



# OFFICE TECHNOLOGY ADMINISTRATIVE ASSISTANT 2011-2012

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

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

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

Complete the following program of study:

| <b>Certificate of Achievement</b><br><b>(R.226B.CA)</b><br><b>Major requirements (23.5-24.5 units minimum)</b><br><b>A grade of "C" or better is required in the following courses:</b> | 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  | 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)<br><i>or</i> OT 7 – Speed Typing on Computers <i>and</i> OT 46 – Championship Typing  | 2-3   |           |             |         |
| 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)