

Office Clerk

Q
U
I
C
K

F
A
C
T
S

Location:
South City

Program Hours:
610

Application Fee:
\$40.00

Total Tuition:
\$1,067.50

Total Lab Fee:
\$40.00

Books/Supplies:
\$470.00

Financial Aid:
Pell, VA

Information current at time of printing.

The Office Clerk program enables students to develop entry-level skills in the computer/office occupations area. The most up-to-date tools necessary for securing and maintaining employment are emphasized throughout the program. Emphasis is placed on keyboarding skill building, ten-key calculator skills, computer concepts, Windows, Internet, and e-mail. Further emphasis is placed on Microsoft Office subjects including spreadsheets (MS Excel), word processing (MS Word), and presentations (PowerPoint). Students learn business communications skills, QuickBooks, and business office procedures. A special emphasis is given to customer service and life skills training.

Occupations in this Area

For state and national occupation information, visit <http://online.onetcenter.org/find/and> enter the following O*Net code(s):

- 43-6014.00 Secretaries
- 43-9061.00 Office Clerk

COURSES & HOURS

KOFC 0110 Beginning Keyboarding	12
KOFC 0130 Ten-Key	40
KOFC 0140 Comp. Concepts/Windows	45
KOFC 0150 Cust. Service/Life Skills	60
KOFC 0160 Keyboard Skill Building	108
KOFC 0170 Word Processing (Word)	35
KOFC 0175 Word Processing (Expert)	35
KOFC 0180 Business Communications	80
KOFC 0190 Presentations (PowerPoint)	30
KOFC 0200 Spreadsheets (MS Excel)	35
KOFC 0210 Spreadsh. (Excel & Expert)	35
KOFC 0220 QuickBooks	65
KOFC 0230 Office Procedures	15
KOFC 0290 Employment Workshop	15

Total Program Hours 610