

Clerical Assistant
Career Studies Certificate

Purpose: The Program for Adults in Vocational Education (PAVE) is a vocational training program for adults with mental disabilities, including mild mental retardation, mild and severe learning disabilities, and emotional disabilities. The overall purpose of PAVE is to provide post-secondary training programs that incorporate functional academic instruction, job skills training, and community-based internships. 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

Program Notes: Students must have completed a high school program with a recognized diploma/GED or passed the Ability to Benefit Assessment; be active or pending clients of the Virginia Department of Rehabilitative Services; and possess the social skills necessary to function as independent persons among their peers in the college environment.

Curriculum

Course	Title	Lec. Hrs.	Lab hrs.	Course Cred.
SDV 100	Orientation	1	0	1
SDV 80	Integrated Basic Academic/Life Skills	5	0	5
SOC 85	Social Skills Development	3	0	3
AST 80	Basic Keyboarding I	2	0	2
AST 81	Basic Keyboarding II	3	0	3
AST 85	Office Procedures I	3	0	3
AST 82	Basic Keyboarding III	3	0	3
AST 86	Office Procedures II	3	0	3
AST 88	Microcomputer Concepts and Applications	3	0	3
AST 90	Coordinated Internship in Administrative Support Technology	0	15	3
	Total	26	15	29