

*Career Studies*

## **Medical Transcriptionist (075)**

*Lec Lab Crse  
Hrs.Hrs. Cr.*

### **First Semester**

AST 141	Keyboarding I or Word Processing I	3	0	3
AST 107	Editing/Proofreading Skills	3	0	3
AST 215	Medical Keyboarding	3	0	3
HIT 111	Medical Terminology I	3	0	3
ITE 100	Intro/Information Systems	3	0	3
	<b>Total</b>	<b>15</b>	<b>0</b>	<b>15</b>

### **Second Semester**

AST 245	Med Machine Transcrip.	3	0	3
AST 271	Medical Office Procedures	3	0	3
HIT 112	Medical Terminology II	3	0	3
HLT 145	Ethics/Health Care Prsnl.	2	0	2
SDV 100	College Success Skills	1	0	1
	<b>Total</b>	<b>12</b>	<b>0</b>	<b>12</b>

**27 credits required to graduate**

### **Faculty Contacts**

Dr. Ann Davis, Ms. Jane Jones,

Ms. Vickie Ratliff

Location: Phillips-Taylor Hall