

# MEDICAL TRANSCRIPTION Certificate Program

## I. RCTC General Education: Allied Studies Requirements.....3 Credits

### Goal 13: Career and Personal Development

ENGL 1630	English Grammar for Careers	3 cr
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## II. Professionally-Related Business Requirements.....18 Credits

BTEC 1600	Introduction to Medical Terminology	2 cr
BTEC 1650	Quality Issues for Medical Transcription	2 cr
BTEC 1670	Medical Transcription I	3 cr
BTEC 1680	Medical Transcription II	3 cr
BTEC 2460	Computer Voice Technology	1 cr
BTEC 2620	Pathophysiology I	3 cr
BTEC 2630	Pathophysiology II	3 cr

### Option 1 for students enrolling in online delivery of courses:

BTEC 1001	Computer Online Learning	1 cr
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### Option 2 for students enrolling in land-based courses (traditional course delivery):

BTEC 2450	PowerPoint	1 cr
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**TOTAL.....21 Credits**

**NOTE: KEYBOARDING PREREQUISITE:** Students entering this program must be proficient in keyboarding skills at a minimum of 45 net wpm. Students not meeting this requirement should enroll in BTEC 1050 Keyboarding. This class will not count toward the required credits for the program.

**Purpose:** This abbreviated certificate program is designed to train or retrain students for basic medical transcription skills. Students should have an entrance level keyboarding skill of at least 45 words per minute, current office technology skills, and college level English reading and writing skills.

Note: Course descriptions are available on the online catalog site located at <http://www.rctc.edu/catalog/index/html>

Implemented: Fall 2007

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Reviewed: 02/2008

**For additional information on this program, contact:**

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