

Name: _____

ID: _____

Date: _____

Counselor Contact: _____

Major Requirements: 10-15 units

A grade of “C” or better is required in the following courses

CERTIFICATE (F.7004.CN)	C-ID	Units	Completed	In Progress	Planned
Select four (4) courses:					
DEVSER 262, Group Interaction		3			
DEVSER 277, Beginning Computer Literacy		4			
DEVSER 278, Basic Word Processing for Work		3			
DEVSER 283, Reading Comprehension 1		4			
DEVSER 284, Reading Comprehension 2		4			
DEVSER 285, Paragraphs to Essays		2.5			
DEVSER 286, Essay Development and College Writing		2.5			
DEVSER 291, Strategies for Academic Success		2			

Notes:

1. The School to Work Clerical Certificate Program is designed to provide students with the opportunity to enhance their education while focusing on an environment, which will encourage awareness in the clerical workforce as well as prepare students for mainstream computer classes. This certificate will validate the students' participation in the School to Work objectives of Fresno City College and enhances computer/clerical awareness of each student.
2. The *Certificate* requires completion of the major (10-15 units) with a 2.0 or better GPA. Certificates do not appear on transcripts.