

MEDICAL TRANSCRIPTIONIST

(CRT.MDTRN) CERTIFICATE

Students will complete coursework in Microsoft Office software, medical transcription, medical terminology, billing and coding, medical software, desktop publishing, keyboarding, and document formatting. Students will also develop interpersonal and communication skills. All courses apply toward one of the Office Assistant degrees.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR

First Semester		Hours
BUS-114	Advanced Formatting *	3.0
ENG-095	Business English	3.0
BUS-063	Medical Transcription (Module 1) *	1.0
BUS-084	Adv Medical Transcription (Module 2) *	1.0
BUS-059	Medical Insurance and Coding	3.0
BIO-050	Basic Anatomy & Physiology	4.0
SEMESTER TOTALS		15.0

Second Semester

CIS-058	Specialized Software Apps	3.0
BUS-115	Processing Info * ++	3.0
BUS-079	Profess Development +++	3.0
BUS-060	Automated Office Procedures * +++	3.0
BUS-082	Medical Transcript Internship *	3.0
BUS-080	Office Professional Seminar	1.0
SEMESTER TOTALS		16.0

Summer Term

MCS-041	Medical Office Terminology	3.0
CIS-160	Practical Software Application	3.0
SEMESTER TOTALS		6.0

TOTAL PROGRAM HOURS **37.00**

- * There are prerequisites, course requisites, or minimum placement test scores for this course.
- ** Electives must be approved by the Program Coordinator
- + Course only offered fall semester
- ++ Course only offered spring and summer semester
- +++ Course only offered spring semester
- ++++ Course offered in summer term only
- ^ SOS 050 Human Relations and PSY 271 Introduction to Psychology cannot be used as a social science elective
- ^^ Consult Academic Advisor for appropriate course
- ^^^ Course requires a 30-hour practicum experience in addition to classroom lecture hours
- ^^^^ ECE 120 and ECE 125 must be taken the same semester

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