

# Office Administration: Medical Transcription Standard Certificate

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:** Standard Certificate

## Area I: Written Composition

Item #	Title	Credits
ENG 101	English Composition I	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 or higher	3

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

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
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
	<b>Total credits:</b>	<b>56</b>