

FEBRUARY 23, 2010

Tulsa Technology, Office Management Newsletter

ISSUE 5

CREATED AND WRITTEN
BY TRACI WRIGHT

The Month of Love

Valentine Fun



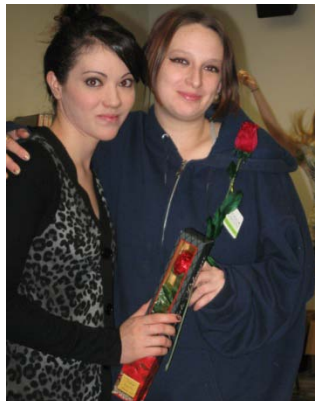
Coloring Contest

Winner Go Kaly

On February 18, we had a Valentine's Day party. We had yummy goodies for everyone to snack on. We passed out valentines. We had a coloring contest! Then we played HEART BiNgo with tons of cool prizes!



Some of our winners



Minerva & Chrystal



BiNgo



^^^ Traci was the caller for HEART BiNgo

CONGRATULATIONS TO THE FOLLOWING OFFICE MANAGEMENT BPA STUDENTS:

<i>Administrative Support Team</i>	Traci Wright; Heather Carter, Minerva Castaneda;	secondary
	Rachel Vaughan; Amanda Catalano; Chrystal Martinez	Post secondary
<i>Administrative Support Research Project-Individual</i>	Annette Place	secondary
<i>Advanced Word Processing Skills Practice test</i>	Camrielle Wilson	secondary
<i>Advanced Office Systems & Procedures</i>	Rachel Vaughan	Post secondary
<i>Basic Office Systems and Procedures</i>	Sabrina Jones	Secondary
<i>Database Applications</i>	Patricia McGuire	Post Secondary
<i>Extemporaneous Speech-</i>	William Nixon	secondary
	Leenette Bunch	Post secondary
<i>Human resources Management-</i>	Sabrina Jones	secondary
	Nanak (Dave) Dutta	Post Secondary
<i>Prepared Speech-</i>	Camrielle Wilson-	secondary



Left to right
Back row: Kaly, Rachel, Chrystal, Traci; Middle: Leenette, Debra, Pat; Front: Minerva, Annette; not in photo: Dave, William, Sabrina, Camrielle, and Heather

A special thank you to our lovely instructors, because they do so much for us and present us with great opportunities such as the Mock Interviews. They do whatever they can to make sure their students get as much knowledge as possible before the year is over. (from left to right) Mrs. Wiginton, Mrs. Moore, Mrs. Ingram, Mrs. Durant-Tyson, Mrs. Risner



Mock Interview experience



Dave Dutta (on right) interviewing with Sara Torres. When asked what he learned from this experience Dave had this to say, "I learned a lot in mock interviews, although interview is not new to me. I learned more about that how to prepare resume (updated), dress professional, and be well groomed, always be confidence, always greet the interviewer firmly, sit properly, always make an eye contact, answer the asked questions, be to the point and brief using appropriate language."



Sara Torres Interviewing Sandi Welch (on left).



Freda Walls (on right) interviewing with Jessica Bolen.



Mary Wade Interviewing Chrystal Martinez (on left). When ask what she learned from the whole experience Chrystal had this to say "Well first off I was nervous about the mock interviews but I did really well. I had a few mistakes but I learned a lot from the ladies that came to do the interviews with us. I learned to make proper handshake..."

REMINDE YOURSELF: FEAR IS TEMPORARY. REGRET IS FOREVER