



**OFFICE TECHNOLOGY
FILE CLERK
2011-2012**

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate in File Clerk (R.226C.CN) 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, Office Technology	1			
*OT 25 – Computerized Filing	1.5			
OT 44 – Filing Procedures	1.5			
OT 49 – Business English	1.5			

Note: *These courses are not currently offered at Reedley College or Madera Center.

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