

## Instructional Programs

### Records Clerk

Skill Set

8 Credit Hours

#### Purpose

The Records Clerk Skill Set is of value to office workers who need record keeping skills for cross-training and/or to increase employment opportunities.

The full Records Clerk Skill Set is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

| Dept/No.                      | Title                                 | Credit Hours |
|-------------------------------|---------------------------------------|--------------|
| <b>Skill Set Requirements</b> |                                       |              |
| CS 120                        | Data Base Management Systems Concepts | 2            |
| OA 103                        | Basic Document Processing I           | 3            |
| OA 131                        | Records Management                    | 3            |

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