

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		<input type="checkbox"/> Video – <i>Typical Day for Administrative Assistant</i> This is related to Chapter 1, which is not in this list.	
10/21-10/27	Chapter 2: Office Competencies	<input type="checkbox"/> How to listen to the ebook <input type="checkbox"/> Video – Office Competencies Needed for Employment <input type="checkbox"/> Occupational Outlook Handbook <input type="checkbox"/> Chapter Reading <input type="checkbox"/> Chapter Review <input type="checkbox"/> Chapter Quiz	Teamwork Diversity & Inclusion Weblinks related to Office Competencies
Week 2 10/28-11/3	Chapter 3: Information Management and Efficiency	<input type="checkbox"/> Video – <i>What is Information Management?</i> <input type="checkbox"/> Chapter Reading <input type="checkbox"/> Employment Projections <input type="checkbox"/> Chapter Review <input type="checkbox"/> Chapter Quiz <input type="checkbox"/> Career Success Learning Lab – 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 Data Mining in 1 min. Career Success Strategy
Week 3 11/4-11/10	Chapter 4: Written Communication	<input type="checkbox"/> Video – Understanding Communication for the Workplace <input type="checkbox"/> Chapter Reading <input type="checkbox"/> Chapter Review <input type="checkbox"/> Chapter Quiz <input type="checkbox"/> Projects 1 and 2 – These will be sent to your email.	Weblinks related to writing

<p>Week 4 11/11-11/17</p>	<p>Chapter 7: Banking and Payroll</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Introduction <input type="checkbox"/> Chapter Reading <input type="checkbox"/> Chapter Review <input type="checkbox"/> Chapter Quiz <input type="checkbox"/> Excel Weekly Payroll Assignment – This will be sent to your email. <p><u>FYI – These are links I wanted to share with you. There are no assignments related to these links.</u> Beginner’s Guide Practical Guide Financial Statements</p>	<p>-Food for Thought -Banking Explained -Night Before Christmas Payroll -Online Calculator Excel Funcs</p>
<p>Week 5 11/18-11/24</p>	<p>Chapter 9 – Time Management</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Chapter Readings <input type="checkbox"/> Chapter Review <input type="checkbox"/> Chapter Quiz <input type="checkbox"/> Time Management Activities Assignment – This will be sent to your email. 	<p>-Time Management Tips</p>
	<p>Chapter 10 – Meetings and Travel</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Chapter Readings <input type="checkbox"/> Chapter Review <input type="checkbox"/> Chapter Quiz <input type="checkbox"/> Career Success Learning Lab – 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. 	<p>-Tavel Checklist</p>
<p>Week 6 11/25-12/1</p>	<p>Chapter 11 – Records Management</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Chapter Reading <input type="checkbox"/> Chapter Review <input type="checkbox"/> Chapter Quiz 	<p>-Filing Rules and Indexing -Organize Computer Files</p>

<p>Week 7 12/2-12/8</p>	<p>Chapter 13 – Planning and Advancing Your Career</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Chapter Reading <input type="checkbox"/> Chapter Review <input type="checkbox"/> Chapter Quiz <input type="checkbox"/> Write a Resume Activity – This will be sent to your email. 	<p>-Office Job Interview -Millennial Job Interview</p>
<p>Week 8 12/7-12/10</p>	<p>Finish up!</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Career Success Learning Lab – 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. 	
	<p>Final grades</p> <p>OCC Office Assistant Certification</p> <p>What’s next?</p> <p>Just for fun...</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Final grades will be sent to your email. <input type="checkbox"/> Fill out the Office Assistant Certificate of Achievement form now to get started on the application process. <u>The form will be sent to you by email.</u> <input type="checkbox"/> When you finish the Certificate classes, follow instructions on the form to submit the application. <input type="checkbox"/> If you enjoy learning about computers and applications, enroll in the remaining certificate classes. <input type="checkbox"/> Register early. Add name to wait lists if classes are filled. There is a possibility if wait lists fill up, new sections will open. <input type="checkbox"/> OCC commencement speech 2024 <input type="checkbox"/> Five Minute University 	