Name: _____

ID: _____

Date: _____

Complete the following program of study:

Associate of Science Degree (R.2023.AS) Major requirements (27.5 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 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 150 – Beginning Keyboarding	1			
OT 151 – Championship Keyboarding	1			
OT 152 – Speed Typing	1			

Note: See Suggested Scheduling Guide on back.

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

6/16/16

SUGGESTED SCHEDULING GUIDE
FOR MAJOR CLASSES

1ST Semester		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 16	
OT 150	OT 151	OT 152	OT 17	OT 6	
OT 44	OT 28	OT 12A	OT 12C		
OT 10		OT 42			
OT 41		OT 13A			