

MEDICAL TRANSCRIPTION

Certificate

This program prepares students for potential employment as medical transcriptionists in either the hospital or medical office setting. This program requires proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
BIOL	1100	Human Biology	3
ENGL	1100	Communication Skills or	
ENGL	1101	English Composition I	3
OADM	1208	Mathematics for Office Careers or	
MATH	1111	College Algebra	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II	3
MAJOR FIELD COURSES			
ALHT	1110	Allied Health Terminology	3
ALHT	1115	Medicolegal Ethics and Quality Assurance	1
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	1240	Desktop Publishing I	3
OADM	1250	Professional Development	3
Elective		ALHT 1150, 1160, OADM 1101	3
PHYSICAL EDUCATION			
PHED		Activity Elective	1
		Total	<u>47</u>