

Clerical Assistant
Career Studies Certificate

(Effective Fall 2007)

Purpose: The Clerical Assistant Career Studies Certificate program teaches students basic skills in keyboarding, filing, office machines and equipment, telephone etiquette, mail processing and general office procedures.

Occupational Objectives: Students may seek employment in small businesses, schools, and offices as office clerks, receptionists, clerical assistants, or data entry operators.

Admission Requirements: General college curricular admission

Program Notes: Students must have completed a high school program with a recognized diploma/ GED; be active or pending clients of the Virginia Department of Rehabilitative Services; and possess the social skills necessary to function as independent persons among their peers in the college environment. Credits earned in this program are nontransferable.

Curriculum

Course	Title	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
SDV 80	Integrated Basic Academic/Life Skills	5	0	5
SOC 85	Social Skills Development	3	0	3
AST 80	Basic Keyboarding I	1	0	1
AST 81	Basic Keyboarding II	3	0	3
AST 85	Office Procedures I	3	0	3
AST 82	Basic Keyboarding III	2	0	2
AST 86	Office Procedures II	3	0	3
AST 88	Microcomputer Concepts and Applications	3	0	3
AST 90	Coordinated Internship in Administrative Support Technology	0	25	5
	Total	24	25	29