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.

Total hours: 135-171

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses

Code	Title	Units
BUSN 2601A	COMPUTER KEYBOARDING A	0
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

Program Outcomes

- Use Windows software applets effectively.
- Create, format, save print and organize documents using files folders.
- Demonstrate effective record management techniques.
- Demonstrate effective strategies in business communication.