



**BUSINESS
MEDICAL ADMINISTRATIVE ASSISTANT OPTION
2005-2006**

Name: _____

SSN/ID: _____

Complete the following program of study:

Associate of Science Degree Major requirements (36.5-37.5 units minimum)	units	completed	in progress	planned
ACCTG 40 – Applied Accounting	3			
BA 5 – Business Communications	3			
BA 10 – Introduction to Business	3			
IS 15 – Computer Concepts	3			
OT 4 – Machine Transcription	3			
OT 7 – Speed Typing on Computers (taken twice)	0.5			
	0.5			
OT 10 – Medical Terminology	1.5			
OT 11B – Corel WordPerfect Essentials	1.5			
OT 11C – Word Processing Projects	1.5			
OT 28 – Medical Manager (see note below)	3			
OT 41 – Medical Administrative Assistant (see note below)	3			
OT 42 – Medical Document Preparation (see note below)	3			
OT 46 – Championship Typing (taken twice)	1.5			
	1.5			
COTR 19V – Occupational Cooperative Work Experience	1			
Complete one course from the following: (units in parenthesis) BA 39 – Finite Mathematics for Business (3) or DS 117 – Business Mathematics (3) or STAT 7 – Elementary Statistics (4) or STAT 7H – Honors Elementary Statistics	3-4			

Note: OT 28, OT 41, and OT 42 are only offered at the Madera Center or Clovis Center.

Faculty Advisors: Mrs. Francine Underwood (Madera)