

**Clerical Assistant
Career Studies Certificate**

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

Clarification of Admission Requirements: Students must have completed a high school program with a recognized diploma/GED or have passed the college’s Ability to Benefit (ATB) test.

Program Notes: All students applying to the Clerical Assistant program will take the college placement test. Students entering the program must have keyboarding experience and the social skills necessary to function as independent persons among their peers in the college environment. Social skills are defined as the ability to follow directions and exhibit appropriate communication skills and behavior, which adheres to the college code of conduct. Credits earned in this program are non-transferable.

Curriculum

Course	Title	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
SDV 80	Integrated Basic Academic/Life Skills	3	0	3
SOC 85	Social Skills Development	3	0	3
AST 80	Basic Keyboarding I	2	0	2
ACC 1	Bookkeeping	2	2	3
AST 85	Office Procedures I	3	0	3
AST 86	Office Procedures II	3	0	3
AST 88	Microcomputer Concepts and Applications I	3	0	3
AST XX ¹	Microcomputer Concepts and Applications II	3	0	3
AST 90	Coordinated Internship in Administrative Support Technology	0	25	5
	Total	23	27	29

¹ This course is in the process of development.