



**OFFICE TECHNOLOGY  
MEDICAL ADMINISTRATIVE ASSISTANT  
2011-2012**

Name: \_\_\_\_\_

SSN/ID: \_\_\_\_\_

Date: \_\_\_\_\_

Complete the following program of study:

<b>Certificate of Achievement</b> <b>(R.2023.CA)</b> <b>Major requirements (23.5-24.5 units minimum)</b> <b>A grade of "C" or better is required in the following courses:</b>	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			

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