

**CERTIFICATE OF ACHIEVEMENT**

The transcription program prepares students to become a medical language specialist who is highly skilled in transcribing medical dictation detailing a patient’s health care. As an indispensable part of the health care team, the medical transcriptionist produces medical reports which become permanent records of medical, scientific, and legal value. The Medical Transcriptionist works in hospitals, clinics, medical research and teaching centers, as well as in private medical offices of physicians and surgeons. Recipients of the Certificate of Achievement in Medical Transcription have met the minimum competencies for the American Association for Medical Transcription. Students may apply to take the certification exam to become a Certified Medical Transcriptionist (CMT).

**STUDENT LEARNING OUTCOMES - *Graduates of this program will have the opportunity to:***

- Demonstrate entry level competencies in medical transcription as published by American Association for Medical Transcription.
- Demonstrate skills and abilities necessary to find employment in the field.
- Demonstrate knowledge, skills, and entry level competencies needed to gain employment as a medical transcriptionist.

**GENERAL EDUCATION REQUIREMENTS (3 Credits):**

	CR	SEMESTER
<b>COMMUNICATIONS:</b> ENG 100, 101, 113	3-5	_____

**SPECIAL PROGRAM REQUIREMENTS (28 Credits):**

	CR	SEMESTER
<b>COT 200</b> Word Processing I	3	_____
<b>ENG 107</b> Technical Communications I	3	_____
<b>HHP 123B</b> Introduction to the Human Body	4	_____
<b>HIT 118B</b> Language of Medicine	3	_____
<b>HIT 119B</b> Introduction to Pharmacology and Laboratory Tests	2	_____
<b>HIT 120B</b> Medical Transcription I	4	_____
<b>HIT 122B</b> Medical Transcription II	5	_____
<b>HIT 165B</b> Pathophysiology	4	_____

Computation included in HIT 119B

Human Relations included in HIT 122B

**31**  
Total Credits

Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.