GENERAL OFFICE CLERK - CERTIFICATE OF COMPETENCY

The General Office Clerk program provides students with the essential skills and workforce preparation needed for careers in office administration careers. The curriculum also prepares students to transition to credit business programs. Students gain knowledge in learning MS Office applications, office records management, business English and communications, and keyboarding.

Required Courses

Code	Title	Units
BUSN 7301	MICROSOFT WINDOWS AND DIGITAL SKILLS	0
BUSN 7304	FUNDAMENTALS OF OFFICE RECORDS MANAGEMENT AND FILING	0
BUSN 7305	BASIC BUSINESS ENGLISH AND COMMUNICATIONS	0
BUSN 2601A	COMPUTER KEYBOARDING A	0

Student Learning Outcomes

1. Use Windows software applets effectively.
2. Index, code, and file cards and correspondence in alphabetic, numeric, subject, and geographic systems.
3. Evaluate a variety of business letters, memorandum, and emails, applying effective and appropriate business writing principles, psychological approaches, and languages.
4. Touch type 25-30 words per minute, with five or fewer errors in a document.