

# DIPLOMA

---

## MEDICAL TRANSCRIPTIONIST

Medical transcriptionists are in demand for hospitals, clinics and doctors' offices. This program provides training in the skills necessary for this increasingly important health professional. The sequence of major offerings begins fall quarter only.

### Curriculum:

**72 Credit Hours**

**Length: 1 year**

### Technical and Basic Requirements:

**48 Credit Hours**

- DP150 Spreadsheet Applications/3
- KY146 Keyboarding I/5
- KY147 Keyboarding II/5
- MO163 Medical Terminology I/3
- MO264 Medical Terminology II/3
- MO272 Medical Coding I/3
- MO273 Medical Coding II/3
- MO278 Understanding Health Insurance/2
- MO279 Medical Terminology III/3
- OP252 Machine Transcription/3
- OP255 Medical Machine Transcription/3
- OP256 Word Language Specialist/3
- OP259 Medical Word Specialist/3
- WP138 Introduction to Word Processing Applications/3
- WP267 Advanced Word Processing Applications/3

### General Education Requirements:

**21 Credit Hours**

- CO179 Introduction to Human Communication/3
- EN180 Composition I/5
- EN200 Composition II/5
- PY177 Introduction to Psychology/3
- UN100 First Year Experience/1
- UN220 Introduction to Diversity Issues/3
- UN292 Portfolio Capstone/1

### Specialized Electives:

**3 Credit Hours**

Choose courses at the 100 or 200 level that are not required in your program.