

# OFFICE ADMINISTRATION TECHNOLOGY - MEDICAL TRANSCRIPTION - CERTIFICATE OF COMPLETION

<b>Semester 3</b>		
OTEC 2270	Medical Transcription	3
<b>Credits</b>		<b>3</b>
<b>Semester 4</b>		
BCIS 1220	Introduction to MS Word	3
<b>Credits</b>		<b>3</b>
<b>Total Credits</b>		<b>19</b>

Doña Ana Community College 2026-2027 Catalog

## (19 credits)

**NOTE:** Students who lack prior health and/or general office experience may need to take course-related prerequisites.

**NOTE:** Students must earn a final grade of C- or better in all major requirement courses/Technical Requirements and achieve a cumulative grade-point average of at least 2.0.

Students must complete all University certificate requirements to total at least 19 credits. Developmental coursework will not count towards the degree requirements and/or elective credits, but may be needed in order to take the necessary English and Mathematics coursework.

Prefix	Title	Credits
<b>Technical Requirements</b>		
HITP 2208	Medical Office Procedures	3
HLSC 1510	Medical Terminology	3
HLSC 1520	Anatomy and Physiology for Health Careers	4
OTEC 1125	Writing, Proofreading and Editing	3
OTEC 2270	Medical Transcription	3
BCIS 1220	Introduction to MS Word	3
<b>Total Credits</b>		<b>19</b>

## (19 credits)

### A Suggested Plan of Study

The contents of this roadmap may vary depending on initial student placement in mathematics and English. This is only a suggested plan of study for students, and is not intended as a contract. Individual student academic plans may vary. Please contact your academic advisor to create a plan that works for you. Course availability may vary from fall to spring semester and may be subject to modification or change.

**NOTE:** Students must earn a final grade of C- or better in all major requirement courses/Technical Requirements and achieve a cumulative grade-point average of at least 2.0.

Students must complete all University certificate requirements to total at least 19 credits. Developmental coursework will not count towards the degree requirements and/or elective credits, but may be needed in order to take the necessary English and Mathematics coursework.

<b>Semester 1</b>		<b>Credits</b>
HLSC 1510	Medical Terminology	3
HITP 2208	Medical Office Procedures	3
<b>Credits</b>		<b>6</b>
<b>Semester 2</b>		
HLSC 1520	Anatomy and Physiology for Health Careers	4
OTEC 1125	Writing, Proofreading and Editing	3
<b>Credits</b>		<b>7</b>