

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Student Signature: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Academic Year                      Educational Goal                      Student Goal                      Location                      CASAS

TERM			Customer Service Representative (oec.cstsv.cc)	TOTAL 216	Completed	Needed
FAN	SUN	SPN				
			VBUS-012 Workforce Readiness	60 hours		
			VBUS-119 Intro to Keyboarding & Basic Windows 10 (35wpm)	60 hours		
			VBUS-258 Navigating the Internet	36 hours		
			VBUS-260 Intro to Word Processing using MS Word 2016	60 hours		
TERM			General Office Clerk (oec.goc.cc)	TOTAL 336	Completed	Needed
FAN	SUN	SPN				
			VBUS-012 Workforce Readiness	60 hours		
			VBUS-118 Intro to Windows 10	60 hours		
			VBUS-119 Intro to Keyboarding & Basic Windows 10 (40wpm)	60 hours		
			VBUS-258 Navigating the Internet	36 hours		
			VBUS-260 Intro to Word Processing using MS Word 2016	60 hours		
			VBUS-262 Intro to Spreadsheets using MS Excel 2016	60 hours		
TERM			Executive Secretary/Administrative Assistant (oec.exsec.cc)	TOTAL 606	Completed	Needed
FAN	SUN	SPN				
			VBUS-012 Workforce Readiness	60 hours		
			VBUS-013 Intro to Personal Management using MS Outlook 2016	60 hours		
			VBUS-096 Intro to Use of Digital Cameras	60 hours		
			VBUS-102 Intro to Desktop Publishing using Adobe InDesign CC	60 hours		
			VBUS-117 Intro to Document Processing using Adobe Acrobat DC	30 hours		
			VBUS-119 Intro to Keyboarding & Basic Windows 10 (60wpm)	60 hours		
			VBUS-258 Navigating the Internet	36 hours		
			VBUS-260 Intro to Word Processing using MS Word 2016	60 hours		
			VBUS-261 Intro to Databases using MS Access 2016	60 hours		
			VBUS-262 Intro to Spreadsheets using MS Excel 2016	60 hours		
			VBUS-304 Intro to Electronic Presentations using MS PowerPoint 2016	60 hours		
TERM			First-Line Supervisor/Manager, Office & Administrative Support Workers (oec.mgr.cc)	TOTAL 456	Completed	Needed
FAN	SUN	SPN				
			VBUS-014 Intro to Mobile & Social Media Tools	60 hours		
			VBUS-097 Intro to Personal Commerce on the Internet (eBay)	60 hours		
			VBUS-103 Intro to MS Project 2016	60 hours		
			VBUS-118 Intro to Windows 10	60 hours		
			VBUS-257 Seminar in Business Applications Accounting for Non Accountants	36 hours		
			VBUS-260 Intro to Word Processing using MS Word 2016	60 hours		
			VBUS-262 Intro to Spreadsheets using MS Excel 2016	60 hours		
			VBUS-304 Intro to Electronic Presentations using MS PowerPoint 2016	60 hours		

TERM			Web Associate (oec.web.cc)	TOTAL 300	Completed	Needed
FAN	SUN	SPN				
			VBUS-010 Intro to Web Design using Adobe Dreamweaver CC Tools	60 hours		
			VBUS-107 Seminar in Adobe Tools - Adobe Lightroom	60 hours		
			VBUS-242 Intro to Vector Graphics using Adobe Illustrator CC	60 hours		
			VBUS-302 Intro to Web Page Development using HTML 5	60 hours		
			VBUS-303 Intro to Electronic Imaging using Adobe Photoshop CC	60 hours		
TERM			Medical Billing (oec.medbl.cc)	TOTAL 240	Completed	Needed
FAN	SUN	SPN				
			VBUS-012 Workforce Readiness	60 hours		
			VBUS-080 Intro to Medical Billing Allscripts	120 hours		
			VBUS-119 Intro to Keyboarding & Basic Windows 10(40wpm)	60 hours		
TERM			Multi-Media Artists and Animators (oec.maa.cc)	TOTAL 300	Completed	Needed
FAN	SUN	SPN				
			VBUS-096 Intro to Use of Digital Cameras	60 hours		
			VBUS-101 Intro to 3D Modeling using Blender	60 hours		
			VBUS-105 Intro to 3D Animations using Blender	60 hours		
			VBUS-109, Intro to Desktop Video Editing using Adobe Premiere CC	60 hours		
			VBUS-120, Intro to Animations using Adobe Animate	60 hours		
TERM			Receptionist/Information Clerk (oec.rcptncc)	TOTAL 75	Completed	Needed
FAN	SUN	SPN				
			HSS 338 Workforce Preparation	15 hours		
			VBUS-121 Intro to Computer Software Applications	60 hours		

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Counselor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Counselor: \_\_\_\_\_ Follow-up Date: \_\_\_\_/\_\_\_\_/\_\_\_\_