



# OFFICE TECHNOLOGY MEDICAL ADMINISTRATIVE ASSISTANT 2012-2013

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

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

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

Complete the following program of study:

<b>Associate of Science Degree</b> <b>(R.2023.AS)</b> <b>Major requirements (27.5-28.5 units minimum)</b> <b>A grade of "C" or better is required in the following courses:</b>	<b>units</b>	<b>completed</b>	<b>in progress</b>	<b>planned</b>
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 12A – Microsoft Excel Essentials	1.5			
OT 12C – Spreadsheet Projects	1.5			
OT 13A – Microsoft Access Essentials	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			

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  
(R.2023.AS)**

## SUGGESTED SCHEDULING GUIDE FOR MAJOR CLASSES

1ST 9 Weeks		2ND Semester		3RD Semester	
1ST 9 Weeks	2ND 9 Weeks	1ST 9 Weeks	2ND 9 Weeks	1ST 9 Weeks	2ND 9 Weeks
OT 1	OT 11A	OT 11C	OT 6	OT 16	
OT 9	OT 46	OT 46	OT 17		
OT 44	OT 28	OT 12A	OT 12C		
*OT 10		*OT 42			
*OT 41		OT 13A			

\* Full semester class