



OFFICE TECHNOLOGY ADMINISTRATIVE ASSISTANT 2012-2013

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Associate of Science Degree (R.226B.AS) Major requirements (22-23 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		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)		2-3			
or OT 7 – Speed Typing on Computers <i>and</i> OT 46 – Championship Typing					
OT 48 – Today's Receptionist		1.5			

Note: See Suggested Scheduling Guide on back.

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

**OFFICE TECHNOLOGY
ADMINISTRATIVE ASSISTANT
(R.226B.AS)**

**SUGGESTED SCHEDULING GUIDE
FOR MAJOR CLASSES**

1ST 9 Weeks		2ND Semester	
1ST 9 Weeks	2ND 9 Weeks	1st 9 Weeks	2nd 9 Weeks
OT 48	OT 6	OT 12A	OT 12C
OT 9	OT 11A	OT 11C	OT 5
OT 44	OT 17	OT 13A	OT 16
OT 1	OT 46	OT 46	
		*ACCTG 40	

* Full semester class