Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.2023.CA) Major requirements (23.5-24.5 units minimum)	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 *or* OT 11B – Corel WordPerfect 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 and OT 46 – Championship Typing	2-3			

Faculty Advisor: Mrs. Francine Underwood (Madera)

11/10/2009