



**BUSINESS
CUSTOMER SERVICE
2005-2006**

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Completion Major requirements (12.5 units minimum)	units	completed	in progress	planned
BA 101 – Business Basics	1			
BA 103 – Customer Service in Business	1.5			
COTR 19V – Occupational Cooperative Work Experience	1			
FM 123 – Fashion Image	1			
IS 10 – Keyboarding	1			
MATH 260 – Arithmetic Review (or higher level math)	3			
OT 1 – Computer Basics	1.5			
OT 8 – Practicum in Customer Relations	1.5			
OT 260 – Topics in Office Technology	1			

Faculty Advisors: Mrs. Pam Gilmore (Reedley) and Mr. Mike Sorensen (Reedley)