

# OWNERSHIP CLERK

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## Certificate of Completion

The Ownership Clerk program introduces students to change in ownership policies as stated in the California Assessor Handbook, Section 401. Students will gain the fundamental knowledge of change in ownership topics such as forms of individual property ownership, life estates and estates for years, trusts, leases, and legal entities in a supportive learning environment that values a diverse group of students. Students will also be equipped with the career readiness and employability skills necessary for them to identify the required preparation and training needed for successful pathway completion. Upon completion of this program, students will earn an Ownership Clerk Certificate of Completion.

## Program Learning Outcomes

- Students will be eligible for employment as an Ownership Clerk 1 within the LACOA.
- Students will be prepared with the necessary skills and concepts of Section 401, Change in Ownership, of the California Assessor Handbook.
- Students will be equipped with the employability skills that strengthen job performance, minimize errors, and promote collaboration with coworkers to work more effectively.
- Students will be able to begin a pathway from noncredit to employment as an Ownership Clerk 1 or enrollment in Mt. SAC's credit-bearing programs.

Review [Student Learning Outcomes \(SLOs\)](#) for this program.

## Required Courses

Course Prefix	Course Name	Units
VOC CIO1	Change in Ownership 1	
VOC CIO2	Change in Ownership 2	

## Recommend Elective

Course Prefix	Course Name	Units
VOC PPCCR	Professional and Postsecondary Skills for College and Career Readiness	