



**Certificate of Proficiency in Medical Transcription  
2015-2016 Degree Plan**

Course Sequence

18 Credit Hours

Course Number	Course Title	Prerequisites*	Semester Completed	Grade
<b>FIRST SEMESTER (FALL) - 9 CREDIT HOURS</b>				
OT 11003 OT 21083	Beginning Keyboarding OR Word Processing-MS Word	Demonstrated keying speed of 30 nwpm 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)		
<b>SECOND SEMESTER (SPRING) - 9 CREDIT HOURS</b>				
OT 21043	Machine Transcription	Keyboarding ability of 30 nwpm and knowledge of WP software		
OT 21153	Advanced Medical Transcription	Co-requisite: OT 21043 Medical Transcription		
OT 21113	Legal Aspects of the Medical Office			

*\*Prerequisites must be completed with a grade of C or higher before enrolling in the required course.*

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

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