



Medical Transcriptionist Short-Term Certificate

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			STUDENT PROGRESS	
			<u>Grade</u>	<u>Term Completed</u>
Area V – Professional, Major and Elective Courses:	25			
• BIO 120 - Medical Terminology	3		_____	_____
• OAD 101 - Beginning Keyboarding	3		_____	_____
• OAD 103 - Intermediate Keyboarding	3		_____	_____
• OAD 104 - Advanced Keyboarding	3		_____	_____
• OAD 125 - Word Processing	3		_____	_____
• OAD 212 - Medical Transcription	3		_____	_____
• OAD 213 - Advanced Medical Transcription	3		_____	_____
• OAD 215 - Health Information Management	3		_____	_____
• ORI 101 - Orientation to College	1		_____	_____
Total Hours Required for Certificate:	25			

