

# VIRTUAL-ONLINE PERSONAL DEVELOPMENT COURSE



## Office Procedures/Clerical Training CERTIFICATE COURSE

Starting Date | September 13th, 2021

### PREREQUISITES

None

### ABOUT THIS COURSE

This course is designed to give the student an appreciation of the responsibilities and duties of an Office Clerk which typically include but is not limited to the following: Answer and transfer telephone calls or take messages, Sort and deliver incoming mail and send outgoing mail. Schedule appointments and receive customers or visitors, Provide general information to staff, clients, or the public, type, format, or edit routine memos or other reports, Copy, file, and update paper and electronic documents, Prepare and process bills and other office documents

The specific duties assigned to clerks will depend on the type of office in which they work. For example, a general office clerk at a college or university may process application materials and answer questions from prospective students, while a clerk at a hospital may file and retrieve medical records.

DAY(S)	DAY TIME	EVENING
MON & WED	12:30 pm - 2:15 pm	7:35 pm - 9:15 pm

Duration	13 Weeks
Registration	\$50.00
Technology Fee	\$35.00 (Evening Class Only)
Work Book	FREE (PDF Available Online)
Tuition Cost	FREE (A \$350.00 Value)

STUDENTS MUST HAVE A LAPTOP or DESKTOP COMPUTER

### LEARNING OUTCOME

- After completing this course students would have acquired a solid understanding of what is required of an Office Clerk.
- They will be exposed to the tools and methods used to perform the multiple tasks

## Cyber Tech Career College

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