

PROGRAM OF STUDY

File Clerk Certificate in

The File Clerk certificate provides training that prepares students for entry-level work as a file clerk. Upon completion the student will be able file and maintain records in a business office.

Required Courses		Units
OT1	COMPUTER BASICS	1.5
OT13A	MICROSOFT ACCESS ESSENTIALS	1.5
OT13C	DATABASE PROJECTS	1.5
OT19V	COOPERATIVE WORK EXPERIENCE - OFFICE TECHNOLOGY	1
OT25	COMPUTERIZED FILING	1.5
OT44	FILING PROCEDURES	1.5
OT49	BUSINESS ENGLISH	1.5

Total Units	10
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Effective Term: Fall 2012

PID 286