



**FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 105	Anatomy and Physiology	3	___
BUS 116	Keyboarding I <sup>1</sup>	3	___
BUS 135	Office Language Skills	3	___
HIT 217	Medical Terminology	3	___
BUS 236	Records Management	1	___
CIS 101	Introduction to Computers OR	3	___
	CIS 207 Computer Applications	16	___

**SUMMER SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 250	Medical Transcription II	3	___
BUS 251	Medical Transcription Internship	1	___
		4	___

**SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 117	Keyboarding II <sup>1</sup>	3	___
HIT 215	Pathophysiology	3	___
BUS 261	MRT Transcription <sup>2</sup>	3	___
BUS 270	Medical Office Procedures	3	___
BUS 280	Computer Applications for the Medical Office	3	___
CIS 105	Current Operating Systems/Security	3	___
		18	___

Spring Only Courses

BUS 270  
BUS 280

<sup>1</sup> Proficiency exams are available for BUS 116 (requiring a production test as well as 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.

<sup>2</sup> Requires a grade of "C" or higher.

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:

[https://www.jalc.edu/files/uploads/global/consumer\\_information/pdfs/gainful\\_employment/medical\\_language\\_specialist.pdf](https://www.jalc.edu/files/uploads/global/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:  
[https://www.jalc.edu/gainful\\_employment/medical\\_transcription/Gedt.html](https://www.jalc.edu/gainful_employment/medical_transcription/Gedt.html)

*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 2017**

**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.