



# Santiago Canyon College

DIVISION OF CONTINUING EDUCATION

*What happens here matters.*

Orange Education Center • 1465 N. Batavia St. • Orange, CA 92867 • 714-628-5900 • Fax: 714-434-7920 • [sccollege.edu/OEC](http://sccollege.edu/OEC)

## Short-Term Career Education Certificate of Completion

# General Office Clerk

- Average Hourly Wage \$15.77
- Annual California Job Openings through 2020: Over 10,940



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.

To register or for additional information regarding class dates, times and locations, call or visit any of the following locations:

**OEC Provisional Education Facility (CHAP)**  
1937 W. Chapman Ave., Suite 200  
Orange, CA 92868  
714-628-5900

**Santiago Canyon College (SCC)**  
8045 E. Chapman Ave., U-80  
Orange, CA 92869  
714-628-5929

**College and Workforce  
Preparation Center (CWPC)**  
1572 N. Main St.  
Orange, CA 92867  
714-628-5999

### Tuition is FREE - No Recommended Supplies or Textbook

Certificate Requirements & Course Sequence		
VBUS-118	Introduction to Windows	60 HRS
VBUS-119	Introduction to Keyboarding & Basic Windows	60 HRS
VBUS-140	Introduction to Google Applications for Work	60 HRS
VBUS-258	Navigating the Internet	36 HRS
VBUS-260	Introduction to Word Processing using MS Word	60 HRS
VBUS-262	Introduction to Spreadsheets using MS Excel	60 HRS
WKPR-500	Workforce Readiness	60 HRS
<b>TOTAL HOURS OF INSTRUCTION</b>		<b>396 HRS</b>

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**MISSION STATEMENT:** The mission of the Continuing Education Division is to offer a variety of free noncredit classes, programs, and services that enable students to maximize their potential by acquiring the necessary technical and academic skills to reach their personal, educational, and career goals so that they can benefit from, and contribute to, a changing American society as productive, active members of their communities.

All educational opportunities are offered without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status.