

# Office Administration – Medical Program Plan Checklist



Name: \_\_\_\_\_

Program Start Date: \_\_\_\_\_

Student ID: \_\_\_\_\_

GPA \_\_\_\_\_

Semester	Course #	Course Name	Prerequisite	Co-requisite	Grade	Credit Value
One	AC1100	Bookkeeping I	None			4
	CM1100	Writing Fundamentals	None			3
	DM1200	Document Production I	None			6
	EP1110	Introduction to Business	None			4
	OF1100	Office Management I	None			3
Two	AC2100	Bookkeeping II	AC1100			4
	CM2110	Business Writing Fundamentals	CM1100			3
	CP2310	Electronic Spreadsheet Applications	None			3
	DM1210	Document Production II	DM1200			5
	KB1150	Keyboarding I	None			1
	OF1101	Office Management II	None			3
Three	DM1300	Transcription I	CM1100, DM1200			3
	CP2410	Micro Database Applications	None			3
Four	BL1330	Anatomy	None			4
	CM2200	Oral Communications	None			2
	DM1400	Medical Transcription I	DM1210, DM1300	TM1100		3
	DM2200	Document Production III	DM1210			6
	OF2400	Medical Office Management I	OF1101			3
	TM1100	Medical Terminology I	None			2
Five	DM1401	Medical Transcription II	DM1400, TM1100	TM2100		4
	DM2240	Document Production IV	DM2200, CP2310 & CP2410			5
	KB1151	Keyboarding II	KB1150			1
	OF2300	MCP Billing	TM1100	TM2100		2
	OF2401	Medical Office Management II	OF2400			4
	OF2700	Capstone Project	OF2400			2
	TM2100	Medical Terminology II	TM1100			2
Six	OJ1920	Work Exposure (Six Weeks)	Successful completion of all courses in the OA program with a minimum GPA of 2.0.			



**NOTE:**

- Prerequisites/Co-requisites - When registering for courses, please take note of the prerequisites/co-requisites. A prerequisite must be completed before registering for a subsequent course. A co-requisite must be completed in conjunction with the indicated course.
- Students must achieve a typing speed of 40 net words per minute at the end of Semester Five in order to be eligible for the Office Administration – Medical diploma from the College.
- Students are required to complete CPR and Red Cross or St. John Ambulance Emergency First Aid in Semester three or four. A copy of the certificate must be submitted to Distributed Learning.
- Students must achieve a grade point average of 2.0 or greater to meet graduation requirements. Use the GPA calculation table to calculate your GPA.
- This document is for planning purposes only. Official confirmation of course completion and grades are obtainable from Student Services.