

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

Student Name: _____

Catalog Year: 2005-2006

Student ID Number: _____

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: _____