



Career Studies include variable length programs for students. Options amount to the equivalent of one or more semesters of full-time community college work (9-29 credits).

To be admitted to a Career Studies Certificate Program, one must meet the general requirements for admission to the College. Some courses may require prerequisites or demonstrated entry-level proficiency.

Career Studies (221-286-01)

Medical Transcriptionist

	<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
	<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
First Semester			
AST 141 Word Processing I	3	0	3
AST 107 Editing/Proofreading Skills	3	0	3
AST 215 Medical Keyboarding	3	0	3
HIM 111 Medical Terminology I	3	0	3
ITE 100 Intro/Information Systems	3	0	3
Total			15
Second Semester			
AST 245 Med Machine Transcrip.	3	0	3
AST 271 Medical Office Procedures	3	0	3
HIM 112 Medical Terminology II	3	0	3
HLT 145 Ethics/Health Care Prsnl.	2	0	2
SDV 101 Orien to Business Prog	1	0	1
Total			12

27 credits required to graduate

Faculty Contacts

Ms. Sabrina Ward, Ms. Jane Jones

Location: Phillips-Taylor Hall