

**Office Technology – Medical Office Assistant
Certificate of Proficiency
Program Planning Sheet**

Student Name: _____

Catalog Year: 1998-1999

Soc. Sec. Number: _____

Course Number	Required Course	Credits Required	Credits Earned	Planning
BU 102	Records Management	3		
OT 100	Office Machines	1		
OT 101	Bookkeeping	3		
OT 176	English for the Office Professional	3		
OT 279	Keyboarding	1		
OT 290	Medical Terminology	2		
BU 175	Business Communications	3		
CS 102	Beginning Word Processing	1		
CS 104	Advanced Word Processing	1		
OT 102	Editing Skills for Word Processors	3		
OT 191	Computerized Medical Billing	1		
OT 192	Basic Coding Overview	1		
OT 193	Introduction to Medical Insurance	1		
OT 295	Medical Office Procedures	3		

NOTES:

Advisor: _____

Date: _____

GPA: _____