Reedley College

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.2021.CA) **Major requirements (17-18 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 7 – Speed Typing on Computers *and* OT 46 – Championship Typing *or* OT 46 – Championship Typing (taken twice)	2-3			
OT 9 – Beginning Keyboarding	1			
OT 11A – Microsoft Word Essentials	1.5			
OT 11C – Word Processing Projects	1.5			
OT 12 A – Microsoft Excel Essentials	1.5			
OT 16 – Preparing for a Job Interview	1			
OT17 – Job Retention and Responsibilities	1			
OT 44 – Filing Procedures	1.5			
OT 48 – Today's Receptionist	1.5			

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

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2/21/2012