

Medical Transcription – Health Records

Ontario College Certificate

Program Tracking Sheet

Student Name: _____

Student #: _____

Use this sheet to help you keep track of your progression through the program. Note that the order of the courses listed below is not necessarily a recommended order of completion.

Mandatory Courses (6)	Prerequisite	Complete
OFAD1011 Medical Terminology 1	None	
OFAD1012 Medical Keyboarding	OFAD1011 (can be taken concurrently)	
OFAD1013 Writing Grammatically	None	
OFAD1014 Beginning Medical Transcription	OFAD1011, OFAD1012	
OFAD1015 Advanced Medical Transcription	OFAD1014	
OFAD1016 Functions in the Medical Office	None	
Optional Courses (choose 2)		
OFAD1017 Essentials in Health Records Management	None	
OFAD1018 Dental Terminology	None	
OFAD1019 Medical OHIP Billing	OFAD1011	
Communications Courses (2)		
COMM1024 Communications 1	None	
COMM2025 Communications 2	COMM1024 (or COMM1018 or COMM1016 or COMM1000)	
General Education Courses (Choose 2)		
GNED1046 Cults and Terrorism	None	
GNED1050 Hockey Hall of Fame	None	
GNED1051 Myths and Legends	None	
GNED1053 What in the World is Going On	None	
GNED1057 Astronomy	None	
GNED1058 Growing up Digital	None	
GNED1086 Westerns: A Study in Film	None	

If you are viewing this document electronically, clicking on the course titles will direct you to the course listings on the Part-time Studies website where you can view course descriptions, fees, and availability.

The passing grade for all courses is 50%, or letter grade of P (Pass) or S (Satisfactory) unless otherwise noted. The passing weighted average for promotion through each semester of a program is 60% and is a requirement to graduate.

Last updated December 3, 2024