Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.2023.CA) Major requirements (23-24 units minimum) A grade of "C" or better is required in the following courses:	units	completed	in progress	planned
OT 1 – Computer Basics	1.5			
OT 6 – Data Entry Essentials	1.5			
OT 9 – Beginning Keyboarding	1			
OT 10 – Medical Terminology	3			
OT 11A – Microsoft Word Essentials	1.5			
OT 11C – Word Processing Projects	1.5			
OT 16 – Preparing for a Job Interview	1			
OT 17 – Job Retention and Responsibilities	1			
OT 28 – Medical Manager	1.5			
OT 41 – Medical Administrative Assistant	3			
OT 42 – Medical Document Preparation	3			
OT 44 – Filing Procedures	1.5			
OT 46 – Championship Typing (taken twice) *or* OT 7 – Speed Typing on Computers and OT 46 – Championship Typing	2-3			

Note: See Suggested Scheduling Guide on back.

Faculty Advisors: Mrs. Toni Ensz (Reedley), Mrs. Pam Gilmore (Reedley), and Mrs. Francine Underwood (Madera)

SUGGESTED SCHEDULING GUIDE
FOR CERTIFICATE OF ACHIEVEMENT CLASSES

1ST 9 Weeks		2ND Semester	
1ST 9 Weeks	2ND 9 Weeks	1ST 9 Weeks	2ND 9 Weeks
OT 1	OT 11A	OT 11C	OT 6
OT 9	OT 46	OT 46	**OT 17
OT 44	OT 28	**OT 16	
*OT 10		*OT 42	
*OT 41			

* Full semester class
** Rotates 1ST/2ND 9 weeks