

Name: _____

ID: _____

Date: _____

Advisor Contact: _____

Major Requirements: 16 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 a minimum of 16 units from the following:		2			
DEVSER 262, Group Interaction for Students with Disabilities		2			
DEVSER 272, Consumer Skills		2			
DEVSER 273, Independent Living Skills for DSP&S Students		2			
DEVSER 277, Adapted Computer Literacy		2			
DEVSER 278, Modified Word Processing		2			
DEVSER 279, Modified Computer Applications		2			
DEVSER 291, Strategies for Academic Success		2			
DEVSER 292, College Awareness Survival Skills		2			
ENGL 277, Reading Skills		2.5			
ENGL 278, Reading Comprehension		2.5			
ENGL 281, Grammar and Sentence Writing		2.5			
ENGL 282, Paragraph Writing		2.5			
MATH 277, Arithmetic for the Learning Disabled		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 (16 units) with a 2.0 or better GPA. Certificates do not appear on transcripts.