



Your Medical Transcription Course is self-paced, so you can work on your own schedule and determine your timeline. Research has proven that the most successful students set a goal to complete their studies—the sooner you complete your coursework and earn your certificate, the sooner you are on your way to a new career!

First, determine your completion goal. Would you like to be working as a Medical Transcriptionist in as little as a few months? Or if you are not in a hurry, you can take up to one year. The choice is yours!



Take a moment to write your goal date down on a calendar and on sticky notes on your fridge or on your bathroom mirror—wherever you will see your goal each day.

Here are some suggested coursework schedules to help you reach your goal.

16 Week Schedule

Week 1	Lessons 1, 2, 3, 4 and 5 – Quizzes 1, 2, 3 and 4
Week 2	Lessons 6, 7, 8, 9 and 10 – Quizzes 5, 6 and 7
Week 3	Lessons 11, 12, 13, 14 and 15 – Quizzes 8 and 9
Week 4	Lessons 16, 17, 18 and 19 – Quizzes 10 and 11
Week 5	Lessons 20, 21, 22 and 23 – Quizzes 12 and 13
Week 6	Lessons 24, 25, 26 and 27 – Quizzes 14 and 15
Week 7	Lessons 28 and 29 – Quiz 16
Week 8	Lessons 30 and 31 – Quiz 17

Week 9	Lesson 32 – Quiz 18
Week 10	Lesson 33 – Quiz 19
Week 11	Lesson 34 – Quiz 20
Week 12	Lesson 35 – Quiz 21
Week 13	Lesson 36 – Quiz 22
Week 14	Lesson 37 – Quiz 23
Week 15	Lesson 38 – Quiz 24
Week 16	Lesson 39 – Quiz 25

20 Week Schedule

Week 1	Lessons 1, 2, 3 and 4 – Quizzes 1, 2, 3 and 4
Week 2	Lessons 5, 6, 7 and 8 – Quizzes 5, 6 and 7
Week 3	Lessons 9, 10, 11 and 12 – Quiz 8
Week 4	Lessons 13, 14, 15 and 16 – Quizzes 9 and 10
Week 5	Lessons 17, 18 and 19 – Quiz 11
Week 6	Lessons 20 and 21 – Quiz 12
Week 7	Lessons 22 and 23 – Quiz 13
Week 8	Lessons 24, 25 and 26 – Quiz 14
Week 9	Lesson 27 – Quiz 15
Week 10	Lesson 28 – Quiz 16

Week 11	Lessons 29 and 30
Week 12	Lesson 31 – Quiz 17
Week 13	Lesson 32 – Quiz 18
Week 14	Lesson 33 – Quiz 19
Week 15	Lesson 34 – Quiz 20
Week 16	Lesson 35 – Quiz 21
Week 17	Lesson 36 – Quiz 22
Week 18	Lesson 37 – Quiz 23
Week 19	Lesson 38 – Quiz 24
Week 20	Lesson 39 – Quiz 25

24 Week Schedule

Week 1	Lessons 1, 2 and 3 – Quizzes 1, 2 and 3
Week 2	Lessons 4, 5 and 6 – Quizzes 4 and 5
Week 3	Lessons 7, 8 and 9 – Quizzes 6 and 7
Week 4	Lessons 10 and 11 – Quiz 8
Week 5	Lessons 12, 13 and 14 – Quiz 9
Week 6	Lessons 15 and 16 – Quiz 10
Week 7	Lessons 17, 18 and 19 – Quiz 11
Week 8	Lessons 20 and 21 – Quiz 12
Week 9	Lessons 22 and 23 – Quiz 13
Week 10	Lessons 24, 25 and 26 – Quiz 14
Week 11	Lesson 27 – Quiz 15
Week 12	Lesson 28 – Quiz 16

Week 13	Lesson 29
Week 14	Lesson 30
Week 15	Lesson 31 – Quiz 17
Week 16	Lesson 32 – Quiz 18
Week 17	Lesson 33 – Quiz 19
Week 18	Lesson 34 – Quiz 20
Week 19	Lesson 35 – Quiz 21
Week 20	Lesson 36 – Quiz 22
Week 21	Lesson 37 – Quiz 23
Week 22	Lesson 38 – Quiz 24
Week 23	Lesson 39 – Start Quiz 25
Week 24	Finish Quiz 25

Still need more time? Check out our 28-week schedule on the next page.

28 Week Schedule

Week 1	Lessons 1, 2 and 3 – Quizzes 1, 2 and 3
Week 2	Lessons 4, 5 and 6 – Quizzes 4 and 5
Week 3	Lessons 7, 8 and 9 – Quizzes 6 and 7
Week 4	Lessons 10 and 11 – Quiz 8
Week 5	Lessons 12, 13 and 14 – Quiz 9
Week 6	Lessons 15 and 16 – Quiz 10
Week 7	Lessons 17, 18 and 19 – Quiz 11
Week 8	Lessons 20 and 21 – Quiz 12
Week 9	Lessons 22 and 23 – Quiz 13
Week 10	Lessons 24, 25 and 26 – Quiz 14
Week 11	Lesson 27 – Quiz 15
Week 12	Lesson 28 – Start Quiz 16
Week 13	Finish Quiz 16
Week 14	Lesson 29

Week 15	Lesson 30
Week 16	Lesson 31 – Start Quiz 17
Week 17	Finish Quiz 17
Week 18	Lesson 32 – Quiz 18
Week 19	Lesson 33 – Quiz 19
Week 20	Lesson 34 – Quiz 20
Week 21	Lesson 35 – Quiz 21
Week 22	Lesson 36 – Quiz 22
Week 23	Lesson 37 – Start Quiz 23
Week 24	Finish Quiz 23
Week 25	Lesson 38 – Start Quiz 24
Week 26	Finish Quiz 24
Week 27	Lesson 39 – Start Quiz 25
Week 28	Finish Quiz 25