



**MEDICAL LANGUAGE SPECIALIST
Certificate Program**

Career Curriculum BUS 0075
Certificate Program
Minimum Hrs. 39
Major Code: 1.2 510708W

FALL SEMESTER

Dept. No.	Hrs.	Gr.
BUS 116 Keyboarding I ¹	3	___
BUS 135 Office Language Skills	3	___
BUS 215 Medical Terminology I	3	___
BUS 236 Records Management	1	___
CIS 101 Introduction to Computers	3	___
	13	___

SUMMER SEMESTER

Dept. No.	Hrs.	Gr.
BUS 138 Employment Strategy	1	___
BUS 250 Medical Transcription II	3	___
BUS 251 Medical Transcription Internship	1	___
CIS 208 Security Awareness	3	___
	8	___

SPRING SEMESTER

Dept. No.	Hrs.	Gr.
BIO 105 Anatomy and Physiology	3	___
BUS 117 Keyboarding II ¹	3	___
BUS 216 Medical Terminology II	3	___
BUS 249 Medical Transcription I	3	___
BUS 270 Medical Office Procedures	3	___
BUS 280 Computer Applications for the Medical Office	3	___
	18	___

¹ Proficiency exams are available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) and BUS 117 (requiring 55 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

This is a Gainful Employment Certificate Program of 16 credit hours or more that prepares the student for gainful employment in a recognized occupation. For detailed information regarding program length, cost, average loan debt and completion details, select the following link to the Gainful Employment Worksheet for this program. [Gainful Employment Worksheet–Medical Language Specialist Certificate Program \(BUS 0075\)](http://www.jalc.edu/consumer_information/pdfs/gainful_employment/medical_language_specialist.pdf). You can also access this information by typing the following URL into your browser's address bar:
http://www.jalc.edu/consumer_information/pdfs/gainful_employment/medical_language_specialist.pdf

*John A. Logan College reserves the right to modify this curriculum guide as needed.
Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: Spring 2011
Rev. 03/2012**

Additional Information: This is a one-year certificate program leading to a Certificate of Achievement. It is designed for the individual desiring a document processing position in the medical field. Emphasis is on the study and use of medical terminology in medical transcription. Proficiency can be acquired in the preparation of medical documents.

Career Opportunities: Upon completion of the program, a graduate will be qualified to fill positions in hospitals, clinics, and doctors' offices and perform medical transcription and other related tasks.