



Cowley College Degree Grid

The Medical Transcription certificate will prepare the student to enter the workforce as an entry-level medical transcriptionist. The well-qualified transcriptionist will gain proficiencies in written and oral communications, medical terminology, medical transcription, business English, and medical office procedures. Students will also acquire skills in proofreading, document formatting, and records management, as well as anatomy and physiology designed for the allied healthcare worker. Professionalism and flexibility are also stressed in the program, as employers are looking for employees who exhibit these characteristics.

Medical Transcription (Vocational Certificate)					
COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2	3	4
TECHNICAL REQUIREMENTS					
<u>OFT1630</u>	Business English	3			
<u>OFT1614</u>	Advanced Document Formatting	3			
<u>ALH1655</u>	Medical Terminology	3			
<u>ALH5244</u>	Medical Office Procedures	3			
<u>ALH5235</u>	Allied Healthcare Provider Anatomy and Physiology	3			
<u>OFT1675</u>	Records Management		3		
<u>ALH1660</u>	Medical Transcription		3		
<u>CAP1517</u>	Advanced Computer Applications		3		
<u>OFT1640</u>	Business Communications		3		
<u>ALH5248</u>	Medical Transcription Field Work Experience I		3		
TOTAL HOURS 30		15	15		

Depending on the individual student's skill level and assessment scores, students may be required to take the necessary basic skill courses (Keyboarding, Basic Document Formatting, and/or Computer Applications) prior to enrolling in the program.