Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.2023.CA) Major requirements (25-28 units minimum) A grade of "C" or better is required in the following courses:	units	completed	in progress	planned
OT 1 – Computer Basics	1.5			
OT 6 – Data Entry Essentials	1.5			
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 150 – Beginning Keyboarding	1			
OT 151 – Championship Keyboarding	1			
OT 152 – Speed Typing	1			
Select one course from: (units in parenthesis) ENGL 1A – Reading and Composition (4) ENGL 105 – Grammar and Punctuation (2) ENGL 125 – Writing Skills for College (4) ENGL 130 – Accelerated Writing (5)	2-5			

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
CERTIFICATE OF ACHIEVEMENT (CA)
(R.2023.CA)

SUGGESTED SCHEDULING GUIDE
FOR CA CLASSES

1ST Semester		2ND Semester	
1ST 9 Weeks	2ND 9 Weeks	1ST 9 Weeks	2ND 9 Weeks
OT 1	OT 28	OT 152	
OT 150	OT 151	OT 11A	OT 11C
OT 44		OT 16	OT 17
OT 6		OT 42	
OT 10			
OT 41			