



**Certificate of Proficiency in Medical Transcription
2013-2014 Degree Plan**

Suggested Course Sequence

18 Credit Hours

Course Number	Course Title	Prerequisites	Semester Completed	Grade
FIRST SEMESTER (FALL) - 9 CREDIT HOURS				
OT 11003 OT 21083	Beginning Keyboarding OR Word Processing-MS Word	Demonstrated keying speed of 30 wpm required for Word Processing.		
OT 21093	Medical Terminology for Transcription			
OT 21103	Human Disease for Transcription	OT 21093 Medical Terminology for Transcription (Pre or co-requisite)		
SECOND SEMESTER (SPRING) - 9 CREDIT HOURS				
OT 21043	Machine Transcription	Keyboarding ability of 30 wpm and knowledge of WP software		
OT 21153	Advanced Medical Transcription			
OT 21113	Legal Aspects of the Medical Office			

*Prerequisite courses should be completed as early as possible.

NOTE: To receive a Certificate of Proficiency, a C or above is required in all courses.

*OT 21093 and OT 21103 must be completed prior to enrolling in OT 21043 and OT 21153.