



**Medical Administrative Secretary AAS  
Program Course Requirements  
2010-2011**  
*revised 3/29/10*

**Student Name** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

Course #	Course Title	Credits	Lecture Hrs	Lab Hrs
<b>REQUIRED COURSES</b>				
___ BUSN 1166	Business Communications	3	3	0
___ SECM 1160	Medical Secretary Anatomy/Terminology I	4	4	0
___ SECM 1161*	Medical Secretary Anatomy/Terminology II	4	4	0
___ SECM 1163	Medical Office Procedures I	4	4	0
___ SECM 1164*	Medical Office Procedures II	4	4	0
___ SECM 1165	Medical Records Management	3	3	0
___ SECM 1166*	Medical Machine Transcription I	4	4	0
___ SECM 1167*	Medical Machine Transcription II	4	4	0
___ SECM 2170*	Applied Medical Terminology	3	3	0
	<b>Total</b>	<b>33</b>		

Student must also choose at least 12 credits from the following list:

___ CCST 1530	Employment Strategies	3	3	0
___ SECM 1300	Introduction to Keyboarding	1	1	0
___ SECM 1302	Championship Typing	3	3	0
___ SECM 1360	Medical Terminology	3	3	0
___ SECM 2313*	Medical Secretary Independent Study	1-3	0	0
___ SECM 2316*	Intro to Medical Coding	3	3	0
___ SECM 2318*	Advanced Medical Coding	3	3	0
___ SECM 2319	Claims Management	3	3	0
___ SECM 2367*	Medical Machine Transcription III	3	3	0
___ SECM 2368*	Medical Machine Transcription IV	3	3	0
___ SECM 2390*	Medical Secretary Internship	3-9	0	0
___	or any class from the COMP, MGMT, MKTG, SECM, and BUSN prefixes			
	<b>Total</b>	<b>12</b>		

**GENERAL EDUCATION**

Student must complete the requirements listed in the AAS Degree/General Education Transfer Curriculum document.

**Total** **15**

**GRADUATION REQUIREMENT** **60**

\*Denotes Prerequisites

In order to receive a degree, diploma, or certificate from Central Lakes College, students must complete one-third of their credits at Central Lakes College. For programs exceeding 60 credits, a maximum of 20 semester credits must be completed at Central Lakes College.

**Evaluator** \_\_\_\_\_ **Date** \_\_\_\_\_



## Medical Administrative Secretary AAS Program Course Requirements 2010-2011

Course #	Course Title	Credits	Lecture Hrs	Lab Hrs
<b><u>FIRST YEAR</u></b>				
<b>FALL SEMESTER</b>				
SECM 1160	Medical Secretary Anatomy/Terminology I	4	4	0
SECM 1163	Medical Office Procedures I	4	4	0
SECM 1165	Medical Records Management	3	3	0
SECM 1166*	Medical Machine Transcription I	4	4	0
	<b>Total</b>	<b>15</b>		
<b>SPRING SEMESTER</b>				
BUSN 1166	Business Communications	3	3	0
SECM 1161*	Medical Secretary Anatomy/Terminology II	4	4	0
SECM 1164*	Medical Office Procedures II	4	4	0
SECM 1167*	Medical Machine Transcription II	4	4	0
	<b>Total</b>	<b>15</b>		
<b><u>SECOND YEAR</u></b>				
<b>FALL SEMESTER</b>				
	General Education	10		
	Choose credits from list on previous page	6		
	<b>Total</b>	<b>16</b>		
<b>SPRING SEMESTER</b>				
SECM 2170*	Applied Medical Terminology	3	3	0
	General Education	5		
	Choose credits from list on previous page	6		
	<b>Total</b>	<b>14</b>		
<b>GRADUATION REQUIREMENT</b>		<b>60</b>		

\*Denotes Prerequisites

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