

AREA: Administrative Support Technology:
Administrative Assistant Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: There is continuing demand for personnel who possess a mastery of office skills, who demonstrate the ability to assume responsibility without direct supervision, and who exercise sound judgment within the scope of assigned authority. The associate of applied science degree curriculum in administrative support technology with an administrative assistant specialization is designed to prepare individuals for full-time employment immediately upon completion of the community college program. This program is beneficial for individuals who are seeking first-time employment, career advancement or MOS certification.

OCCUPATIONAL OBJECTIVES: administrative assistant, human resources assistant, information coordinator, personal assistant or special projects assistant

PROGRAM REQUIREMENTS: The two-year curriculum in administrative support technology includes instruction in administrative support technology, general education, computer skills and electives. Students are advised to consult with their faculty advisors in planning their programs and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the associate of applied science degree in administrative support technology with an administrative assistant specialization. Transfer opportunities for associate of applied science degrees are very specific in nature. Students enrolling in an applied science degree with plans to transfer should explore opportunities with their faculty advisor.

ADMISSION/COURSE PREREQUISITE REQUIREMENTS:

- Most courses in this program require placement tests indicating readiness to enroll in ENG 111 and reading prerequisite courses.
- Students without keyboarding skill (or limited skill below 25 words per minute) must complete the prerequisite course AST 101 Keyboarding I, prior to enrolling in AST 102 or AST 141.
- All courses completed require a grade of C or better.

Course#	Title	Credits
First Semester		
AST 102	Keyboarding II ¹	3
AST 107	Editing and Proofreading Skills ²	3
ENG 111	College Composition I	3
ITE 115	Intro to Computer Apps & Concepts	3
MTH 120	Introduction to Mathematics	3
SDV 100	College Success Skills	1
	or	
	SDV 101-Orientation to the IT Professions	
	Total	16
Second Semester		
ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
ENG 115	Technical Writing	3
PED/HLT	Physical education (or health)	2
CST 100/110	Principles of Public Speaking	3
	Approved AST elective ³	3
	Total	17
Third Semester		
AST 141	Word Processing I ⁴	3
AST 234	Records and Database Management ²	3
AST 243	Office Administration I ²	3
BUS 236	Communications in Management	3
ECO 201	Principles of Macroeconomics	3
	(or ECO 202)	
	Approved social science elective ⁵	3
	Total	18
Fourth Semester		
AST 142	Word Processing II ⁶	3
AST 206	Professional Development	3
AST 230	Introduction to Office Technology	3
AST 244	Office Administration II ⁷	3
BUS 241	Business Law I	3
	(or BUS 242)	
	Total	15
	Program Total	66

¹ Students who have completed prior training in keyboarding may petition for course substitution or articulation credit.

² Students must have keyboarding skills. Bridge courses of AST 101 or AST 102 may be required to gain keyboarding skills required.

³ Approved AST electives: AST 205, AST 253, AST 257, AST 260

⁴ Prerequisite: AST 102 or equivalent skill

⁵ Students may select social science electives from the approved list.

⁶ Prerequisite: AST 141 or equivalent skill

⁷ Prerequisite: AST 243 or instructor approval

