



## Begin a Certificate of Completion in Office Assistant or Receptionist at Selma Adult School

Tuition-Free! Pay \$13 health fee plus textbook costs.

### Registration Event

November 6, 5:30pm-7:30pm  
at Selma Adult School, Room 1

### January 13-March 14, 2025

OT-301

#### Computer Basics

Wednesdays, 6:00-7:50pm

OT-350

#### Beginning Keyboarding

Thursdays, 6:00-7:50pm

### March 17-May 23, 2025

OT-311A

#### Word Processing Essentials

Wednesdays, 6:00-7:50pm

OT-351

#### Championship Typing

Thursdays, 6:00-7:50pm

**The Office Assistant Certificate of Completion** prepares students for an entry level position in an office setting. This certificate emphasizes technical office skills, as well as personal and social skills necessary to attain a position in an office and succeed in the work place. Students will be able to use application software to create and edit documents and spreadsheet; manage a records system; sort and distribute mail; and manage a phone system. Positive communication skills are developed throughout the program.

**The Receptionist Certificate of Completion** prepares the student for an entry-level position as a receptionist. The student will acquire the skills of customer service and greeting customers and visitors; word processing, record keeping and filing, and telephone communications; process incoming and outgoing mail; and, managing voicemail.

**Contact (559) 494-3704 for application assistance**

Reedley College Extended Learning Pathway [www.reedleycollege.edu/extended-learning](http://www.reedleycollege.edu/extended-learning)

# STEPS TO ENROLL



## 1. APPLICATION

Apply Online at CCCApply: **opencccapply.net** or access through the Reedley College website: **reedleycollege.edu**

Note: after applying, allow 24-48 hours to receive a student ID number in your email.)



## 2. MYPORTAL

Log into the Reedley College MyPortal using your college email and student ID number: **reedleycollege.edu/portal.html**



## 3. ORIENTATION

Complete your online Orientation at:

**reedleycollege.edu/getting-started/online-student-orientation.html**



## 4. REGISTRATION

You may now register for classes online through Self-Service in MyPortal. Use the Register for Classes site for guidance:

**reedleycollege.edu/admissions-aid/register-for-classes.html**

Registration dates are in May for the fall semester and November for the spring semester.

If you have questions or need any guidance to complete your college application or registration please contact the Extended Learning Office at 559-494-3704 or email: [extendedlearning@reedleycollege.edu](mailto:extendedlearning@reedleycollege.edu)

For more information on Reedley College policies, student services, and learning resources, please refer to the 2024-2025 Reedley College General Catalog at: **reedleycollege.edu/academics**