

NAME: _____ SS#: _____

DATE: _____

OFFICE MANAGMENT
Occupational Certificate – Medical Transcription Option
2010-2011

First Term		Occ. Cert.	GRADE
BUS 100	Introduction to Business	3	_____
CIS 130*	Introduction to Information System	3	_____
ENG 101	English Composition I	3	_____
MTH 100	Intermediate College Algebra or		
MTH 246	Mathematics of Finance	3	_____
OAD 101*	Beginning Keyboarding	3	_____

Second Term			
BIO 103	Principles of Biology I	4	_____
BUS 241	Principles of Accounting I	3	_____
OAD 103*	Intermediate Keyboarding	3	_____
OAD 138	Records/Information Management	3	_____
OAD 211	Medical Terminology	3	_____

Third Term			
BIO 201	Human Anatomy & Physiology I	4	_____
HIT 130	HIT Classification and Reimbursement	3	_____
OAD 125*	Word Processing	3	_____
OAD 212	Medical Transcription	3	_____

Fourth Term			
BIO 202	Human Anatomy & Physiology II	4	_____
BUS 215	Business Communication	3	_____
OAD 213	Advanced Medical Transcription	3	_____
OAD 214	Medical Office Procedures	3	_____
OAD 247	Special Topics	3	_____

CREDIT HOUR TOTAL **60**

**CIS 130, OAD 101, and OAD 103 may be challenged.*