



**BUSINESS  
ADMINISTRATIVE ASSISTANT  
2008-2009**

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

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

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

Complete the following program of study:

<b>Certificate of Achievement</b> <b>(R.226B.CA)</b> <b>Major requirements (29 units minimum)</b>	units	completed	in progress	planned
ACCTG 40 – Applied Accounting	3			
BA 5 – Business Communications	3			
BA 10 – Introduction to Business	3			
IS 15 – Computer Concepts	3			
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 44 – Filing Procedures	1.5			
OT 46 – Championship Typing	1.5			
OT 48 – Today’s Receptionist	1.5			
OT 49 – Business English	1.5			

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