Reedley College

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Associate of Science Degree (R.226B.AS) Major requirements (26.5-28.5 units minimum) A grade of "C" or better is required in the following courses:	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 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			

Note: DS117 will not meet the math competency graduation requirement.

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