

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.

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

Division Head: 304.236.7620

Administrative Secretary: 304.896.7385