



**OFFICE TECHNOLOGY
MEDICAL ADMINISTRATIVE ASSISTANT
2016-2017**

Name: _____

ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.2023.CA) Major requirements (25-28 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 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 150 – Beginning Keyboarding	1			
OT 151 – Championship Keyboarding	1			
OT 152 – Speed Typing	1			
Select one course from: (units in parenthesis)				
ENGL 1A – Reading and Composition (4)				
ENGL 105 – Grammar and Punctuation (2)	2-5			
ENGL 125 – Writing Skills for College (4)				
ENGL 130 – Accelerated Writing (5)				

Note: See Suggested Scheduling Guide on back.

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

OFFICE TECHNOLOGY
MEDICAL ADMINISTRATIVE ASSISTANT
CERTIFICATE OF ACHIEVEMENT (CA)
 (R.2023.CA)

SUGGESTED SCHEDULING GUIDE
FOR CERTIFICATE CLASSES

1 ST Semester		2 ND Semester	
1 ST 9 Weeks	2 ND 9 Weeks	1 ST 9 Weeks	2 ND 9 Weeks
OT 1	OT 28	OT 152	
OT 150	OT 151	OT 11A	OT 11C
OT 44		OT 16	OT 17
OT 6		OT 42	
OT 10			
OT 41			