



County Clerks to Council Training Program TWO-YEAR CURRICULUM

The curriculum for the County Clerks to Council Training Program is based on the results of a job analysis conducted by USC's Institute for Public Service and Policy Research in 2004. The program consists of 36 hours of classroom instruction that can be completed in a two-year period. Twenty-four of these hours are for mandated courses and the remaining 12 hours are for electives. Each course equals three hours of credit. In order to complete the program, clerks need to attend all mandated courses and four of the six electives.

*[**Please refer to the Clerks to Council Certification Requirements link for additional information pertaining to the Certification Program for South Carolina Clerks to Council.](#)*

Year 1 – February (2005, 2007, 2009)

Overview of Roles and Responsibilities
Ethics and Public Service
ELECTIVE – Time Management

Year 1 – August (2005, 2007, 2009)

Conducting Effective Meetings
ELECTIVE – (non-recurring: this topic will change every year to allow clerks who completed the program additional professional development opportunities)

Year 1 – October (2005, 2007, 2009)

Overview of Government in the Palmetto State
ELECTIVE – Procurement Practices

Year 2 – February (2006, 2008, 2010)

Minute Writing/Agenda Preparation
Customer Service/Complaint Resolution
ELECTIVE – Presentation Skills

Year 2 – August (2006, 2008, 2010)

Basic Budgeting
ELECTIVE – (non-recurring: this topic will change every year to allow clerks who completed the program additional professional development opportunities)

Year 2 – October (2006, 2008, 2010)

Records Management
ELECTIVE – Written Communication Skills