

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

DATE: \_\_\_\_\_

**OFFICE MANAGMENT  
Medical Transcription Certificate  
2010-2011**

<b>First Term</b>		<b>Cert.</b>	<b>GRADE</b>
BIO 201*	Human Anatomy & Physiology I	4	_____
HIT 117*	Pathology & Pharmacology I for HIT	2	_____
OAD 211	Medical Terminology	3	_____
OAD 212*	Medical Transcription	3	_____

<b>Second Term</b>			
BIO 202	Human Anatomy & Physiology II	4	_____
HIT 151	Health Data Content & Structure	3	_____
OAD 213	Advanced Medical Transcription	3	_____
OAD 214*	Medical Office Procedures	3	_____
OAD 247	Special Topics	1	_____

**CREDIT HOUR TOTAL                      26**

*\*OAD 212 prerequisites: OAD 101 and OAD 103 (OAD 103 may be challenged)*

*\*OAD 214 prerequisite: OAD 101*