



Office Clerk

Certificate of Completion (CC)
Planning Guide 2012–2013

Revised 3/27/12

Program Information

Length of Program: 16 Credits

Completion Award: Certificate of Completion

Enrollment: Fall, Winter, Spring

Approximate Quarterly Costs: \$25-\$85
(in addition to tuition, books and parking)

Website: www.shoreline.edu/genbustech01.aspx

Program Advisors:

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Program Description

Shoreline Community College offers a short-term Certificate of Completion (CC) in Office Clerk leading to an entry-level position in an office setting. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or associate degrees in Business Technology. Students pursuing a four-year baccalaureate degree in Business should follow the Business Associate in Arts (AA-DTA) direct transfer degree planning guide.

EPC J518D

Office Clerk—What is it?

Office Clerks provide support for the flow of business by keeping records, filing documents, maintaining databases, and supporting supervisors and/or managers. For advanced study, consider a Certificate of Proficiency or an Associate in Applied Arts and Science (AAAS) degree in Business Technology.

Program Outcomes:

Students who successfully complete this program should have:

1. a working knowledge of word processing and calculators.
2. an ability to communicate positively to internal and external customers.
3. an ability to organize office documents.

Career Opportunities—What can I do with a Certificate in Office Clerk?

Graduates with basic office skills are prepared for entry-level positions in a variety of business settings. Potential positions include Office Clerk, Office Assistant, Data Entry Clerk and Shipping/Receiving Clerk. The average median wage is \$11.45 per hour. This field often has opportunities for temporary employment and part-time work.

Potential employers include: Small businesses, corporations, government agencies, schools, health care facilities—or any business or organization requiring basic office skills. For more, please visit career information and resources at www.shoreline.edu/acc/CareerCounseling.aspx

PROGRAM PREREQUISITES: COMPASS placement into ENGL 100 Analytical Reading and Writing or successful completion of ESL 099 Academic ESL 2 and BUSTC 101 Beginning Keyboarding or keyboarding skills by touch.

CERTIFICATE OF COMPLETION—16 CREDITS

PROGRAM REQUIREMENTS			
Courses	QTR	GR	CR
BUS 105 Essentials of Human Relations			2
BUSTC 101 Beginning Keyboarding OR BUSTC 102 Speed Keyboarding 1			5
BUSTC 107 Elec Ten-Key Calculator			2
BUSTC 112 Filing			2
BUSTC 128 Word 2010, Level 1			5

RECOMMENDATIONS:

ADDITIONAL INFORMATION

Job Search Information

www.workforceexplorer.com

Note: Every effort has been made to ensure the accuracy of the information in this publication. However, the information is subject to change without notice and final career decisions are the responsibility of the student.

CERTIFICATE COMPLETION

Students should automatically receive their Certificate after successful completion all required courses. If you have not received your Certificate, please contact the Workforce Education Programs in FOSS 5100 or call 206-546-5876.