Reedley College

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.2024.CA) Major requirements (12.5-15 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 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 49 – Business English or BA 5 – Business Communications	1.5-3			
Select from keyboarding skills: **OT 46 – Championship Typing (1.5) (taken twice) or OT 7 – Speed Typing on Computers (.5) and OT 46 – Championship Typing (1.5)	2-3			

Notes: OT 49 is no longer offered.

Prerequisite of OT 9

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 9 Weeks		2ND Semester	
1ST 9 Weeks	2ND 9 Weeks	1st 9 Weeks	2nd 9 Weeks
OT 9	OT 46	OT 46	
OT 1	OT 11A	OT 11C	
OT 44		OT 48	
*BA 5		OT 5	

* Full semester class