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| In MindTap, do not use Calendar view. Use Outline view. | | | | |
|  | **Weekly List for Assignments** | | | |
| Date | **Chapter Name** | | **Assignments** | **FYI** |
| Week 1  10/21-10/27 | |  | * [**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:\watsonswebsite\Assignments_Handouts_Lectures\CIS%20149%20Handouts\How%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 2  10/28-11/3 | **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 3  11/4-11/10 | **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 4  11/11-11/17 | **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 5  11/18-11/24 | **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:\blue%20usb\Maryann's%20stuff\CIS%20149\Handouts\Career%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 6  11/25-12/1 | **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 7  12/2-12/8 | **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 8  12/7-12/10 | **Finish up!** | | * [**Career Success Learning Lab**](file:///F:\blue%20usb\Maryann's%20stuff\CIS%20149\Handouts\Career%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) |  |