



**OFFICE TECHNOLOGY
OFFICE ASSISTANT
2012-2013**

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.2021.CA) Major requirements (17-18 units minimum) A grade of "C" or better is required in the following courses:	units	completed	in progress	planned
OT 1 – Computer Basics	1.5			
OT 5 – Document Formatting	1.5			
OT 6 – Data Entry Essentials	1.5			
OT 7 – Speed Typing on Computers <i>and</i> OT 46 – Championship Typing <i>or</i> OT 46 – Championship Typing (taken twice)	2-3			
OT 9 – Beginning Keyboarding	1			
OT 11A – Microsoft Word Essentials	1.5			
OT 11C – Word Processing Projects	1.5			
OT 12 A – Microsoft Excel 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 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
OFFICE ASSISTANT
(R.2021.CA)**

**SUGGESTED SCHEDULING GUIDE
FOR CA CLASSES**

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