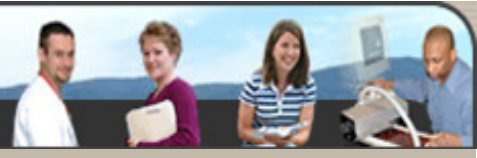

CERTIFICATE

CLERICAL ASSISTANT[TP] (218)

About Our Program

The Clerical Assistant Certificate Program is designed to prepare persons for an entry-level position in an office. Keyboarding, filing, word processing, administrative support technology courses, and general education courses provide individuals with the knowledge and skills necessary for performance in the workplace in the automated office today.

Opportunities for Employment

In the immediate area and throughout the nation, business, industry, and government offices have job opportunities for entry-level office workers.

Opportunities for Advancement

Opportunities for advancement are excellent for those willing to continue upgrading their skills. The rapid pace of change allows advancement for those continuing their education.

Special Considerations

Students are required to take English and mathematics placement tests. Developmental classes in these areas may be required.

Students may qualify for college credit for verified on-the-job experience or courses included in the college Tech Prep articulation program.

Program Contacts

Ms. Vickie Ratliff, Dean
Faculty Contacts: Ms. Sabrina Ward,
Ms. Jane Jones
Location: Phillips-Taylor Hall

		Lec Hrs.	*Lab Hrs.*	*Crse Cr.*
First Semester				
AST 107	Editing/Proofreading Skills	3	0	3
AST 141	Word Processing I	3	0	3
AST 206	Professional Development	3	0	3
ENG 111	College Composition I	3	0	3
ITE 100	Intro to Information Systems	3	0	3
SDV 101	Orientation to Business Programs	1	0	1
	Total			**16**
Second Semester				
AST 108	Telephone Techniques	1	0	1
AST 137	Records Management	3	0	3
AST 238	Word Processing Advanced Operations	3	0	3
AST Elective		3	0	3
MTH 141	Business Mathematics I	3	0	3
PSY 120	Human Relations	3	0	3
	Total			**16**

32 credits required to graduate

[TP]This program is part of the Tech Prep Initiative. Please see your advisor for additional information.

This is a Gainful Employment Program
http://www.me.vccs.edu/programs/ge.htm