



**BUSINESS
RECEPTIONIST
2009-2010**

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.____.CA) Major requirements (13-15.5 units minimum)	units	completed	in progress	planned
OT 5 – Document Formatting	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 44 – Filing Procedures	1.5			
OT 46 – Championship Typing	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 or BA 5 – Business Communications	1.5-3			

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