

**MEDICAL TRANSCRIPTION CERTIFICATE (MEDT)**

***Knight Campus, Warwick only***

***Program offered during daytime only***

The Medical Transcription Certificate program prepares students for employment in the health field. Students are trained in the use of medical terminology, the transcription of various types of medical reports and the handling of medical office duties. Cooperative work experience in a medical office is a requirement of this program. Job opportunities for graduates are projected to remain constant.

**Admissions requirements:** *Students applying to the Medical Transcription Certificate program must be high school graduates (or equivalent) and be able to type at a rate of 25 words per minute or complete the OFTD 1120 course first, which extends the time to complete this program.*

*Certificate program credits may be applied toward an Administrative Office Technology or General Studies degree.*

**TIP:**

*Full-time students should follow this schedule:*

**First semester:**  
*OFTD 1220, 1130, 1180;  
 MEDL 2360, 2350, 2380;  
 BIOL 1070 (17 credits)*

**Second semester:**  
*ADAD 2620 OR MEDL 2910;  
 BIOL 1110; MEDL 2460,  
 2480; OFTD 1280; PSYC  
 1030 (19-20)*

**Where possible, take courses in the order they are listed.**

**MAJOR REQUIREMENTS**

COURSE NO.	COURSE TITLE	CREDITS
<input type="checkbox"/> OFTD 1220 <b>P</b>	Microsoft Office Applications I	4
<input type="checkbox"/> MEDL 2360 <b>C</b>	Medical Document Processing	2
<input type="checkbox"/> MEDL 2350	Medical Terminology	2
<input type="checkbox"/> MEDL 2380 <b>C</b>	Medical Office Transcription I	3
<input type="checkbox"/> OFTD 1130	Editing Skills for Office Communications I	2
<input type="checkbox"/> BIOL 1070 <b>P</b>	Human Anatomy and Physiology	3
<input type="checkbox"/> OFTD 1180	Speech Recognition Software Applications I	1
<input type="checkbox"/> MEDL 2480 <b>P</b>	Medical Office Transcription II	2
<input type="checkbox"/> OFTD 1280	Editing Skills for Office Communications II	3
<input type="checkbox"/> MEDL 2460 <b>P</b>	Medical Office Administration	3
<input type="checkbox"/> ADAS 2620 OR 2910	Office Administration Career Development OR Medical Cooperative Work Experience	3-4
<input type="checkbox"/> PSYC 1030	Psychology of Personal Adjustment	3
<input type="checkbox"/> BIOL 1110 <b>P</b>	Introduction to Pharmacology	1
<b>Total Certificate Credits</b>		<b>32-33</b>

**C** Corequisite: Course required before taking, or while taking, this course. See course description.

**P** This course has a prerequisite. See Course Descriptions section for class hours, prerequisites and corequisites.