

Certificate of Proficiency - Clerical Support

The certificate of proficiency in Clerical Support provides students with basic clerical skills necessary for entry-level office positions such as receptionists, file clerks, general office clerks, and data entry clerks. Students develop basic skills in keyboarding and data entry, records and information management, business correspondence, and software applications. Essential workplace skills are also covered. Students are given the opportunity to obtain a Career Readiness Certificate, which is a credential based upon the WorkKeys® assessments that demonstrates to employers that an individual possesses the basic workplace skills required for 21st century jobs. All courses in the Certificate of Proficiency in Clerical Support can be applied toward a Technical Certificate in Administrative Support or an Associate of Applied Science degree in Office Management. Students must earn a “C” or above in each required course in order to receive a certificate of proficiency from ANC.

| Fall Semester | Credit Hours |
|--|---------------------|
| CE11003 Workplace Essentials | 3 |
| CS11033 Computer Applications* | 3 |
| OT11043 Records & Information Management | 3 |
| OT11084 Keyboarding/Data Entry | 4 |

| CP Clerical Support | | | |
|--------------------------------|------|---------|---------|
| Minimum Scores Required | | | |
| | Math | English | Reading |
| ACT | 13 | 13 | 13 |
| Accuplacer | 30A | 54 | 36 |
| Next Gen | 236A | 224 | 224 |

TOTAL CERTIFICATE CREDIT HOURS 13

*Computer Applications recommends a demonstrated keyboarding speed of 30 net words per minute or a co-requisite of OT11084 Keyboarding/Data Entry.

For more information about ANC graduation rates, the median debt of students who completed the program, and other important information, please visit the ANC website at: <http://www.anc.edu/gainfulemployment/index.htm>

Certificate of Proficiency - Entrepreneurship

This certificate of proficiency introduces students to the concepts and processes involved with starting a new business venture. Students will learn business terminology, basic market analysis, business plan development, as well as government rules and regulations associated with managing a small business venture. In addition, students will learn about the fees required to start a business venture, sales tax reporting, and basic financial management. The course provides a foundation for aspiring entrepreneurs who want to start and manage a new venture or assist existing small businesses with improving their small business operations.

Course Requirements:
BU11016 Entrepreneurship

Total Certificate Credit Hours 6

| CP Entrepreneurship | | | |
|--------------------------------|------|---------|---------|
| Minimum Scores Required | | | |
| | Math | English | Reading |
| ACT | 13 | 13 | 13 |
| Next Gen | 236A | 224 | 224 |
