

CAREER & TECHNICAL EDUCATION CERTIFICATE

BUSINESS: Medical Transcription Career and Technical

PROGRAM WORKSHEET AND GRADUATION REQUIREMENTS

Student Name _____ Advisor _____ Ext: _____

Aims # _____ Evaluator _____ Date: _____

<u>Course Number</u>	<u>Requirements</u>	<u>Required Credits</u>	<u>Term</u>	<u>Transfer Credits</u>	<u>Taken</u>	<u>Needs</u>
BIO 106	Basic Anatomy & Physiology	4	_____	_____	_____	_____
BTE 120	Electronic Office Procedures	3	_____	_____	_____	_____
BTE 129	Business Telecommunications I	.5	_____	_____	_____	_____
BTE 130	Combined Bookkeeping Applications	2	_____	_____	_____	_____
BTE 225	Administrative Office Management	3	_____	_____	_____	_____
BTE 226	Machine Transcription	3	_____	_____	_____	_____
BUS 217	Business Communication and Report Writing	3	_____	_____	_____	_____
BUS 281	Internship Medical	2	_____	_____	_____	_____
HPR 178	Seminar: Medical Terminology	3	_____	_____	_____	_____
MOT 110	Medical Office Administration	4	_____	_____	_____	_____
MOT 120	Medical Office Financial Management	3	_____	_____	_____	_____
MOT 132	Medical Transcription I	4	_____	_____	_____	_____

TOTAL CREDITS FOR CERTIFICATE 34.5