



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 8, 2008

RESPONSE DEADLINE: January 28, 2008

MEMORANDUM

TO: Select Chief Academic Officers
Colleges Approved to Offer OST 201

FROM: Delores A. Parker, Vice President
Academic and Student Services

SUBJECT: Requested Revision in *Combined Course Library* Course

The System Office has received a request to revise the following course contained in the *Combined Course Library*:

OST 201 Medical Transcription I

Attached is a form requesting your approval or disapproval of the proposed change.
Please complete and return the form to Hilmi Lahoud by January 28, 2008.
You may fax your response to (919) 807-7164. Once the responses have been received at the System Office, the request will be presented to the Curriculum Review Committee for action at their March meeting.

Thank you for your prompt attention to this matter. If you have questions, please contact Hilmi Lahoud at (919) 807-7116 or lahoudh@nccommunitycolleges.edu.

DAP/hl
Attachment

c: Select Presidents
Judith C. Mann
Jennifer Frazelle
Hilmi Lahoud

S08-005
Email

College Recommendation
Course Revision Request
OST 201 Medical Transcription I

Current Course Information:

OST 201	Medical Transcription I	3	2	4
Prerequisites:	OST 136 and OST 164			
Corequisites:	MED 122 or OST 142			

This course introduces dictating equipment and typical medical dictation. Emphasis is placed on efficient use of equipment, dictionaries, PDRs, and other reference materials. Upon completion, students should be able to efficiently operate dictating equipment and to accurately transcribe a variety of medical documents in a specified time. *This course is intended for diploma programs.*

Proposed Prerequisites: OST 136
Proposed Corequisites: MED 122 or OST 142, and OST 164

Rationale of Requesting College: The requesting college believes that the Medical Transcription diploma (D25320) program is designed to be completed within one year of starting the program. The requesting college believes that it is essential to move OST 164 as one of the prerequisites for OST 201 to corequisites in order to be able to offer the diploma in one year. The requesting college believes that such a change will not cause any detriment to the students' success.

_____ We have reviewed the proposed title and **recommend** the adoption of this change for **OST 201**.

_____ We have reviewed the proposed title and **do not recommend** the adoption of this change for **OST 201** for the following reason(s):

_____ We do not offer **OST 201** and wish to decline from making a recommendation.

College: _____

Signature of President: _____ **Date:** _____

Please return this form by **January 28, 2008** to:

Hilmi Lahoud, Program Coordinator Business
Technologies
Program Services
NC Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016
Fax Number: (919) 807-7164