

Medical Transcription

Skill Set

14 Credit Hours

Purpose

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.

The full Medical Transcription Skill Set is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
AH 108 (E)	Medical Terminology	2
OA 103	Basic Document Processing I	3
¹ OA 104	Document Processing II	3
OA 129	Medical Terminology and Transcription	3
OA 155	Advanced Medical Transcription	3

¹OA 103 or previous keyboarding experience is required.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

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