

Technical Certificate Medical Transcription

All first-time, full-time students must enroll in either Student Opportunities Seminar (SOS) OR Principles of Collegiate Success (PCS) as determined by entrance exam scores.

| Semester 1 (Fall) | | | |
|---|----------------|---|--|
| Course | Credits | Prerequisite ("C" or Better) | Milestone/Notes |
| DATA 1123 Fundamentals of Information Technology (FIT) | 3 | Keyboarding exam or GBUS1103 recommended | Milestone course, failure to pass may delay degree progress. |
| MEDT 1153 Medical Terminology | 3 | | "C" or better; Fall Only |
| MEDT 1133 Medical Office Administration | 3 | | "C" or better; Fall Only |
| MEDT 1113 Body Systems and Diseases I | 3 | Medical Terminology or concurrently enrolled | Fall Only |
| MEDT 2023 Medical Transcription I | 3 | | "C" or better; Fall Only |
| Hours | 15 | | |
| <i>Students should apply for Certificate of Proficiency in Medical Office Administration</i> | | | |
| Semester 2 (Spring) | | | |
| <i>Choose one:</i> MATH 1143 College Algebra MATH 1163 Quantitative Literacy | 3 | Placement score or Foundations II Placement score or Foundations I | |
| MEDT 2033 Medical Transcription II | 3 | DATA 1123 and MEDT 2023 both with a "C" or better | "C" or better; Spring Only |
| DATA 1213 Word Processing | 3 | Placement score or Keyboarding with a "C" or better | "C" or better; Spring Only |
| MEDT 1213 Body Systems and Diseases II | 3 | Medical Terminology or concurrently enrolled | Spring Only |
| ENGL 1213 Composition I | 3 | Placement score or required remediation | |
| Hours | 15 | | |
| <i>Students should apply for the Certificate of Proficiency in Medical Terminology</i> | | | |
| <i>Students should apply for Technical Certificate in Medical Transcription – Total Hours 30</i> | | | |