

Mountain Empire Community College Publication Change Form

Please fill in and print this page to request changes to MECC's publications. This process provides for MECC's publications on the college's web site to be maintained with up-to-date information, unlike the printed copies that are updated once a year.

Change Applies to: Catalog Student Handbook Other _____

Type of Change: Update Deletion Addendum

Does the change need to be applied to the website? Yes No

If yes, which web page(s) requires the change? Clerical Assistant (218)

Current Page Number: 88 -or- Proposed Page Number: _____

Effective Date: Fall 2019

Brief Description of Change:

Remove AST 238 Advanced Wordprocessing, change total hours to 32


Person Submitting Change:

Tommy Clements

Name (print)


Signature

Vice President of Academic Affairs and Workforce Solutions:


Signature

6-4-19
Date

Send this form and attachments to the office of the Vice President of Academic Affairs and Workforce Solutions.

Certificate

CLERICAL ASSISTANT (218)**Purpose**

The Clerical Assistant Certificate is designed to prepare students for entry-level positions in an office. Keyboarding, filing, word processing, administrative support technology, and general education courses provide individuals with the knowledge and skills necessary for performance in today's automated office.

Program Learning Outcomes**Upon successful completion, students will be able to:**

1. Demonstrate the fundamental accounting concepts and principles that governs the accounting cycle.
2. Create documents, spreadsheets, databases, and presentations using integrated software.
3. Develop keyboarding and document production skills with emphasis on preparation of business documents.
4. Develop business communication skills essential in proofreading and editing business documents.

Employment Opportunities

Business, industry, and government offices have job opportunities for entry-level office workers in the immediate area and throughout the nation.

Program Requirements

Students should have English and Mathematics skills assessed. Deficiencies in these areas may be corrected by completing the appropriate developmental studies courses.

FOR FURTHER INFORMATION, CONTACT:

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**CLERICAL
ASSISTANT
PROGRAM OF
STUDY**

Course #	Course Title	Credit	Pre-Requisite Courses (if applicable)
FIRST YEAR			
FALL			
ACC 115	Applied Accounting	3	
AST 101	Keyboarding I	2	
AST 102	Keyboarding II	2	AST 101
AST 107	Editing/Proofreading Skills	3	
AST 236	Specialized Software Apps.	3	AST 101
ENG 111	College Composition I	3	
MKT 170	Customer Service	1	
SDV 100	College Success Skills	1	
FIRST YEAR SPRING			
AST 108	Telephone Techniques	1	
AST 137	Records Management	3	
AST 141	Word Processing I	3	AST 101
<i>ELIGIBLE FOR MICROSOFT OFFICE SPECIALIST WORD CORE & MASTER CERTIFICATIONS UPON COMPLETION OF AST 141 AND AST 238</i>			
MTH 132	Business Math	3	
PSY 120	Human Relations	3	
SDV 106	Preparation for Employment	1	
<i>ELIGIBLE FOR CAREER READINESS CERTIFICATION WHILE ENROLLED IN SDV 106</i>			
TOTAL PROGRAM CREDITS		32	

Notes and Additional Curriculum Options

Course substitutions may be available. Please see your advisor.