

**ANOKA TECHNICAL COLLEGE**  
**Medical Receptionist Diploma Planning Form**  
**Recommended Sequence by Semester**

**FIRST SEMESTER:**

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

**SECOND SEMESTER**

ADSC1196	Microsoft Word	4	_____	_____
ADSC1040	Applied Medical Terminology	2	_____	_____
HLTH1000	Disease Conditions	2	_____	_____
	General Education Course	4	_____	_____
	Electives	1		
	<b>TOTAL</b>	<b>13 Credits</b>		

**THIRD SEMESTER**

ADSC1038	Administrative Office Procedures	4	_____	_____
ADSC1282	Medical Office Procedures (b & g)	3	_____	_____
ADSC1205	Written Business Communications	3	_____	_____
ADSC1340	Business Job Seeking Skills	1	_____	_____
	General Education Course	3	_____	_____
	<b>TOTAL</b>	<b>14 Credits</b>		

**TOTAL SEMESTER CREDITS: 42**

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