



# FORT BERTHOLD COMMUNITY COLLEGE

Major: Medical Secretary 18- Month AAS

Credit Hours Required (63 cr) 2010-2011 Catalog

Name: \_\_\_\_\_

Date \_\_\_\_\_ Advisor: \_\_\_\_\_

General Education Requirements				Core Requirements			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
<b>1. Communications (6 cr)</b>				BIO 220 A&P I	4		
ENG 110 Comp. I –OR- BOTE 210 Bus. Comm.	3			BIO 221 A&P II	4		
COMM 110 Fundamentals of Public Speaking	3			ACCT 200 Accounting I	3		
<b>2. Social Sciences /Arts &amp; Humanities (6)</b>				BOTE102 Keybdng I –OR- BOTE 152 Keyboarding II	3		
NAS 201 History of the TAT	3			BOTE 202 Keyboarding III	3		
NAS 113, 115, 117 (circle one) Hidatsa, Mandan, or Arikara I	3			BOTE 217 Records Mgmt	2		
				BOTE 147 MS Word	3		
				BOTE 247 MS Excel	3		
<b>3.</b>				BOTE 257 MS Access	3		
				BOTE 171 Med. Terminology	3		
				AH 220 Medical Transcription	3		
				AH 281 Medical Office & Insurance Procedures	3		
				BADM 297 Internship	2		
				HPER 210 First Aid/CPR	2		
<b>4. Mathematics/ Technology (6)</b>							
Math	3						
Technology	3						
<b>5. Institution-Specific Requirement</b>							
PSY 100 Psychology of Student Success	1						