



**BUSINESS
OFFICE ASSISTANT
2005-2006**

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

| Certificate of Achievement Major requirements (18 units minimum) | units | completed | in progress | planned |
|---|--------------|------------------|--------------------|----------------|
| GS 171 – Personal Development | 1 | | | |
| GS 172 – Employability Skills | 1 | | | |
| GS 173 – Job Search Skills | 1 | | | |
| OT 1 – Computer Basics | 1.5 | | | |
| OT 5 – Document Formatting | 1.5 | | | |
| OT 6 – Data Entry Essentials | 1.5 | | | |
| OT 7 – Speed Typing on Computers | 0.5 | | | |
| OT 9 – Beginning Keyboarding | 1 | | | |
| OT 11A – Microsoft Word Essentials or OT 11B – Corel WordPerfect Essentials | 1.5 | | | |
| OT 11C – Word Processing Projects | 1.5 | | | |
| OT 12 A – Microsoft Excel Essentials | 1.5 | | | |
| OT 44 – Filing Procedures | 1.5 | | | |
| OT 46 – Championship Typing | 1.5 | | | |
| OT 48 – Today's Receptionist | 1.5 | | | |

Faculty Advisors: Mrs. Pam Gilmore (Reedley), Mr. Mike Sorensen (Reedley), and Mrs. Francine Underwood (Madera)

| <p style="text-align: center;">OFFICE ASSISTANT SCHEDULING GUIDE 2004-2005</p> | UNITS | COMPLETED | IN PROGRESS | PLANNED |
|---|-------|-----------|-------------|---------|
| Session 1 (First 9 weeks) | | | | |
| GS 171 – Personal Development | 1 | | | |
| OT 9 – Beginning Keyboarding | 1 | | | |
| OT 1 – Computer Basics | 1.5 | | | |
| OT 44 – Filing Procedures | 1.5 | | | |
| OT 48 – Today’s Receptionist | 1.5 | | | |
| Session 2 (Second 9 weeks) | | | | |
| GS 172 – Employability Skills | 1 | | | |
| OT 6 – Data Entry Essentials | 1.5 | | | |
| OT 7 – Speed Typing on Computers | 0.5 | | | |
| OT 11A – Microsoft Word Essentials | 1.5 | | | |
| Session 3 (Third 9 weeks) | | | | |
| GS 173 – Job Search Skills | 1 | | | |
| OT 5 – Document Formatting | 1 | | | |
| OT 11C – Word Processing Essentials | 1.5 | | | |
| OT 12A – Microsoft Excel Essentials | 1.5 | | | |
| OT 46 – Championship Typing | 1.5 | | | |