



Santiago Canyon College - Orange Education Center

Career Technical Education

Certificate of Completion

sccollege.edu/cevocational

General Office Clerk

- Average Hourly Wage \$14.10
- Annual California Job Openings through 2018: Over 7,300



The General Office Clerk program is designed to provide students with the necessary skills for entry-level positions in the business world. Clerk typist, credit clerk, file clerk, general clerk, receptionist, or data entry clerk positions require some knowledge of office management systems and procedures. Clerical duties include skills in answering telephones, bookkeeping, typing or word processing, office machine operation, and filing.

Program courses build student skills in: basic touch typing; MS Windows navigation and file management; creating, saving, opening, and printing program files and documents using a variety of programs; creating and editing text documents with tables and graphics using MS Word; utilizing basic internet terminology and concepts; sending and receiving e-mail with attachments; creating, editing, saving and printing simple spreadsheets; and developing interpersonal and customer service skills in the workplace.

Business Skills Program classes are offered throughout the year during mornings, afternoons, evenings and Saturdays. To register or for additional information regarding class dates, times and locations, call or visit the:

Orange Education Center
1465 N. Batavia Street
Orange, CA 92867
(714) 628-5900

CLASSES ARE FREE

Certificate Requirements & Course Sequence

VBUS-119	Introduction to Keyboarding & Basic Windows	60 HRS
VBUS-118	Introduction to Windows	60 HRS
VBUS-258	Navigating the Internet	60 HRS
VBUS-260	Introduction to Word Processing using MS Word	60 HRS
VBUS-262	Introduction to Spreadsheets using MS Excel	60 HRS
VBUS-121	Introduction to Computer Software Applications	60 HRS
VBUS-012	Workforce Readiness	60 HRS
TOTAL HOURS OF INSTRUCTION		420 HRS

Santiago Canyon College, Continuing Education, Business Skills Department, with close collaboration with business and industry, grows, adapts, and adjusts its business skills program to meet current and future needs of our community.