

SKILL AWARD IN OFFICE CLERK

The Office Clerk Award is given upon completion of a series of courses that provide the student with entry-level office skills and employment training for entry-level positions in the business office environment.

Code	Title	Units
Required courses:		
OFF 101	Introduction to Microsoft Office Applications	3.5
OFF 260	Computer Keyboarding and Document Processing	3.5
OFF 281	Filing and Records Management	3
Total Units		10

Skill Award Level Student Learning Outcomes

Students completing the Office Clerk Skill Award will:

1. Understand and utilize filing procedures.
2. Examine incoming materials and code it numerically, alphabetically or by subject matter.
3. Enter data electronically in various storage devices.
4. Use correct spelling, grammar, and punctuation in prepared documents.

Curriculum Map

1-Term Curriculum Map Example

This map represents one possible pathway through the program and is only for reference.

*It is highly recommended that you make an appointment (<https://www.citruscollege.edu/stdntsrv/counsel/Pages/ApptSchedule.aspx>) to create a customized education plan that fits your needs.

Course	Title	Units
Fall Term 1		
OFF 101	Introduction to Microsoft Office Applications	3.5
OFF 260	Computer Keyboarding and Document Processing	3.5
OFF 281	Filing and Records Management	3
Units		10
Total Units		10

Career Information

Career Opportunities

There are a variety of careers you can do with this major.

To explore more about this major, schedule an appointment (<https://www.citruscollege.edu/stdntsrv/ctcenter/Pages/ApptSchedule.aspx>) with a career counselor.