



**OFFICE TECHNOLOGY
ADMINISTRATIVE ASSISTANT
2012-2013**

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.226A.CA) Major requirements (23.5-28 units minimum) A grade of "C" or better is required in the following courses:	units	completed	in progress	planned
ACCTG 40 – Applied Accounting	3			
OT 1 – Computer Basics	1.5			
OT 5 – Document Formatting	1.5			
OT 6 – Data Entry Essentials	1.5			
OT 11A – Microsoft Word Essentials	1.5			
OT 11C – Word Processing Projects	1.5			
OT 12A – Microsoft Excel Essentials	1.5			
OT 12C – Spreadsheet Projects	1.5			
OT 13A – Microsoft Access Essentials	1.5			
OT 16 – Preparing for a Job Interview	1			
OT 17 – Job Retention and Responsibilities	1			
OT 44 – Filing Procedures	1.5			
OT 46 – Championship Typing (taken twice) <i>or</i> OT 7 – Speed Typing on Computers <i>and</i> OT 46 – Championship Typing	2-3			
OT 48 – Today's Receptionist	1.5			
Select one course from: (units in parenthesis)				
BA 5 – Business Communications (3)				
ENGL 105 – Grammar and Punctuation (2)				
ENGL 125 – Writing Skills for College (4)				
ENGL 130 – Accelerated Writing (5)				
OT 49 – Business English (1.5)	1.5-5			

Note: See Suggested Scheduling Guide on back.

Faculty Advisors: Mrs. Toni Ensz (Reedley), Mrs. Pam Gilmore (Reedley) and Mrs. Francine Underwood (Madera)

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(R.226A.CA)**

SUGGESTED SCHEDULING GUIDE FOR CERTIFICATE OF ACHIEVEMENT CLASSES

1ST 9 Weeks		2ND Semester	
1ST 9 Weeks	2ND 9 Weeks	1st 9 Weeks	2nd 9 Weeks
OT 1	OT 11A	OT 11C	OT 5
OT 44	OT 46	OT 46	
OT 48	OT 17	OT 13A	OT 16
	OT 6	OT 12A	OT 12C
	*/**BA 5	*ACCTG 40	

* Full semester class

** ENGL 105, ENGL 125, ENGL 130, or OT 49 may be selected instead of BA 5.