



**BUSINESS  
OFFICE ASSISTANT  
2007-2008**

Name: \_\_\_\_\_

SSN/ID: \_\_\_\_\_

Date: \_\_\_\_\_

Complete the following program of study:

<b>Certificate of Achievement</b> <b>(R.2021.CA)</b> <b>Major requirements (18 units minimum)</b>	<b>units</b>	<b>completed</b>	<b>in progress</b>	<b>planned</b>
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			

Note: OT 277 is recommended for students who want additional hands-on computer practice.

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

<b>OFFICE ASSISTANT SCHEDULING GUIDE 2007-2008</b>	UNITS	COMPLETED	IN PROGRESS	PLANNED
<b>Session 1 (First 9 weeks)</b>				
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			
<b>Session 2 (Second 9 weeks)</b>				
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			
*OT 277 – Computer Practicum	0.5			
<b>Session 3 (Third 9 weeks)</b>				
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			
*OT 277 – Computer Practicum	0.5			

Note: \*OT 277 is not required but is recommended for students who want additional hands-on computer practice.