



## **Business and Information Technology Administrative Assistant Technology**

### **Medical Transcription Skill Set**

| <b><u>Certificate Requirements:</u></b> |   | <b><u>Credit Hours</u></b> |
|---|---|----------------------------|
| <b>AAT 114</b>                          | <b>Keyboarding II</b>                                     | <b>3</b>                   |
| <b>AAT 136</b>                          | <b>Comprehensive Word Processing</b>                      | <b>3</b>                   |
| <b>AAT 253</b>                          | <b>Medical Transcription*</b>                             | <b>3</b>                   |
| <b>AH 151</b>                           | <b>Medical Terminology** (EDGE)</b>                       | <b>3</b>                   |
| <b>BIOL 257</b>                         | <b>Introduction to Anatomy &amp; Physiology*** (EDGE)</b> | <b><u>3</u></b>            |
| <b>TOTAL HOURS REQUIRED</b>             |   | <b><u>15</u></b>           |

The Medical Transcription Skill Set is of value to office workers who need medical transcription skills for cross-training and/or to increase employment opportunities.

#### **Earn a Degree, Graduate Early (EDGE)**

This skill set provides MCTC students the opportunity to receive credit for their high school EDGE courses as indicated (EDGE).

Students admitted to the Medical Transcription program may substitute the following courses:

\*AAT 244 Beginning Medical Transcription

\*\*AAT 221 Medical Terminology for Transcription

\*\*\*AAT 220 Anatomy & Physiology for Transcription

**Upon completion of the courses, students should notify Billie Brooks, Associate Dean of Student Services, 304-696-3004. Individuals who complete the Skill Set courses will receive a Certificate of Successful Completion.**

#### **For more information contact:**

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