

Career Studies Certificate

Medical Transcriptionist



PURPOSE: If you are seeking postsecondary education programs that are less than conventional one- or two-year programs, MECC has what you are looking for. The Career Studies Certificate is a response to the non-conventional, short-term educational needs of individuals who seek to upgrade occupational skills, learn new skills, or pursue specialized interests. The Career Studies Certificate consists of specialized program options. These options represent a wide variety of career and academic interest course areas. Each option is intended to represent a minimum amount of college course work considered representative of these fields of study and designed as a distinct “mini-curriculum” to meet minimum occupational or adult interest requirements.

PROGRAM REQUIREMENTS: 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. Students lacking prerequisites or entry-level proficiency may be required to enroll in the developmental studies program or prerequisite course.

The Career Studies Certificate includes selected specialized courses within each program option. The range of course credits varies among the program options from a minimum of nine semester credits to a maximum of twenty-nine semester credits. Upon satisfactory completion of one of the program options, the graduate will receive the Career Studies Certificate. Students of the College may earn more than one certificate as program option requirements are satisfied.

Career Studies program options will be offered as community needs are identified and institutional resources permit.

Normally, courses which are associated with the various program options may be offered when all of the following conditions are met:

1. Justifiable student enrollment
2. Adequate facilities are available
3. Qualified instructors are available
4. Adequate financial resources are available.

The College reserves the right to discontinue any Career Studies option if student interest does not justify its continuation

First Year

Fall Semester			
AST	141	Word Processing I	3
AST	107	Editing/Proofreading Skills	3
AST	215	Medical Keyboarding	3
HIM	111	Medical Terminology I	3
HIM	130	Health Care Information Systems	3

Spring Semester			
AST	245	Medical Machine Transcription	3
AST	271	Medical Office Procedures	3
HIM	112	Medical Terminology II	3
HKLT	145	Ethics/Health Care Prsnl.	2
SDV	101	Orientation to Business Prog.	
Total minimum for Certificate:			27

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