

**Technical Certificate
in Medical Transcription
Catalog 2011-2012**

Student Name: _____

Student ID: _____

				Taken at PTC	Complete	Incomplete
General Education - 3 Credit Hours (Choose one of the following classes)						
	MATH	1301	College Business Mathematics			
	MTH	1103	Technical Mathematics I			
Business and Related Courses - 27 Credit Hours						
	BUS	1243	Business Communications			
	MET	1103	Medical Terminology I			
	MET	1513	Writing for Health Professions			
	MET	1203	Medical Transcription I			
	MET	1213	Introduction to Human Anatomy			
	MET	1303	Medical Terminology II			
	MET	1403	Medical Transcription II			
	MET	1413	Disease Processes			
	BUS	1513	Introduction to Word Processing/Microsoft® Word			
Required Electives - 6 Credit Hours (Choose two of the following classes)						
	MET	1503	Medical Office Practices			
	MET	1613	CPT Procedural Coding I			
	MET	2303	Diagnosis Coding			