



Office Skills

OFFICE SKILLS develops the skills and knowledge of office work in the field of business. Students learn general office and business skills as well as administrative operations. Computer skills are taught and mastered. A computer laboratory enables students to become computer literate and learn data processing, input skills and record keeping. The curriculum is adapted to meet the students individual needs.

Work Environment

Graduates from this program seek employment in offices and corporations. Workers may function on an individual basis as well as participate in group projects.

Career Opportunities:

Stock Clerk
File Clerk
Mail Clerk
Cashier
General Clerk
Credit Card Clerk
Data Entry Clerk
Coding Clerk
Work Processing Aide
Sales Clerk
Shipping and Receiving Clerk
Order Filler
Data Processor
Inventory Clerk

Employment Outlook

Small offices, banks, insurance companies, retail stores, mail rooms, and entry-level jobs in large corporations always need the skills related to this curriculum. Employees work in every sector of the economy of both private and public industries.

Required for Sequence Credit

Career and Financial Management

Course Outline:

- Keyboarding
- Filing Skills and Applications
- Calculator Operations
- Computer Literacy
- Record Keeping
- Data Entry
- Banking Procedures
- Communication Skills: Written and Verbal
- Reprographics
- Mail Room Operations
- Cashier/Stock

Related Courses at Wilson Tech

- Retailing
- Web and Internet Technology

Scheduling Information

Grades: 9-12
Units: 4½ ea yr
Location: Manor Plains
Sessions: AM/PM