Information Technology - Health Care (232)

Medical Transcriptionist (Certificate)

About Our Program

The program prepares the student for entry-level employment as a medical transcriptionist in hospitals, clinics, doctors' offices, and other medical facilities utilizing dictating and transcribing equipment. The program involves science-based courses in anatomy and medical terminology.

Program Outcomes

Students who complete this program of study will be able to:

- Apply computing knowledge appropriate to the medical office environment.
- Solve problems in the medical office environment.
- Demonstrate professional behavior and ethical conduct.
- Demonstrate appropriate social and communication skills.
- Utilize data to help in the decision making process.

Nature of Work and Employment

The medical transcriptionist transcribes dictated orders and records for patients' permanent files. The student must possess skills and knowledge in science and terminology and have the ability to work with a variety of styles and preferences in dictating. The work is very important to the establishment of a smooth and error-free record-keeping process that is critical to the medical and medical-related fields.

Special Considerations

A workplace experience is encouraged and may be made available.

Program Contacts

Call Highland at 815-235-6121 for the following program contacts:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Carol Engelkens, Information Systems Faculty
- Beth Groshans, Student Advisor

Required Courses — 32 Credit Hours

*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
*	INFT	131	Beginning Microsoft Word	1
*	INFT	132	Intermediate Microsoft Word	1
*	INFT	133	Advanced Microsoft Word	1
*	INFT	140	Beginning Excel	1
*	INFT	145	Beginning Access	1
	ITHC	101	Medical Terminology I	1
*	ITHC	102	Medical Terminology II	1
*	ITHC	103	Medical Terminology III	1
*	ITHC	155	Medical Transcription	2
*	ITHC	157	Advanced Medical Transcription I	1
*	ITHC	158	Advanced Medical Transcription II	1
*	ITHC	159	Advanced Medical Transcription III	1
*	ITHC	220	Anatomy for Information Technology	3
	OCED	250	Workplace Preparation	1
*	OFFT	151	Keyboarding/Formatting I	4
*	OFFT	156	Keyboard Speed and Accuracy	1
*	OFFT	161	Proofreading	1
*	OFFT	162	Pre-Transcription Skills	1
*	OFFT	163	Machine Transcription I	1
*	OFFT	255	Office Procedures	4

Total Credit Hours = 32

* Course has a prerequisite. See course description.

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PROGRAM DESCRIPTIONS

CareerClusters
PATHWAYS TO COLLEGE & CAREER READINESS

Health Science