

# Clerical Studies

## Certificate

**Program Coordinator:** Nan Jones • LRC 212 • 276-739-2465

**Length:** Two semesters (one year)

**Purpose:** With the increased development of business, industry, and government in Virginia, there is a great need for qualified personnel in the clerical area of office occupations. The clerical program is designed to train personnel for full-time employment upon completion of the course requirements. In addition, the curriculum furnishes the student the opportunity to elect to transfer into the AAS degree program if she/he so wishes.

**Occupational Objectives:** Receptionist, Records Clerk, Typist, Office Clerk, Office Assistant

**Admission Requirements:** A student eligible for admission to the College can normally be considered for admission to Clerical Studies curriculum. Proficiency in high school English and mathematics is required. Students who are not proficient in English and mathematics will be required to correct their deficiencies in developmental courses.

**Program Requirements:** The two-semester curriculum provides training in keyboarding, filing, word processing, and office record keeping or business electives. In addition to this, the curriculum includes supportive courses as a preparation for entrance into the job market. Upon successful completion of the curriculum, the student will be awarded a Certificate in Clerical Studies.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>First Semester (Fall)</b>				
ENG 111	College Composition I	3	0	3
SDV 101	Orientation to College Success	1	0	1
AST 101	Keyboarding I <sup>1</sup>	4	0	4
AST 107	Proofreading and Editing	3	0	3
MTH 132	Business Mathematics	3	0	3
AST 154	Voice Recognition Applications	2	0	2
<b>Total</b>		<b>16</b>	<b>0</b>	<b>16</b>
<b>Second Semester (Spring)</b>				
AST 102	Keyboarding II <sup>2</sup>	4	0	4
AST 171	Intro. To Call Center Services	3	0	3
AST 137	Records Management	3	0	3
AST 141	Word Processing I <sup>2</sup>	3	0	3
AST 136	Office Record Keeping	3	0	3
<b>Total</b>		<b>16</b>	<b>0</b>	<b>16</b>
<b>Total Minimum Credits required for Certificate</b>				<b>32</b>

**Footnote:**

1. Students who pass the Keyboarding Exemption Test will be granted credit for this course. Testing date is published in the class schedule.
2. Prerequisite- AST 101.