

## Clerical Studies Certificate

### Program Coordinator:

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**Program Purpose:** The clerical program is designed to train personnel for full-time employment as a Receptionist, Records Clerk, Typist, Office Clerk, or Office Assistant. In addition, the curriculum furnishes the student the opportunity to elect to transfer into the AAS degree program.

First Semester (Fall)		
ENG 111	College Composition I	3
SDV 101	Orientation to College Success	1
AST 101	Keyboarding I <sup>1</sup>	4
AST 107	Proofreading and Editing	3
MTH 132	Business Mathematics	3
AST 154	Voice Recognition Applications	2
<b>Total Credits</b>		<b>17</b>
Second Semester (Spring)		
AST 102	Keyboarding II	4
AST 171	Introduction to Call Center Services	3
AST 137	Records Management	3
AST 141	Word Processing I	3
AST 136	Office Record Keeping	3
<b>Total Credits</b>		<b>16</b>
<b>Total minimum credits for Certificate</b>		<b>32</b>

<sup>1</sup> Students who pass the Keyboarding Exemption Test will be granted credit for this course. Testing date is published in the class schedule.