Student Name | ID Number

ADVANCED TECHNICAL CERTIFICATE
ADMINISTRATIVE MEDICAL ASSISTANT

TECHNICAL CERTIFICATE
MEDICAL TRANSCRIPTION
2008 - 2009

ATC	
CERT	

Technical Certificate - Medical Transcription

GENERAL EDUCATION		REQ	COMP	NEED
HRPT 185	Human Relations in Organizations **OR**	3		
PSYC 101	Intro to Psychology			
	TOTAL	3		

PROGRAM REQUIREMENTS		REQ	COMP	NEED
CITPT 110	Business Computer Skills	3		
GNBPT 122	Business English	3		
GNBPT 202	Business Math **OR**	3		
MTHPT 123	Math for Technology (4cr) **OR**			
MTHPT 130	Math for Business Analysis (4cr)			
GNBPT 222	Proofreading	3		
MEDPT 172	Medical Terminology	4		
MEDPT 175	Adm Medical Assisting I	3		
MEDPT 251	Medical Transcription I	3		
MEDPT 252	Clinical Experience Work-based learning	3		
MEDPT 261	Medical Transcription II	3		
	TOTAL	28		

SUMMARY			
GENERAL EDUCATION	3		
PROGRAM REQUIREMENTS	28		
TOTAL	31		

ATC - Administrative Medical Assistant

GENERAL EDUCATION		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
ACCPT 101	Basic Accounting I	3		
ACCPT 214	Computerized Accounting	1		
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 123	Math for Technology (4cr) **OR**			
MTHPT 130	Math for Business Analysis (4cr)			
GNBPT 222	Proofreading	3		
GNBPT 245	Business Writing	3		
HLTH 288	CPR/AED/Prof Rescuer	1		
MEDPT 172	Medical Terminology	4		
MEDPT 175	Adm Medical Assisting I	3		
MEDPT 251	Medical Transcription	3		
MEDPT 252	Clinical Experience Work-based learning	3		
MEDPT 259	Patient Record Systems	3		
MEDPT 275	Medical Office ICD9/CPT Coding	3		
MGTPT 220	Supervision	3		
WRPPT 200	Word Processing	3		
	TOTAL	46		

SUMMARY			
GENERAL EDUCATION	6		
PROGRAM REQUIREMENTS	47		
TOTAL	52		

NOTES, SUBSTITUTIONS & WAIVERS

Division Chair **Date**

Advisor **Date**