

MEDICAL TRANSCRIPTION

Associate of Applied Science in Business

Prepares students for potential employment in the professional offices of a hospital and/or in a physician's office. This AAS degree meets the requirement for admission to the Dalton State College Bachelor of Applied Science in Technology Management. This degree requires passing or exempting the Regents' Testing Program and proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Electives		ECON 2105, 2106, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOCI 1101	3
Electives		ENGL 1102, 1201; HUMN 1201, MUSC 1100, or THEA 1100	3
MAJOR FIELD COURSES			
ALHT	1110	Allied Health Terminology	3
ALHT	1115	Medicolegal Ethics and Quality Assurance	1
BIOL	1107K	Principles of Biology I	4
CAPS	1101	Introduction to Computers	3
OADM	1150	Elementary Document Processing	3
OADM	1151	Intermediate Document Processing	3
OADM	1159	Medical Office Procedures	3
OADM	1214	Medical Transcription I	3
OADM	1215	Medical Transcription II	3
OADM	1216	Medical Transcription III	3
OADM	1230	Business English	3
OADM	1232	Business Communications	3
OADM	1240	Desktop Publishing I	3
OADM	1250	Professional Development	3
Elective		ALHT 1150,1160, OADM 1101	3
PHYSICAL EDUCATION			
PHED		Activity Elective	<u>1</u>
		Total	66