



# Business *Skills* College

Business • Technology • Healthcare

## Course Information:

### **Advanced Medical Transcription**

#### **UPGRADE YOUR EXISTING SKILLS**

Graduates of the Medical Office Administration or those with an existing transcription background can choose to challenge themselves with Advanced Medical Transcription. Every doctor's office, medical clinic, pharmaceutical company and research and development firm have need for transcriptionists and those with better skills will secure the better positions in the healthcare field.

#### **INCREASED SKILLS MEAN INCREASED OPPORTUNITY**

This 10-week course will hone your skills as you expand your knowledge in areas such as pharmacology, anatomy and internet research while exposing you to real-world case examples and CD-ROM recordings of doctors from around the globe. Gain confidence while you increase your skills and your earning potential.

#### **USE THE FLEXLEARN™ SYSTEM TO CERTIFY IN LESS THAN 10 WEEKS**

With the Flexlearn™ system, you can upgrade your existing skills in 10 weeks or less.

- Additional FREE electives are possible
- Flexible schedules - work around your family and home schedule
- Extra assistance when YOU need it with one-on-one assistance from qualified instructors
- Customized courses can be created for you