

OFFICE ADMINISTRATION TECHNOLOGY - MEDICAL TRANSCRIPTION - CERTIFICATE OF COMPLETION

Doña Ana Community College 2024-2025 Catalog (18 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 required OATS and HIT 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 18 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 (18 credits)		
HIT 150 or AHS 120	Introduction to Medical Terminology Medical Terminology	3
HIT 158	Advanced Medical Terminology	3
OATS 207	Machine Transcription	3
OATS 208	Medical Office Procedures	3
OATS 223	Medical Transcription I	3
OATS 233	Advanced Medical Transcription	3
Total Credits		18

(18 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 required OATS and HIT 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 18 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
HIT 150 or AHS 120	Introduction to Medical Terminology or Medical Terminology	3
OATS 208	Medical Office Procedures	3
Credits		6

Semester 2		
HIT 158	Advanced Medical Terminology	3
OATS 207	Machine Transcription	3
Credits		6
Semester 3		
OATS 223	Medical Transcription I	3
Credits		3
Semester 4		
OATS 233	Advanced Medical Transcription	3
Credits		3
Total Credits		18