



**BUSINESS
RECEPTIONIST
2008-2009**

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.____.CA) Major requirements (12.5-15 units minimum)	units	completed	in progress	planned
Select one: BA 5 – Business Communication or OT 49 – Business English	1.5-3			
OT 1 – Computer Basics	1.5			
OT 5 – Document Formatting	1.5			
OT 7 – Speed Typing <i>and</i> OT 46 – Championship Typing or OT 46 – Championship Typing (taken twice)	2-3			
OT 11A – Microsoft Word Essentials or OT 11B – Corel WordPerfect Essentials	1.5			
OT 11C – Word Processing Projects	1.5			
OT 44 – Filing Procedures	1.5			
OT 48 – Today’s Receptionist	1.5			

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