Name: _____

ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.2024.CA) Major requirements (14.5-17.5 units minimum) A grade of "C" or better is required in the following courses:	units	completed	in progress	planned
Select one English course from the following: ENGL 1A – Reading and Composition (4) ENGL 105 – Grammar and Punctuation (2) ENGL 125 – Writing Skills for College (4) 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	2			
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 next page.

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

SUGGESTED SCHEDULING GUIDE
FOR CERTIFICATE CLASSES

Option 1 (27 weeks)

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

Option 2 (36 weeks)

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