



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

Student Name _____ **Student ID#** _____

Course #	Course Title	Credits	Lecture Hrs	Lab Hrs
REQUIRED COURSES				
___ 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
	Total	26		

ELECTIVES

Student must also choose at least 6 credits from the following list:

___ CCST 1530	Employment Strategies	3	3	0
___ SECM 1300	Introduction to Keyboarding	3	3	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			
	Total	6		

GRADUATION REQUIREMENT 32

*Denotes Prerequisites

Evaluator _____ **Date** _____



A COMMUNITY & TECHNICAL COLLEGE

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Course #	Course Title	Credits	Lecture Hrs	Lab Hrs
FIRST YEAR				
FALL SEMESTER				
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
	Total	15		
SPRING SEMESTER				
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
	Electives	6		
	Total	17		
GRADUATION REQUIREMENT		32		

*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.

CLC is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. This information is available in alternative format upon a 48-hour advance request by contacting Disability Services at 800-933-0346, ext. 8175. Minnesota Relay Service: 800-627-3529 or 612-297-5353.

3/10