

**Secretarial Science  
Medical Option**

**Online Program  
Williamsport Campus**

The need for healthcare professionals who are trained in the field of medicine and surgery is growing each year. Medical associations, insurance companies, doctors, hospitals, and clinics look for men and women who have specialized in the medical secretarial field. This program prepares the student not only for the medical secretarial field, but also for secretarial positions in the field of business.

**MODULE 1**

K101: Keyboarding for Microcomputers  
BA107: Psychology of Success

**MODULE 2**

C101: Computer Concepts I  
GE104: Mathematics  
MD103: Medical Terminology

**MODULE 3**

GE101: Communications I  
MD101: Anatomy and Physiology I

**MODULE 4**

K102: Intermediate Keyboarding  
MD105: Medical Records I  
C102: Computer Concepts II

**MODULE 5**

**Classes)**

AC101: Accounting  
GE102: Communications II

**MODULE 6**

MD102: Anatomy & Physiology II  
MD107: Medical Records II  
WP101: Word/Information Processing

**MODULE 7**

AC109: Electronic Spreadsheets  
GE105: Human Relations

**MODULE 8**

BA102: Records/Database Mgmt.  
L101: Law I  
C110: PowerPoint

**MODULE 9**

MD108: Insurance Coding  
GE103: Public Speaking

**MODULE 10**

L 102: Business Law II S102?  
MD104: Med. Office Procedures  
EP101: Intro to Business S101?

**MODULE 11 (Practicum or**

MD218: CPT 4 Coding  
MD222: Clinical Med. Procedures

**MODULE 12**

MD220: Healthcare Career Dev  
MD215: ICD 9 Coding  
MD224: Management