

OFFICE ADMINISTRATION TECHNOLOGY - MEDICAL TRANSCRIPTION - CERTIFICATE OF COMPLETION

(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