

# Medical Transcription

## Career Studies Certificate

**Purpose:** This program is designed for persons who wish to acquire the training appropriate for employment in the automated medical office. Instruction covers the principles of business communications and medical terminology. Training is provided in machine transcription and in the latest technologies associated with word processing and microcomputers.

**Occupational Objectives:** The majority of these workers are employed in hospitals, physicians' offices, transcription service offices, clinics, laboratories, medical libraries, government medical facilities, or at home. Many medical transcriptionists telecommute from home-based offices as employees or subcontractors for hospitals and transcription services or as self-employed, independent contractors. They may also serve as medical office administrative assistants and document processors.

**Admission Requirements:** General college curricular admission

**Program Notes:** Two of the required courses in the program, AST 201, Keyboarding III, and AST 245, Medical Machine Transcription, require a keyboarding prerequisite skill of 50 words per minute. Students not meeting this keyboarding skill may take AST 101 and AST 102, Keyboarding I and II.

CURRICULUM				
COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
HLT 143	Medical Terminology I	3	0	3
NAS 150	Human Biology	3	0	3
AST 205 <sup>1</sup>	Business Communications	3	0	3
AST 107	Editing/Proofreading Skills	3	0	3
AST 201 <sup>2</sup>	Keyboarding III	3	0	3
AST 141	Word Processing I	3	0	3
AST 245 <sup>3</sup>	Medical Machine Transcription	3	0	3
<b>TOTAL</b>		24	0	24
<sup>1</sup> ENG 111 or equivalent is a prerequisite for AST 205. <sup>2</sup> A keyboarding skill of 50 wpm is a prerequisite for AST 201. Students who do not meet this skill level should consult an advisor. <sup>3</sup> HLT 143 is a prerequisite for AST 245.				

