

## Business – Certificate/Medical Transcriptionist#

### Certificate of Mastery

Minimum of 43 Credits

NOTE: YOU MUST WORK WITH A FACULTY ADVISOR FOR ENROLLMENT IN THIS PROGRAM.

The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree in Administrative Office Technology.

Program Information: The Medical Transcriptionist option provides training for the individual who enjoys working in the health professions. Students will acquire the basic skills in English grammar, medical terminology, word processing, and machine transcription needed to obtain an entry-level position.

Course #	Course Name	Credits	Type	Prerequisites
<i>Suggested Freshman 1st Semester</i>				
APPM 1313	MATHEMATICS FOR HEALTH CAREERS	3	Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
AOT 1713	(C) BEGINNING WORD PROCESSING APPLICATIONS	3	Major	(R) (W)
AHP 1013	(C) MEDICAL TERMINOLOGY	3	Support	(R)
BIO	BIOLOGICAL SCIENCE	3	Support	
<i>Suggested Freshman 2nd Semester</i>				
AOT 2313	(C) INTERMEDIATE WORD PROCESSING APPLICATIONS	3	Major	(R) (W), AOT 1713 or by Evaluation*
AOT 2033	(C) MEDICAL CODING	3	Major	(R) (W), AHP 1013
AOT 2413	(C) MEDICAL MACHINE TRANSCRIPTION	3	Major	(R) (W), AHP 1013, AOT 1113 and AOT 1713 or by Evaluation**
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	(R) (W) (M), An adequate biology placement test score or BIO 0123 or a college-level biological science class
<i>Suggested Sophomore 1st Semester</i>				
AOT 2453	(C) OFFICE INFORMATION PROCESSING	3	Major	Corequisite: (R) (W), AOT 2313 or by Evaluation*
EMS 1123	PHARMACOLOGY	3	Support	(M), APPM 1313 or MATH 1513; pre- or corequisite BIO 1314
BUS 2033	(C) BUSINESS COMMUNICATION	3	Gen Ed	(R) (W), ENGL 1113 or by Evaluation**
AOT 2663	(C) CAREER EDUCATION/INTERNSHIP	3	Major	(R) (W), by Evaluation*
FA MAJOR	(C) FACULTY APPROVED MAJOR ELECTIVE	3	Major	

*Major Courses: (21 credit hours) Medical Transcriptionist: (C)AOT 1713; (C)AOT 2033; (C)AOT 2313; (C)AOT 2413; (C)AOT 2453; (C)AOT 2660; (C)AOT Faculty Approved Elective*

*General Education Courses: (6 credit hours) English: ENGL 1113; BUS 2033*

*Support Courses: (16 credit hours) (C)AHP 1013; APPM 1313; BIO College-Level Biological Science Elective; BIO 1314; EMS 1123*

*Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate. 1 #Cooperative agreements have been established with Francis Tuttle, Moore Norman and Mid America Technology Center.*

*(C) These courses require a minimum of a "C" grade.*