



**BUSINESS
ADMINISTRATIVE ASSISTANT
2009-2010**

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.226B.CA) Major requirements (23.5-24.5 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 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 and OT 46 – Championship Typing	3			
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)