

Medical Receptionist Diploma-42 credits



General Education **7 Credits**

Choose TWO transferrable courses from TWO of these categories

ENGLISH

SPEECH

SOCIOLOGY OR PSYCHOLOGY

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 **35 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 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.
- (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.

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.

- (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)

Darla Cullen

Phone (763) 576-4833

E-mail dcullen@anokatech.edu

Deb Catlett

Phone (763) 576-4969

E-mail dcatlett@anokatech.edu

**Medical Receptionist
Diploma -42 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 1040	Applied Medical Terminology	2	_____
General Education Course	Any transferrable Gen Ed course	<u>4</u>	_____
		15	
Third Semester			
ADSC 1038	Administrative Office Procedures	4	_____
ADSC 1282	Medical Office Procedures	3	_____
General Education Course	Any transferrable Gen Ed course	3	_____
ADSC 1340	Business Job Seeking Skills	1	_____
ADSC 1341	Electronic Career Search	<u>1</u>	_____
		12	