Quick Facts about SCC:

Enrollment: 8,275

Average Class Size: Less than 25

In-District Counties: Alexander, Johnson, Massac, Pulaski and Union counties with part of Jackson county.

Collar Counties: Ballard, Livingston and McCracken, Kentucky

Accredited by: North Central Association of Colleges and Schools through 2014.

Financial Aid: 83% of our students receive financial assistance.

Transfer Degrees
- Associate of Arts
- Associate to Science
- Associate of Arts in Agriculture:
  - Plant and Soil Science
  - Animal Science
- Business Management Education
- Natural Resource Management
- Elementary Education
- Associate of Pre-Engineering
- Associate of Engineering Science
- Associate of Fine Arts
- Music Education
- Music Performance

Associate of Applied Science Degrees
- Accounting
- Administrative Assistant
- Agriculture Business and Management
- Associate Degree Nursing
- Automotive Technology
- Business Management

Computer Information Systems
- Cosmetology Technology
- Criminal Justice Technology
- Early Childhood Education
- Electronic Technology
- Fish and Wildlife Management
- Health Information Technology
- Information Process – Management
- Information Process – Technician
- Legal Administrative Assistant
- Major Appliance Technology
- Medical Administrative Assistant
- Medical Lab Technologist
- Occupational Therapy Assistant
- Paraprofessional Educator
- Power Systems Technician
- Social & Human Support Services
- Veterinary Technology

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The program is designed to provide students with the skills needed for entry-level employment in the medical field as a transcriptionist. The primary focus of the program is to teach the student to transcribe physician’s dictation onto a microcomputer and properly prepare various medical reports including history and physical examinations, radiology reports, pathology reports, operative records and discharge summaries. The program includes 150 hours of internship in a medical office.

Medical Transcription is changing oral dictation into written report form. Transcriptionists use transcribing machines with headset and foot pedal to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports, such as emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. The information transcribed may vary from doctor’s office notes to specific hospital reports.

A medical transcriptionist is a medical office assistant, translator, editor, and is a language specialist. They are valuable members of the health care team, who collect, process, store and retrieve medical information.

- **Hospital**
- **Medical Office**
- **Independent Contractor**
- **Medical Transcription Service**
- **Medical Clinic**

### CURRICULUM

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>COM 111 Business Computer Systems</td>
<td>4</td>
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<tr>
<td>HIT 100 Medical Terminology</td>
<td>3</td>
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<tr>
<td>HIT 105 Medical Transcription</td>
<td>3</td>
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<tr>
<td>IMS 115 Proofreading</td>
<td>1</td>
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<tr>
<td>IMS 121 Beginning Keyboarding</td>
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<tr>
<td>IMS 127 Voice Dictation</td>
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<tr>
<td>SEM 111 College Orientation</td>
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<tr>
<td>INT 111 Career Development</td>
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<tr>
<td>COM 280 Microsoft Word</td>
<td>2</td>
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<tr>
<td>ENG 124 Technical Communications</td>
<td>3</td>
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<tr>
<td>or ENG 111 English Composition</td>
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<tr>
<td>HIT 104 Adv Medical Terminology</td>
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<tr>
<td>HIT 110 Adv Medical Transcription</td>
<td>3</td>
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<tr>
<td>IMS 122 Document Formatting</td>
<td>3</td>
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<tr>
<td>IMS 227 Office Information Processing I</td>
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</tr>
<tr>
<td>HIT 193 Medical Tran Internship</td>
<td>2</td>
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</tbody>
</table>

Medical Transcriptionists earn a median yearly salary of $29,400 in Illinois, compared to $30,000 nation-wide. The employment outlook is +13% in Illinois, and +23% in the US by 2014.

*www.careerinfonet.org 2005

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