

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

Student Name: _____

Catalog Year: 1999-2000

Soc. Sec. Number: _____

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

NOTES:

Advisor: _____

Date: _____

GPA: _____