

Medical Transcription One-Year Certificate

Degree Code: SEC-2104

Minimum GPA: 2.0

Minimum Hours: 31

Name: _____ ID: _____ Date: _____

This one-year curriculum is designed to provide the student with those skills necessary for entry-level employment in the medical field as a transcriptionist.

	4	COM 111	Business Computer Systems
	2	COM 280	Microsoft Word
	3	ENG 111 or ENG 124	English Composition I or Technical Communication I
	3	HIT 100	Medical Terminology
	3	HIT 104	Advanced Medical Terminology
	3	HIT 105	Medical Transcription
	1	HIT 111	Professionalism in the Medical Office
	3	HIT 115	Medical Documentation Editing
	1	IMS 115	Proofreading
	3	IMS 121	Beginning Keyboarding
	3	IMS 122	Document Formatting
	3	IMS 227	Office Information Processing I

Possible Career Opportunities

Clinical Medical Transcriptionist, Documentation Specialist, Medical Language Specialist, Medical Secretary, Medical Transcriber, Medical Transcription, Medical Transcription Supervisor, Medical Transcriptionist, Radiology Transcriptionist, Transcriptionist

O*NET Links: www.onetonline.org

SOC Codes: 31-9094.00

I have received a copy and agree to follow this degree audit:

Student: _____ Advisor: _____ Date _____