

Name: _____

ID: _____

Date: _____

Counselor Contact: _____

Major Requirements: 9 units

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

CERTIFICATE OF ACHIEVEMENT (F.2243.CA)	C-ID	Units	Completed	In Progress	Planned
BT 120, Resume/Interview		1			
BT 143, Medical Office Vocabulary		1			
BT 144, Medical Administrative Assistant		2.5			
BT 147, Medical Management Software		2			
BT 148, Medical Insurance & Billing Concept		2.5			

Notes:

1. This certificate option is designed to meet the training needs for qualified entry level employment in a medical office setting.
2. The *Certificate of Achievement* requires completion of the major (9 units) with a "C" or better grade in each course.