

AREA: Administrative Support Technology

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: With the rapid development of business, industry and government in Virginia, there is growing demand for administrative support personnel who possess high-level technical, interpersonal and leadership skills. The associate of applied science degree curriculum in administrative support technology 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, promotion or MOS certification.

OCCUPATIONAL OBJECTIVES: administrative support specialist, customer service representative, executive assistant, marketing assistant or office manager

TRANSFER GUIDELINES: 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.

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.

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.

TEACHER CERTIFICATION/BUSINESS EDUCATION TRANSFER INFORMATION

Students planning to transfer into a business education specialization are encouraged to enroll in MTH 151 and MTH 152. In addition, these courses may be required: AST 102 (Keyboarding II); AST 141 (Word Processing I); AST 243 (Business Administration) or AST 135 (Simulation in Office Procedures); and AST 236 (Specialized Software Applications) or AST 232 (Microcomputer Office Applications). Contact the program advisor for additional information regarding elementary/secondary teacher education transfer requirements.

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
AST 205	Business Communications	3
BUS 100	Introduction to Business	3
ENG 112	College Composition II	3
PED/HLT	Physical education (or health)	2
CST 100/110	Principles of Public Speaking	3
	Total	17
Third Semester		
AST 141	Word Processing I ²	3
AST 234	Records and Database Management ²	3
AST 243	Office Administration I ²	3
ECO 201	Principles of Macroeconomics	3
	(or ECO 202)	
	Approved social science elective ³	3
	Approved AST elective ⁴	3
	Total	18
Fourth Semester		
AST 142	Word Processing II ⁵	3
AST 206	Professional Development	3
AST 244	Office Administration II ⁶	3
BUS 200	Principles of Management	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 AST course substitution or articulation credit.

² Prerequisite: AST 102 or equivalent skill

³ Students may select social science electives from the approved list.

⁴ Approved AST electives include: AST 230, AST 253, AST 257, AST 260.

⁵ Prerequisite: AST 141 or equivalent skill

⁶ Prerequisite: AST 243 or instructor approval