



**OFFICE TECHNOLOGY
OFFICE ASSISTANT
2016-2017**

Name: _____

ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.2021.CA) Major requirements (17 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 11A – Microsoft Word Essentials	1.5			
OT 11C – Word Processing Projects	1.5			
OT 12A – 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			
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
OFFICE ASSISTANT
CERTIFICATE OF ACHIEVEMENT (CA)
(R.2021.CA)

SUGGESTED SCHEDULING GUIDE
FOR CERTIFICATE CLASSES

Option 1 (27 weeks)

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

Option 2 (36 weeks)

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