Complete the following program of study:

<table>
<thead>
<tr>
<th>Certificate of Achievement</th>
<th>units</th>
<th>completed</th>
<th>in progress</th>
<th>planned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major requirements (17-18 units minimum)</td>
<td></td>
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</tr>
</tbody>
</table>

- OT 1 – Computer Basics: 1.5 units
- OT 5 – Document Formatting: 1.5 units
- OT 6 – Data Entry Essentials: 1.5 units
- OT 7 – Speed Typing and OT 46 – Championship Typing: 2-3 units
  or OT 46 – Championship Typing (taken twice)
- OT 9 – Beginning Keyboarding: 1 unit
- OT 11A – Microsoft Word Essentials or OT 11B – Corel WordPerfect Essentials: 1.5 units
- OT 11C – Word Processing Projects: 1.5 units
- OT 12 A – Microsoft Excel Essentials: 1.5 units
- OT 16 – Preparing for a Job Interview: 1 unit
- OT17 – Job Retention and Responsibilities: 1 unit
- OT 44 – Filing Procedures: 1.5 units
- OT 48 – Today’s Receptionist: 1.5 units

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