

Certificate Clerical Assistant



PURPOSE: 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.

PROGRAM REQUIREMENTS: 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 experiences.

First Year

Fall Semester			
AST	141	Word Processing I	3
AST	107	Editing/Proofreading Skills	3
ENG	111	College Composition I	3
ITE	115	Intro to Computer Apps and Concepts	3
MKT	170	Customer Service	1
PSY	120	Human Relations	3
SDV	101	Orientation to Business Programs	1

Spring Semester			
ACC	105	Office Accounting	3
AST	108	Telephone Techniques	1
AST	137	Records Management	3
AST	155	Intro to Desktop Info Management	1
AST	238	Word Processing Advanced Operations	3
AST	160	Learning the Internet for Business	1
MTH	141	Business Mathematics	3
SDV	106	Preparation for Employment	1
Total Minimum Credits for Certificate			34

Program Contact: Ms. Jane Jones, jjones@mecc.edu , 276.523.2400 ext. 249

Program Contact: Ms. Sabrina Ward, sward@mecc.edu , 276.523.2400 ext. 224

Ms. Fran Doyle, Assistant Dean, at fdoyle@mecc.edu , 276.523.2400 ext. 313