

## 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 skill set is available at all locations.

<b>Dept/No.</b>	<b>Title</b>	<b>Credit Hours</b>
<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

**Department Chair: 304.236.7619**

**Administrative Secretary: 304.236.7609**