



**BUSINESS  
FILE CLERK  
2007-2008**

Name: \_\_\_\_\_

SSN/ID: \_\_\_\_\_

Date: \_\_\_\_\_

Complete the following program of study:

<b>Certificate of Completion</b> <b>(R.226C.CC)</b> <b>Major requirements (10 units minimum)</b>	<b>units</b>	<b>completed</b>	<b>in progress</b>	<b>planned</b>
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)