



# MESSICK ADULT CENTER

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## Estimate of Training Cost for

### MEDICAL TRANSCRIPTIONIST

Successful completion of these courses will prepare the student to work as a medical transcriptionist in a doctor's office, clinic, hospital, or for a transcription service. The medical transcriptionist will use a computer and Dictaphone to transcribe medical reports, doctor's orders, surgical procedures and numerous other related medical documents. The student must develop a fast and accurate keyboarding skill and good working knowledge of computers and word processing, Dictaphone operation, and medical terminology--all of which are required for employment.

Course Title	Instructional Classroom Hours
Computer Keyboarding I & II	48 hours
Computer Applications I & II	60 hours
Business Communications I & II	48 hours
MS Word I & II	48 hours
MS Excel I & II	48 hours
Employability skills I & II	48 hours
Medical Terminology	60 hours
Medical Transcription I & II	48 hours
Academic Lab	24 hours
Internship (Optional)	24 hours
<b>Total Hours</b>	<b>456</b>

\*(Tuition and textbook prices are subject to change)