

Medical Transcription Concentration (MEDT)

Certificate in Professional Studies (CERT_ADOT)

Knight Campus, Warwick only
Program offered during days only.

The Medical Transcription concentration 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.

Certificate program credits may be applied toward an [Professional Studies](#) or [General Studies](#) degree.

Note: Many courses require prerequisites, corequisites and/or testing. [See course descriptions for details.](#)

RECOMMENDED COURSE SEQUENCE

- First semester: BIOL 1070; OFTD 1120
- Second semester: MEDL 2350; OFTD 1220
- Third semester: OFTD 1130; MEDL 2380
- Fourth semester: MEDL 2360; OFTD 1180, 1280
- Fifth semester: MEDL 2480
- Sixth semester: BIOL 1110; PSYC 1030; MEDL 2910

General Education Requirements

COURSE NO.	COURSE TITLE	COURSE NOTES	CREDITS
OFTD 1120	Microcomputer Keyboarding		3
OFTD 1220	Microsoft Office Applications I		4
MEDL 2360	Medical Document Processing		2
MEDL 2350	Medical Terminology		2
MEDL 2380	Medical Office Transcription I		3
OFTD 1130	Editing Skills for Office Communications I		2
BIOL 1070	Human Anatomy and Physiology		3
OFTD 1180	Speech Recognition Software Applications I		1
MEDL 2480	Medical Office Transcription II		2
OFTD 1280	Editing Skills for Office Communications II		3
MEDL 2910	Medical Cooperative Work Experience		3
PSYC 1030	Psychology of Personal Adjustment		3
BIOL 1110	Introduction to Pharmacology		1
Total General Education Requirements Credits			32

GAINFUL EMPLOYMENT INFORMATION

Most students in this certificate program attend part time and take two courses each semester. Therefore, the average time to complete the Medical Transcription certificate as a part-time student could be six semesters (or 36 months). Students who choose to attend full time and are proficient in keyboarding could complete this certificate program in as few as three semesters (or 18 months). [For more information about the number of CCRI graduates in this program and other important gainful employment information, please visit this page.](#)