



**BUSINESS
ADMINISTRATIVE ASSISTANT
2008-2009**

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Associate of Science Degree (R.226A.AS) Major requirements (26.5-28.5 units minimum)	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 7 – Speed Typing on Computers	0.5			
OT 11A – Microsoft Word Essentials or OT 11B – Corel WordPerfect 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) or OT 7 – Speed Typing on Computers and OT 46 – Championship Typing	2-3			
OT 48 – Today’s Receptionist	1.5			
OT 49 – Business English	1.5			
Complete one course from the following: (units in parenthesis) BA 39 – Finite Mathematics for Business (3) or DS 117 – Business Mathematics (3) or STAT 7 – Elementary Statistics (4)	3-4			

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