OFFICE TECHNOLOGY
ADMINISTRATIVE ASSISTANT
2016-2017

Name: _____

ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.226B.CA) Major requirements (26-29 units minimum) A grade of "C" or better is required in the following courses:	units	completed	in progress	planned
Select one course from: (units in parenthesis) ENGL 1A – Reading and Composition (4) ENGL 105 – Grammar and Punctuation (2) ENGL 125 – Writing Skills for College (4) ENGL 130 – Accelerated Writing (5)	2-5			
ACCTG 40 – Applied Accounting	4			
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 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).

SUGGESTED SCHEDULING GUIDE
FOR CA CLASSES

1ST Semester		2ND Semester	
1ST 9 Weeks	2ND 9 Weeks	1ST 9 Weeks	2ND 9 Weeks
OT 150	OT 151	OT 152	OT 17
OT 1	OT 48	OT 12A	OT 12C
OT 44	OT 5	OT 13A	OT 6
OT 11A	OT 11C	OT 16	
ENGL		ACCTG 40	