

Medical Administrative Specialist
Associate of Applied Science-62 credits



General Education **15 Credits**

ENGLISH Choose one transferrable course
SPEECH Choose one transferrable course

Choose ONE transferrable course from ONE of these categories
SOCIOLOGY OR PSYCHOLOGY

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 **47 Credits**

| | | |
|-----------|--|---|
| ADSC 1010 | Keyboarding I (a) | 3 |
| ADSC 1031 | Business English Skills (f) | 3 |
| ADSC 1205 | Written Business Communications (e) | 3 |
| ADSC 1040 | Applied Medical Terminology (g) | 2 |
| ADSC 1051 | Office Accounting (f) | 3 |
| ADSC 1141 | Integrated Software Applications (c & d) | 3 |
| ADSC 1161 | Microsoft PowerPoint (d) | 2 |
| ADSC 1171 | Microsoft Excel (d) | 2 |
| ADSC 1181 | Microsoft Access (d) | 2 |
| ADSC 1196 | Microsoft Word (b & d) | 4 |
| ADSC 1038 | Administrative Office Procedures (b & d & h) | 4 |
| ADSC 1282 | Medical Office Procedures (b & g) | 3 |
| ADSC 1340 | Business Job Seeking Skills | 1 |
| COMP1000 | Introduction to Computers (a) | 3 |
| HLTH 1000 | Disease Conditions | 2 |
| HLTH 1005 | Anatomy & Physiology | 4 |
| HLTH 1040 | Medical Terminology | 2 |
| ADSC 1341 | Electronic Career Search | 1 |

ADSC Course Prerequisites:

- (a) The prerequisite to this course is COMP0100 (Basic Computer Keyboarding) or equivalent.
- (b) The prerequisite to this course is ADSC1010 (Keyboarding I) or equivalent.

This information is available in alternative formats by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529. Anoka Technical College • (763) 576-4700 • 1355 West Highway 10, Anoka, MN 55303 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator.

- (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) A documented keyboarding skill of 50 WPM will be required to successfully pass this course.

Program Contact(s)

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**Medical Administrative Specialist
Associate of Applied Science-62 credits
2011-2012 Recommended Sequence by Semester**



| First Semester | | Credits | |
|--------------------------|---------------------------------------|----------------|-------|
| ADSC 1010 | Keyboarding I | 3 | _____ |
| ADSC 1031 | Business English Skills | 3 | _____ |
| COMP 1000 | Introduction to Computers | 3 | _____ |
| HLTH 1005 | Anatomy & Physiology | 4 | _____ |
| HLTH 1040 | Medical Terminology | <u>2</u> | _____ |
| | | 15 | |
| | | | |
| Second Semester | | | |
| ADSC 1205 | Written Business Communications | 3 | _____ |
| ADSC 1196 | Microsoft Word | 4 | _____ |
| HLTH 1000 | Disease Conditions | 2 | _____ |
| ADSC 1051 | Office Accounting | 3 | _____ |
| ADSC 1040 | Applied Medical Terminology | <u>2</u> | _____ |
| | | 14 | |
| | | | |
| Third Semester | | | |
| ENGLISH | Any transferrable English course | 4 | _____ |
| SOSC or PSYC | Any transferrable SOSC or PSYC course | 4 | _____ |
| ADSC 1171 | Microsoft Excel | 2 | _____ |
| SPEECH | Any transferrable Speech course | 3 | _____ |
| ADSC 1282 | Medical Office Procedures | <u>3</u> | _____ |
| | | 16 | |
| | | | |
| Fourth Semester | | | |
| ADSC 1340 | Business Job Seeking Skills | 1 | _____ |
| ADSC 1181 | Microsoft Access | 2 | _____ |
| ADSC 1161 | Microsoft Power Point | 2 | _____ |
| ADSC 1141 | Integrated Software Applications | 3 | _____ |
| ADSC 1038 | Administrative Office Procedures | 4 | _____ |
| General Education Course | Any transferrable Gen Ed course | 4 | _____ |
| ADSC 1341 | Electronic Career Search | <u>1</u> | _____ |
| | | 17 | |