d & g)	3		
ADSC1281	Medical Office Procedures	1		
	Electives	3		
	TOTAL	15 Credits		

FOURTH SEMESTER:

ADSC1340	Business Job Seeking Skills	1		
ADSC1181	Microsoft Access	2		
ADSC1161	Microsoft PowerPoint	2		
ADSC1141	Integrated Software Applications	3		
ADSC1051	Office Accounting	3		
	General Education Course	4		
	Electives	1		
	TOTAL	16 Credits		

TOTAL CREDITS: 62