

**TOM P. HANEY TECHNICAL COLLEGE**  
**2023-2024 MEDICAL ADMINISTRATIVE SPECIALIST PROGRAM**

Secondary Program #8212300

PSAV #B070300

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

<b>-OCP A – Information Technology Assistant (150 Hours)</b>		<b>OTA0040</b>	<b>Date</b>	<b>Grade</b>
18	Windows 10, Google Mail & Microsoft Office			
24	Keyboarding I			
66	Computer Applications I			
42	The Office			
	Employability Skills I			
<b>OCP B – Front Desk Specialist (300 Hours)</b>		<b>OTA0041</b>	<b>Date</b>	<b>Grade</b>
48	Ethics in the Workplace			
18	Written, Verbal, and Telephone Communication			
126	Computer Applications II w/MOS Certification			
12	Personability® by NHA			
24	Keyboarding II			
12	Workplace Safety & Health			
36	Basic Machine Transcription			
24	Job Readiness			
	Employability Skills II			
<b>OCP C – Medical Office Technologist (300 Hours)</b>		<b>OTA0631</b>	<b>Date</b>	<b>Grade</b>
174	Medical Terminology			
72	Introduction to Medical Office Transcription			
54	Administrative Medical Assisting I			
	Employability Skills III			
<b>OCP D – Medical Administrative Specialist (300 Hours)</b>		<b>OTA0651</b>	<b>Date</b>	<b>Grade</b>
78	Administrative Medical Assisting II			
30	CEHRS Exam Preparation & Testing			
36	Law, Liability, & Ethics for Medical Office Professionals			
18	Managing Your Money			
30	CMAA Exam Preparation & Testing			
90	Medical Office Work-Based Learning			
18	Employment Portfolio, Job Search, & Interview			
	Employability Skills IV			