



**Certificate of Proficiency in Medical Transcription
2012-2013 Degree Plan**

Suggested Course Sequence

12 Credit Hours

Course Number	Course Title	Prerequisites	Semester Completed	Grade
FIRST SEMESTER - 6 CREDIT HOURS				
OT 21093	Medical Terminology for Transcription			
OT 21103	Human Disease for Transcription	OT 21093 Medical Terminology for Transcription (Pre or co-requisite)		
SECOND SEMESTER - 6 CREDIT HOURS				
OT 21043	Machine Transcription	Keyboarding ability of 30 wpm and knowledge of WP software		
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.