

AREA: Medical Secretary/Transcription Certificate

LENGTH: Two semesters (one-year) program

PURPOSE: With an increasing demand for medical office assistants in Virginia, this certificate will prepare individuals for full-time employment upon completion of the community college program. The program is beneficial for individuals who are seeking first-time employment, career advancement or national certification.

OCCUPATIONAL OBJECTIVES: medical office assistant, medical reception, medical secretary, medical transcription or ward clerk

PROGRAM REQUIREMENTS: This program prepares the student to fill medical office assistant, medical secretary and medical transcription positions, and provides fundamental knowledge and skills associated with these medical careers. The curriculum includes courses in transcription, office technology, body structure and function and bio-ethics. Upon satisfactory completion of the program, the graduate is awarded a certificate in medical secretary/transcription.

Course#	Title	Credits
First Semester		
AST 215	Medical Keyboarding ¹ or AST 102 – Keyboarding II ¹	3
AST 271	Medical Office Procedures I ² or AST 243 – Office Administration I ²	3
BIO 100	Basic Human Biology	3
ENG 111	College Composition I	3
HIM 111	Medical Terminology I	3
PHI 227	Bio-Medical Ethics (or PHI 220)	3
SDV 100	College Success Skills or SDV 101 Orientation to Health Professions	1
Total		19
Second Semester		
AST 107	Editing and Proofreading Skills ¹	3
AST 141	Word Processing I ²	3
AST 206	Professional Development	3
AST 245	Medical Machine Transcription ³	3
HIM 112	Medical Terminology II ³	3
HIM 230	Information Systems and Technology in Health Care or AST 230 – Introduction to Office Technology	3
Total		18
Program Total		37

Note: Internship opportunities and a national CPC certification exam may be available to certificate students/graduates.

¹Prerequisite: AST 101 or equivalent skill²Prerequisite: AST 102 or equivalent skill
³Prerequisite: HIM 111