

# Secretarial Science

## Medical Option

Distant Learning



**Newport  
Business Institute**

Williamsport Campus

*The need for secretaries 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** (6 credits)

KI01 Keyboarding for Microcomputers  
BA107 Psychology of Success

### **Module 2** (9 credits)

CI01 Computer Concepts I  
GE104 Mathematics  
MD101 Anatomy and Physiology I

### **Module 3** (6 credits)

GE101 Communication I  
MD102 Anatomy and Physiology II

### **Module 4** (9 credits)

KI02 Intermediate Keyboarding for  
Microcomputers  
CI02 Computer Concepts II  
MD103 Medical Terminology

### **Module 5** (6 credits)

AC101 Accounting I  
GE102 Communication II

### **Module 6** (9 credits)

MD105 Medical Records I  
GE 105 Human Relations  
WP 101 word/Information Processing

### **Module 7** (6 credits)

AC 109 Electronic Spreadsheets  
MD 107 Medical Records II

### **Module 8** (9 credits)

MD104 Medical Office Procedures  
SI01 Speedwriting  
GE106 Geography of Pennsylvania

### **Module 9** (6 credits)

MD108 Insurance Coding  
BA102 Records and Database Management

### **Module 10** (9 credits)

GE103 Public Speaking  
EC102 Electronic Calculators  
EP 101 Executive Office Procedures I

### **Module 11** (15 credits)

MD 106 Medical Practicum

Program Total: 90 Credits