



**BUSINESS
MEDICAL ADMINISTRATIVE ASSISTANT OPTION
2006-2007**

Name: _____

SSN/ID: _____

Date: _____

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 19V – Cooperative Work Experience, Occupational | 1 | | | |
| 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 | | | |
| 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) | 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)