TECHNICAL CERTIFICATE
MEDICAL RECEPTIONIST
2011 - 2012

GENERAL EDUCATION CORE		REQ	COMP	NEED
COMM 101	Principles of Speech **OR**	3		
COMM 202	Interpersonal Communications			
HRPT 185	Human Relations in Organizations **OR**	3		
PSYC 101	Intro to Psychology			
	TOTAL	6		

PROGRAM REQUIREMENTS		REQ	COMP	NEED
CITPT 102	Computerized Ten-key	1		
CITPT 110	Business Computer Skills	3		
GNBPT 122	Business English	3		
GNBPT 202	Prof Math Applications **OR**	3		
MTHPT 137	Math for Technology (4cr) **OR**			
MTHPT 130	Math for Business Analysis (4cr)			
HLTH 288	Basic First Aid/CPR/AED	1		
MEDPT 172	Medical Terminology	4		
MEDPT 175	Adm Medical Assisting I	3		
MEDPT 251	Medical Transcription I	3		
MEDPT 259	Patient Record Systems	3		
WRPPT 200	Word Processing	3		
Completion of a Technical Skills Assessment is required				
	TOTAL	27		

SUMMARY			
GENERAL EDUCATION	6		
PROGRAM REQUIREMENTS	27		
TOTAL	33		

NOTES, SUBSTITUTIONS & WAIVERS