

DIPLOMA MEDICAL TRANSCRIPTION

The Medical Transcription curriculum prepares individuals to become medical language specialists who interpret and transcribe dictation by physicians and other healthcare professionals in order to document patient care and facilitate delivery of healthcare services.

Students will gain extensive knowledge of medical terminology, pharmacology, human diseases, diagnostic studies, surgical procedures, and laboratory procedures. In addition to word processing skill and knowledge of voice processing equipment, students must master English grammar, spelling, and proofreading.

Graduates should qualify for employment in hospitals, medical clinics, doctors' offices, private transcription businesses, research facilities, insurance companies, and publishing companies. After acquiring work experience, individuals can apply to the American Association for Medical Transcription to become Certified Medical Transcriptionists.

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Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
OST 130	3	Communications:	
OST 164	3	ACA 115	1
MED 121	3	ENG 111	3
OST 135	4	ENG 112 or	3
OST 132	2	ENG 114	3
OST 134	3		
MED 122	3	Total General Education Hours: 7	
OST 149	3		
OST 201	4		
OST 202	4		
OST 136	3		
OST 137	3		
Total Major Hours: 38		TOTAL SEMESTER HOURS: 45	

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Suggested Sequence of Courses

			Class	Hours Lab	Credit
FIRST YEAR					
FALL SEMESTER					
ACA	115	Success and Study Skills	0	2	1
ENG	111	Expository Writing	3	0	3
OST	130	Comprehensive Keyboarding	2	2	3
OST	164	Text Editing Applications	3	0	3
MED	121	Medical Terminology I	3	0	3
			11	4	13
SPRING SEMESTER					
OST	132	Keyboard Skill Building	1	2	2
OST	134	Text Entry and Formatting	2	2	3
OST	137	Office Software Applications	2	2	3
MED	122	Medical Terminology II	3	0	3
OST	201	Medical Transcription I	3	2	4
OST	149	Medical Legal Issues	3	0	3
OST	136	Word Processing	2	2	3
			16	10	21
SUMMER SEMESTER					
OST	202	Medical Transcription II	3	2	4
OST	135	Advanced Text Entry	2	3	4
ENG	114	Prof Research and Reporting or	3	0	3
ENG	112	Argument-Based Research	3	0	3
			8	5	11

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 45