

OFFICE ADMINISTRATION TECHNOLOGY - MEDICAL TRANSCRIPTION - CERTIFICATE OF COMPLETION

(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.

| Semester 1 | | Credits |
|----------------------|---|----------------|
| HLSC 1510 | Medical Terminology | 3 |
| HITP 2208 | Medical Office Procedures | 3 |
| Credits | | 6 |
| Semester 2 | | |
| HLSC 1520 | Anatomy and Physiology for Health Careers | 4 |
| OTEC 1125 | Writing, Proofreading and Editing | 3 |
| Credits | | 7 |
| Semester 3 | | |
| OTEC 2270 | Medical Transcription | 3 |
| Credits | | 3 |
| Semester 4 | | |
| BCIS 1220 | Introduction to MS Word | 3 |
| Credits | | 3 |
| Total Credits | | 19 |