

Office Administration: Medical Transcription Option Degree

The Medical Transcription Option is designed to prepare students to become medical transcriptionists for various medical and health facilities. The medical transcriptionist has long been an important member of the healthcare team. It is the responsibility of the transcriptionist to put the doctor's thoughts and findings of a patient onto paper accurately and efficiently. Medical transcriptionists must be able to type from the spoken word quickly and accurately, demonstrate advanced proofreading and editing skills, have knowledge of anatomy and medical terminology, and be proficient in English grammar.

As the population increases, there are more medical and health facilities that generate more and more medical records. Clinics, health services, hospitals, doctors' offices, and other medical organizations are expanding their patient load facilities, resulting in a need for more medical transcriptionists.

The student must have a "C" average or better in all courses credited toward a certificate or degree. ORI 101(Orientation to College) is a college requirement, not a requirement of the program.

NOTES

* Two hours of lab work required per week for BUS 241, BUS 242, and OAD 101, 103, 125, 212, 213, 214 and 218.

* Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

Program: [Office Administration](#)

Type: A.A.S.

Area I: Written Composition

| Item # | Title | Credits |
|---------|-----------------------|---------|
| ENG 101 | English Composition I | 3 |

Area II: Humanities and Fine Arts

| Item # | Title | Credits |
|--------|------------------------------------|---------|
| | SPH 106 or SPH 107 | 3 |
| | Humanities/Fine Arts Elective 3 SH | 3 |

Area III: Natural Sciences and Math

| Item # | Title | Credits |
|---------|------------------------------|---------|
| BIO 103 | Principles of Biology I | 4 |
| BIO 201 | Human Anatomy & Physiology I | 4 |
| MTH 116 | Mathematical Applications | 3 |

Area IV: History, Social and Behavioral Sciences

| Item # | Title | Credits |
|--------|-----------------------------|---------|
| | Area IV Elective List: 3 SH | 3 |

Area V: Additional General Education Courses, Major Courses and Electives

| Item # | Title | Credits |
|---------|------------------------------------|-----------|
| BUS 241 | Principles of Accounting I | 3 |
| BUS 242 | Principles of Accounting II | 3 |
| OAD 101 | Beginning Keyboarding | 3 |
| OAD 103 | Intermediate Keyboarding | 3 |
| OAD 125 | Word Processing | 3 |
| OAD 126 | Advanced Word Processing | 3 |
| OAD 131 | Business English | 3 |
| OAD 133 | Business Communications | 3 |
| OAD 138 | Records and Information Management | 3 |
| OAD 211 | Medical Terminology | 3 |
| OAD 212 | Medical Transcription | 3 |
| OAD 213 | Adv. Medical Transcription | 3 |
| OAD 214 | Medical Office Procedures | 3 |
| OAD 218 | Office Procedures | 3 |
| | Total credits: | 65 |