

**Office Technology – Medical Transcriptionist  
Certificate of Proficiency  
Program Planning Sheet**

Student Name: \_\_\_\_\_

Catalog Year: 2001-2002

Soc. Sec. Number: \_\_\_\_\_

Course Number	Required Course	Credits Required	Credits Earned	Planning
BIOL 108	Human Anatomy and Physiology	6		
CMSY 102	Beginning Word Processing	1		
HEED 118	Introduction to Pharmacology	1		
OFFI 176	English for the Office Professional	3		
OFFI 279	Keyboarding	1		
OFFI 290	Medical Terminology	2		
OFFI 102	Editing Skills for Word Processors	3		
OFFI 293	Beginning Medical Transcription	3		
OFFI 297	Advanced Medical Transcription	2		

**NOTES:**

Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

GPA: \_\_\_\_\_

Students are responsible for fulfilling all graduation requirements, including a 2.0 cumulative GPA in all coursework completed at HCC 070501