

Non-credit · Medical Transcript Editor



**PATHWAYS**

*Finding a road to success*

- This is a suggested **MAP** for students interested in this **FIELD**. It does not represent a contract or guarantee course availability.
- Following the **MAP** provides students with the best chance for course transferability.
- This **MAP** is designed for full-time students, but the suggested courses apply to all! Customize a path by **ADDING** semesters, including **SUMMER**.

**Choose ONE course from each row unless otherwise indicated**

Semester 1	Core42?	Credits	Notes
Single course 3 Blocks (Blocks 1, 2, & 3 all required)		0	
Semester Hours: 0/Cumulative Hours: 0			
Semester 2	Core42?	Credits	Notes
Semester Hours: 0/Cumulative Hours: 0			
Semester 3	Core42?	Credits	Notes
Semester Hours: 0/Cumulative Hours: 0			
Semester 4	Core42?	Credits	Notes
Semester Hours: 0/Cumulative Hours: 0			

## Pathway Considerations

### Non-credit · Medical Transcript Editor: Info and Requirements

- [Please note, Credit Hours \(CH\) may vary, for example, if you choose a Foreign Language \(4 CH\) option rather than THE-122 \(3 CH\), or visit \[www.stchas.edu/Pathways\]\(http://www.stchas.edu/Pathways\)](http://www.stchas.edu/Pathways)
- Contact Health Occupations @ 636-922-8284
- IMPORTANT: Core42 has specific requirements if you're pursuing an A.A. degree, often requiring you to take courses from different fields. As an example, for Natural Sciences you cannot take all CHM courses or all BIO courses. You must take a mix of Science courses. Similar restrictions apply to other Core42 categories. Please speak to an Advisor to make sure your courses count towards transfer or a degree.
- Tuition: \$3,199
- This curriculum is owned by Career Step and St. Charles Community College acts as a third-party registration entity for them. Additional information on Career Step and this program can be found at <https://partner.careerstep.com/stcharles>.
- An Internet Service Provider (ISP) and active email account are required for utilization of the online course. The choice of provider and expense are the responsibility of the student.
- A personal computer (PC), and WAVPlayer software for transcribing medical reports by means of the computer are required for the program. A headset (not included) is strongly recommended for clarity of sound. Basic keyboarding skills needed.
- Note: All coursework must be completed within 12 months of registration. The online course is an integrated curriculum designed for use as a one-year independent study program and fits easily into an academic year. Students should anticipate spending 10-15 hours per week on the curriculum to complete the program within 12 months.
- Tuition and fees are due at time of registration and are non-refundable and non-transferable.
- Registration can be done in person at the Center for Healthy Living Office (#1 Academy Place, Dardenne Prairie, MO 63368). Office hours are from 8 a.m.-4 p.m. Monday-Friday. Hours may vary, please call to confirm.
- Registration can be done by fax by completing the Registration Form and faxing it to 636-922-8478. Student will be notified when the registration is complete and be given tuition payment information.
- Registration can be done via email by completing the Registration Form and scanning/emailing it to [kthompson@stchas.edu](mailto:kthompson@stchas.edu). Student will be notified when the registration is complete and be given tuition payment information.
- Registration can be done via mail by completing the Registration Form, including the payment by check or money order, and mailing it to: St. Charles Community College
- 1 Academy Place, Suite 102
- Dardenne Prairie, MO 63368. If student is paying by credit card, they will need to call the Cashiers Office to take care of tuition payment once they are informed that the registration has been received and entered.

### Some Important Things About Pathways...

1. Before **registering** for courses, make an appointment with an **Academic Advisor**. They will help make sure you're taking the right courses and sticking to your path.
2. For course descriptions, visit <https://www.stchas.edu/academics/course-descriptions>
3. To organize courses for your upcoming semesters or to register online, visit the **Student Planning App** in the SCC Portal.
4. The order in which you take your courses may be important. Please check with your **Academic Advisor** to make sure you're not forgetting about course **prerequisites**.
5. If you have questions about your Financial Aid eligibility, contact a **Financial Aid Counselor**.
6. The courses in this map were hand-selected to help you achieve your educational goals, which often includes **course transfer**. SCC does its best ensure all courses **transfer**, though transferability is always up to the transfer institution. (See Core42 for exceptions to this rule.)
7. The simplest plan is for you to **stick to the path**. Changes to maps can be made, but please speak with an advisor, a teacher, and/or potential transfer institutions to ensure your substitutions fit your educational goals and needs.
8. Finding a career interest can help you find your Pathway. Consider visiting **Career Services**—they can help!
9. If you're interested in jobs based in Manufacturing & Industry, contact **Workforce Development**.

### Questions about your Pathway?

Career Questions	Career Services · 636-922-8243 or -8244 · ADM1113
Advising Questions	Academic Advising · 636-922-8241 · ADM1204
Financial Aid Questions	Financial Aid · 636-922-8712 or -8404 · ADM1204
Jobs in Industry or Manufacturing	Workforce Development · 636-922-8474 · HUM 103
Nursing & Allied Health Advising	Email: <a href="mailto:alliedhealth@stchas.edu">alliedhealth@stchas.edu</a> · ADM1204

For more information on Pathways, visit [www.stchas.edu/Pathways](http://www.stchas.edu/Pathways)

