Student Name | ID Number

ADVANCED TECHNICAL CERTIFICATE
ADMINISTRATIVE MEDICAL ASSISTANT

TECHNICAL CERTIFICATE
MEDICAL TRANSCRIPTION
2009 - 2010

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 137	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 137	Math for Technology (4cr)	**OR**			
MTHPT 130	Math for Business Analysis (4cr)				
GNBPT 222	Proofreading		3		
GNBPT 245	Business Writing		3		
HLTH 288	Basic First Aid/CPR/AED		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**