

ANOKA TECHNICAL COLLEGE
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 PSYC	Any transferrable SOSC or PSYC course	3 or 4		
ADSC1171	Microsoft Excel	2		
ADSC1038	Administrative Office Procedures	4		
ADSC1282	Medical Office Procedures	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

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