



BUSINESS AND OFFICE TECHNOLOGIES:
TRANSCRIPTIONIST

The Transcriptionist Certificate provides computer competencies, language skills, interpersonal skills and knowledge to obtain positions using word processing systems, equipment, and current business software programs. Emphasizes developing workplace competencies in transcribing in general or medical offices.

Table with 6 columns: Course, Description, GRADE, IP, NEED, UNITS. Rows include BUSOT 40B, 60B, 88, 455, 460, 462B*.

Student Name: _____

ID #: _____

Date: _____

Counselor: _____

Table with 6 columns: Course, Description, GRADE, IP, NEED, UNITS. Rows include BIOL 424, BUSOT 28A, 61, 62, 63A, 64A, 470, 496ABCD.

Table with 1 column: COUNSELOR NOTES. Multiple empty rows for notes.

Plus a minimum keyboarding speed of 50 wam for 5 minutes verified by the Business and Office Technologies Department Proficiency Certificate.

Specialization for the Medical Transcriptionist Certificate: (L335)

Table with 6 columns: Course, Description, GRADE, IP, NEED, UNITS. Rows include BIOL 30, BUSOT 462B*, 475.

*Students must take BUSOT 462B with the specific emphasis (general or medical) for each desired certificate, and must complete specialty courses before enrolling in BUSOT 462B.

In addition to completion of the MAJOR, there are other requirements for the degree, refer to the Chaffey College Graduation Requirement Sheet or see a counselor in the Counseling Center. All courses required for a certificate must be completed with a minimum grade of C.