

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
Required Core courses					
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			
Medical Office (Grade of "C" or better required)					
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.