

GLOUCESTER COUNTY COLLEGE
BUSINESS AND TECHNOLOGY DIVISION

GRADUATION CONTROL SHEET

COMPUTERIZED OFFICE ADMINISTRATION
Medical Transcriptionist
Certificate Program

This certificate program in Computerized Office Administration enables the student to acquire the skills and knowledge needed for employment as a medical transcriptionist. Opportunities in this specialized field exist in hospitals, private offices, insurance companies, pharmaceutical firms, online transcription services, and self-employment.

<u>Course</u>		<u>Credits</u>
_____	ALH 102 Medical Terminology	3
_____	BIO 107 Human Biology	4
_____	BUS 231 Principles of Management	3
_____	COM 101 English Composition I	3
_____	COM 110 Desktop Publishing	3
_____	COA 101 Keyboarding I* or	
_____	COA/BUS Elective	2-3
_____	COA 111 Keyboarding II	2
_____	COA 141 Computerized Information Management	3
_____	COA 214 Machine Transcription	3
_____	COA 220 Office Procedures	4
_____	COA 242 WordPerfect	3
_____	COA 243 Microsoft Word	3
	<u>TOTAL MINIMUM CREDITS:</u>	36

* Students with one year of high school keyboarding with a grade "C" or better may avoid COA 101 Keyboarding I and take a COA/BUS elective. Students should not select CIS 101-107.

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REQUIRED CORE AND ELECTIVE COURSES

			<u>Credits</u>
<u>Allied Health</u>			
Medical Terminology	ALH 102		3
<u>Communications</u>			
English Composition I	COM 101		3
<u>Humanities</u>			
Desktop Publishing	COM 110		3
<u>Science</u>			
Human Biology	BIO 107		4
<u>Business</u>			
Principles of Management	BUS 231		3
Keyboarding I	COA 101	or	
COA/BUS Elective	COA/BUS _____		2-3
Keyboarding II	COA 111		2
Information Management	COA 141		3
Machine Transcription	COA 214		3
Office Procedures	COA 220		4
WordPerfect	COA 242		3
Microsoft Word	COA 243		3
<u>TOTAL MINIMUM CREDITS:</u>			36