

**Medical Transcriptionist - Office Technology
Certificate of Proficiency
Program Number 152**

Student Name: _____

GPA _____

Catalog Year: 2008-2009

Student ID Number: _____

Advisor _____

Date _____

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		

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