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| In MindTap, do not use Calendar view. Use Outline view.  |
|  | **Weekly List for Assignments** |
| Date | **Chapter Name** | **Assignments** | **FYI** |
| Week 110/21-10/27 |  | * [**Video**](https://www.youtube.com/watch?v=R6VJlMHfO_4) **– *Typical Day for Administrative Assistant***

**This is related to Chapter 1, which is not in this list.** |  |
| 10/21-10/27 | **Chapter 2: Office Competencies**  | * [**How to listen to the ebook**](file:///F%3A%5Cwatsonswebsite%5CAssignments_Handouts_Lectures%5CCIS%20149%20Handouts%5CHow%20to%20listen%20to%20the%20ebook.pdf)
* [**Video**](https://www.youtube.com/watch?v=WvlouIzA26Q) **– Office Competencies Needed for Employment**
* [**Occupational Outlook Handbook**](http://www.bls.gov/oco/)
* **Chapter Reading**
* **Chapter Review**
* **Chapter Quiz**
 | [**Teamwork**](https://www.youtube.com/watch?v=GbbQjwLpRXw)[**Diversity & Inclusion**](https://www.youtube.com/watch?v=R55OXlC2f2w)**Weblinks related to Office Competencies** |
| Week 210/28-11/3 | **Chapter 3: Information Management and Efficiency** | * [**Video**](https://www.youtube.com/watch?v=E97Tm15CY4o) **– *What is Information Management?***
* **Chapter Reading**
* [**Employment Projections**](http://www.bls.gov/news.release/pdf/ecopro.pdf)
* **Chapter Review**
* **Chapter Quiz**
* [**Career Success Learning Lab**](../Handouts/Career%20Success%20Learning%20Lab%20in%20MindTap.pdf) **– This has 3 parts: Pre-Assessment, Learning Activities, and Post-Assessment. You will only do Part 1, Pre-Assessment, now. This assignment opens on 10/28 must be completed by 12/11.**

**This assignment is worth 100 pts.** | [**Information Technology**](https://www.youtube.com/watch?v=Gt8xiJyJ2Sc)[**Data Mining in 1 min.**](https://www.youtube.com/watch?v=-GUzQXRm95Y)[**Career Success Strategy**](https://www.youtube.com/watch?v=e4in-hK8-BU) |
| Week 311/4-11/10 | **Chapter 4: Written Communication** | * [**Video**](https://www.youtube.com/watch?v=erdLGyEliEg) **– Understanding Communication for the Workplace**
* **Chapter Reading**
* **Chapter Review**
* **Chapter Quiz**
* **Projects 1 and 2 – These will be sent to your email.**
 | [**Weblinks related to writing**](../Handouts/Weblinks%20related%20to%20writing.pdf) |
| Week 411/11-11/17 | **Chapter 7: Banking and Payroll**  | * **Introduction**
* **Chapter Reading**
* **Chapter Review**
* **Chapter Quiz**
* **Excel Weekly Payroll Assignment – This will be sent to your email.**

**FYI – These are links I wanted to share with you. There are no assignments related to these links.**[**Beginner’s Guide**](https://www.sec.gov/about/reports-publications/investorpubsbegfinstmtguide)[**Practical Guide**](https://infogram.com/blog/financial-reports-guide/)[**Financial Statement**](https://www.youtube.com/watch?v=doc8K4NLifs)**s** | -[**Food for Thought**](https://www.youtube.com/watch?v=2B1bq8k1t3Y)-[**Banking Explained**](https://www.youtube.com/watch?v=fTTGALaRZoc)-[**Night Before Christmas Payroll**](https://www.youtube.com/watch?v=wGII3XceTIY)-[**Online Calculator**](https://www.bankrate.com/banking/savings/simple-savings-calculator/)[**Excel Funcs**](https://www.youtube.com/watch?v=GhK6D05EamE) |
| Week 511/18-11/24 | **Chapter 9 – Time Management** | * **Chapter Readings**
* **Chapter Review**
* **Chapter Quiz**
* **Time Management Activities Assignment – This will be sent to your email.**
 | **-[Time Management Tips](https://www.youtube.com/watch?v=xgp6eELYY1M" \t "_blank)** |
|  | **Chapter 10 – Meetings and Travel** | * **Chapter Readings**
* **Chapter Review**
* **Chapter Quiz**
* [**Career Success Learning Lab**](file:///F%3A%5Cblue%20usb%5CMaryann%27s%20stuff%5CCIS%20149%5CHandouts%5CCareer%20Success%20Learning%20Lab%20in%20MindTap.pdf) **– This assignment opened in week 2 on 10/28 must be completed by 12/11. It has 3 parts: Pre-Assessment, Learning Activities, and Post-Assessment. It’s time to do the 2nd part of this Learning Lab: Learning Activities. This assignment is worth 100 pts.**
 | **-**[**Tavel Checklist**](https://www.youtube.com/watch?v=_aToFD0WPbU&t=9s) |
| Week 611/25-12/1 | **Chapter 11 – Records Management** | * **Chapter Reading**
* **Chapter Review**
* **Chapter Quiz**
 | **-**[**Filing Rules and Indexing**](https://www.youtube.com/watch?v=zRw0wjL6OUM)**-**[**Organize Computer Files**](https://www.youtube.com/watch?v=gfPujXtQqwc&t=6s) |
| Week 712/2-12/8 | **Chapter 13 – Planning and Advancing Your Career** | * **Chapter Reading**
* **Chapter Review**
* **Chapter Quiz**
* **Write a Resume Activity – This will be sent to your email.**
 | **-**[**Office Job Interview**](https://www.youtube.com/watch?v=LVCYmO1agUM)[**-Millenial Job Interview**](https://www.youtube.com/watch?v=Uo0KjdDJr1c) |
| Week 812/7-12/10 | **Finish up!** | * [**Career Success Learning Lab**](file:///F%3A%5Cblue%20usb%5CMaryann%27s%20stuff%5CCIS%20149%5CHandouts%5CCareer%20Success%20Learning%20Lab%20in%20MindTap.pdf) **– This has 3 parts: Pre-Assessment (from week 2), Learning Activities (from week 5), and Post-Assessment (finish in week 8). It’s time to do the Post-Assessment, Part 3, of this Learning Lab. This assignment opened in week 2 on 10/28 must be completed by 12/11.**

**This assignment is worth 100 pts.** |  |
|  | **Final grades****OCC Office Assistant Certification****What’s next?** **Just for fun…** | * **Final grades will be sent to your email.**
* **Fill out the Office Assistant Certificate of Achievement form now to get started on the application process. The form will be sent to you by email.**
* **When you finish the** [**Certificate classes**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/Office%20Assistant%20Certificate%20of%20Achievement.pdf)**, follow instructions on the form to submit the application.**
* **If you enjoy learning about computers and applications, enroll in the remaining certificate classes.**
* **Register early. Add name to wait lists if classes are filled. There is a possibility if wait lists fill up, new sections will open.**
* [**OCC commencement speech 2024**](https://www.youtube.com/watch?v=dNJ_EGesWE0)
* [**Five Minute University**](https://www.youtube.com/watch?v=FR8hKgzgDNs)
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