



## PROGRAM OF STUDY

### Information/File Clerk - Skill Award (Office Technology)

Term Effective: Winter 2010

Total Units: 10 - 12

The Information/File 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.

#### Required Courses

Course	Title	Units	Completed	In Progress	Need
OFF 260	Computer Keyboarding and Document Processing	3			
OFF 057	or Computer Keyboarding	1			
OFF 101	Introduction to Microsoft Office Applications	3			
OFF 215	Introduction to Microsoft Outlook	2			
OFF 281	Filing and Records Management	3			

#### Select one of the following Professional Development Series courses:

Course	Title	Units	Completed	In Progress	Need
OFF 154	Professional Development Series: Interpersonal Skills	1			
OFF 155	Professional Development Series: Business Etiquette and Protocol	1			
OFF 156	Professional Development Series: Team Dynamics	1			
OFF 157	Professional Development Series: Customer Relations and Rapport	1			
OFF 158	Professional Development Series: Leadership in Organizations	1			
OFF 159	Professional Development Series: Career Planning and Networking	1			
OFF 160	Professional Development Series: Professional Image	1			
OFF 161	Professional Development Series: Interview Styles & Strategies	1			

Total Units: 10 - 12

[Skill Awards general policies and procedures,](#)

or go to: [www.citruscollege.edu/stdntsrv/counsel/skillawards](http://www.citruscollege.edu/stdntsrv/counsel/skillawards)