



**OFFICE TECHNOLOGY  
MEDICAL ADMINISTRATIVE ASSISTANT  
2017-2018**

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

ID: \_\_\_\_\_

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

Complete the following program of study:

<b>Certificate of Achievement</b> <b>(R.2023.CA)</b> <b>Major requirements (25.5-28.5 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 Using Quickbooks	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	2			
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 next page.

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 CERTIFICATE CLASSES**

1 <sup>ST</sup> Semester		2 <sup>ND</sup> Semester	
1 <sup>ST</sup> 9 Weeks	2 <sup>ND</sup> 9 Weeks	1 <sup>ST</sup> 9 Weeks	2 <sup>ND</sup> 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			