

**Office Technology – Medical Transcription  
Certificate of Proficiency  
Program Number 152**

Student Name: \_\_\_\_\_  
 Soc. Sec. Number: \_\_\_\_\_  
 Student ID Number: \_\_\_\_\_

Catalog Year: 2004-2005

| Course Number | Required Course                  | Credits Required | Credits Earned | Planning |
|---------------|----------------------------------|------------------|----------------|----------|
| CMSY 102      | Beginning Word Processing        | 1                |                |          |
| HEED 118      | Introduction to Pharmacology     | 1                |                |          |
| OFFI 177      | Grammar for Your Job             | 2                |                |          |
| OFFI 279      | Keyboarding                      | 1                |                |          |
| OFFI 290      | Medical Terminology              | 2                |                |          |
| OFFI 102      | Editing Skills                   | 3                |                |          |
| OFFI 270      | Medical Transcription Techniques | 3                |                |          |
| OFFI 293      | Beginning Medical Transcription  | 3                |                |          |
| OFFI 297      | Advanced Medical Transcription   | 3                |                |          |

**NOTES:**

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

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

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