

MEDICAL TRANSCRIPTION

Admission Requirements: Students must pass a keyboarding proficiency exam before enrolling in this program.

Technical Certificate Program Description: Medical Transcription is a 30-credit hour program offering specialized training in the preparation, transcription, and proofreading of medical documents. All credit is applicable to the AAS Medical Office Administration Degree. Graduates are prepared for positions as medical transcriptionists and medical language specialists in healthcare settings.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to all four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S./Technical Certificate programs, the general rule is that courses in A.A.S. degrees and Technical Certificates are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

CURRICULUM – MEDICAL TRANSCRIPTION – TECHNICAL CERTIFICATE

Technical Courses:

MEDT	1123	Medical Terminology I	3
MEDT	1133	Medical Office Administration*	3
DATA	1123	Fundamentals of Information Technology	3
MEDT	2023	Medical Transcription I*	3
MEDT	1143	Medical Terminology II	3
MEDT	2013	Basic Pharmacology*	3
MEDT	2033	Medical Transcription II*	3
DATA	1213	Word Processing (MS Word®)	3
		TOTAL TECHNICAL HOURS	24

General Education Courses:

ENGL	1113	Composition I	3
		Choose one of the following:	
MATH	1023	Intermediate Algebra	3
MATH	1123	Business Math (does not transfer)	3
		TOTAL GENERAL EDUCATION HOURS	6

COMPLETION AWARD: **Technical Certificate** **30**

Courses displayed in BOLD indicate specialty courses which require final grades of "C" or better.

(*) An asterisk indicates that said course will be offered once a year. Check course description for further information.

Curriculum subject to modification.