



**BUSINESS  
FILE CLERK  
2009-2010**

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

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

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

Complete the following program of study:

| <b>Certificate in File Clerk<br/>(R.226C.CC)<br/>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, Office Technology                                    | 1            |                  |                    |                |
| OT 25 – Computerized Filing  | 1.5          |                  |                    |                |
| OT 44 – Filing Procedures  | 1.5          |                  |                    |                |
| OT 49 – Business English   | 1.5          |                  |                    |                |

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