



**BUSINESS
FILE CLERK
2006-2007**

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Completion Major requirements (10 units minimum)	units	completed	in progress	planned
OT 1 – Computer Basics	1.5			
OT 13A – Microsoft Access Essentials	1.5			
OT 13C – Database Projects	1.5			
OT 19V – Cooperative Work Experience, Occupational (see note below)	1			
OT 25 – Computerized Filing	1.5			
OT 44 – Filing Procedures	1.5			
OT 49 – Business English	1.5			

Note: OT 19V is only offered at the Madera Center.

Faculty Advisor: Mrs. Francine Underwood (Madera)