

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

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

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

Counselor Contact: \_\_\_\_\_

**Major Requirements: 26 units**

**A grade of "C" or better is required in the following courses**

CERTIFICATE OF ACHIEVEMENT (F.2383.CA)	C-ID	Units	Completed	In Progress	Planned
<b>Required Core courses</b>					
BT 1, Computer Document Processing I		3			
BT 9, Computer Applications I		4			
BT 19, Work Experience (Cooperation), Occupational		2			
BT 23, Job Search and Workplace Skills		3			
BT 112, Business English		3			
BT 115, Refresher Math		3			
<b>Medical Office (Grade of "C" or better required)</b>					
BT 143, Medical Office Vocabulary		1			
BT 144, Medical Administrative Assistant		2.5			
BT 147, Medical Management Software		2			
BT 148, Medical Insurance and Billing Concepts		2.5			

**NOTES:**

1. This *Certificate of Achievement* is designed to prepare students for employment in a medical office environment and meet the training needs for qualified entry level employment.
2. The *Certificate of Achievement* requires completion of the major (26 units) with a "C" or better grade in each course.