

OFFICE ADMINISTRATION TECHNOLOGY - MEDICAL TRANSCRIPTION - CERTIFICATE OF COMPLETION

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
Technical Requirements		
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
Total Credits		19