

**2011-2012 Requirements for the Certificate of Proficiency
Medical Transcription***

Legend

- U = Class is open to any student even if placed in CP
- R= Reading level prerequisite required to take this course (or the appropriate placement test score)
- E= English prerequisite required to take this course (or the appropriate placement test score)
- M = Math prerequisite required to take this course (or the appropriate placement test score)
- P = This course has a prerequisite

College Prep Courses

Some or all of the following College Prep courses may be required depending on placement test scores. The grades received in these courses (A[^], B[^], C[^], or D[^]) are not used in calculating the GPA. If an F is received it is used in calculating the GPA. No CP courses count toward a degree.

- U CP 01003 College Reading Skills
- R CP 01113 Adv Reading Techniques
- U CP 02003 College Writing Skills
- E CP 02343 Intro. to Composition
- U CP 04003 Basic Mathematics Skills
- M CP 04783 Beginning Algebra
- M CP 04803 Intermediate Algebra

***This worksheet is a guide for this degree (2011-2012 catalog). The Degree Plan in the appropriate catalog should be consulted when making your course selections.**

Certificate Core

- OT 21093 Medical Terminology for Transcription
- P OT 21103 Human Disease For Transcription
- OT 21113 Legal Aspects of the Medical Office
- OT 21043 Machine Transcription

Graduation Information

- C or above in all required courses
- Certification/Competency exams as may be required by the department for the purpose of program assessment
- Submitted application for Graduation to Registrar and paid fee in Business Office
- The last 15 hours completed at ANC
- Completed at least 12 hours