



**OFFICE TECHNOLOGY
RECEPTIONIST
2014-2015**

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.2024.CA) Major requirements (14-17 units minimum) A grade of "C" or better is required in the following courses:	units	completed	in progress	planned
ENGL 1A – Reading and Composition (4) ENGL 105 – Grammar and Punctuation (2) ENGL 125 – Writing Skills for College (4) or ENGL130 – Accelerated Writing (5)	2-5			
OT 1 – Computer Basics	1.5			
OT 5 – Document Formatting	1.5			
OT 11A – Microsoft Word Essentials	1.5			
OT 11C – Word Processing Projects	1.5			
OT 44 – Filing Procedures	1.5			
OT 48 – Today's Receptionist	1.5			
OT 150 – Beginning Keyboarding	1			
OT 151 – Championship Keyboarding	1			
OT 152 – Speed Typing	1			

Note: See Suggested Scheduling Guide on back.

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

**OFFICE TECHNOLOGY
RECEPTIONIST
(R.2024.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 150	OT 151	OT 152	
OT 1	OT 11A	OT 11C	
OT 44		OT 48	
*BA 5		OT 5	

* Full semester class