

Recommended Sequence of Courses

First Semester – Fall

AHS 104	Medical Vocabulary/Anatomy	3
AOT 106	Keyboarding Lab I	1
AOT 134	Office Communications	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3

Total 13

Second Semester – Spring

AHS 105	Medical Ethics and Law	2
AOT 107	Keyboarding Lab II	1
*AOT 137	Office Accounting	3
AOT 212	Medical Document Production	3
HIM 110	Health Information Science I	3

Total 12

Third Semester – Fall

AOT 161	Records Management	3
AOT 252	Medical Systems and Procedures	3
HIM 130	Billing and Reimbursement	3
MGT 110	Office Management	3

Total 12

**May substitute ACC 101*

Medical Transcriptionist

Certificate in Applied Science

Credit Requirements: 31 Semester Credit Hours

The Medical Transcriptionist program prepares you to transcribe medical records. Courses cover medical terminology, human anatomy, physiology and skills in information processing. Medical transcriptionists are employed in hospitals, clinics, nursing homes and physicians' offices.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses

First Semester – Fall

AHS 104	Medical Vocabulary/Anatomy	3
AHS 170	Fundamentals of Disease	3
AOT 106	Keyboarding Lab I	1
AOT 134	Office Communications	3
CPT 179	Microcomputer Word Processing	3

Total 13

Second Semester – Spring

AHS 105	Medical Ethics and Law	2
AHS 121	Basic Pharmacology	2
AOT 107	Keyboarding Lab II	1
AOT 122	Medical Transcription	3
BIO 112	Basic Anatomy and Physiology	4

Total 12

Third Semester – Summer

AOT 222	Advanced Medical Transcription	3
AOT 254	Office Simulation	3

Total 6

Microcomputer Business Applications

Certificate in Applied Science

Credit Requirements: 12 Semester Credit Hours

The Microcomputer Business Applications program prepares you for microcomputer (personal computer) business applications specialist jobs. It is for students who are employed in businesses that use or want to use microcomputer word processing, spreadsheet and database software packages. Microsoft Windows, Word, Excel and Access are thoroughly explored in this program.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses

First Semester

CPT 179	Microcomputer Word Processing	3
CPT 101	Introduction to Computers	3

or

CPT 102	Basic Computer Concepts	3
ACC 245	Accounting Applications	3

or

CPT 174	Microcomputer Spreadsheets	3
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Total 9

Second Semester

CPT 172	Microcomputer Database	3
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Total 3