

AREA: Office Systems Assistant Certificate

LENGTH: Two semesters (one-year) program

PURPOSE: Commercial and industrial expansion in Virginia is steadily increasing the demand for qualified records management and word processing personnel. The Office Systems Assistant Program is designed to prepare graduates for full-time employment in a variety of office positions.

OCCUPATIONAL OBJECTIVES: data entry specialist, front desk coordinator, information processing specialist, office assistant, office support technician, proofreader/editor, receptionist or records clerk

PROGRAM REQUIREMENTS: The program prepares the student to fill clerical and word processing positions and provides fundamental knowledge and skills associated with general office work. The curriculum includes courses in keyboarding, math, business, word processing and business communications. Students who have satisfactorily completed high school courses in keyboarding with a grade of C or better may take word processing courses. (Proof by means of a high school transcript must be on file in the Admissions and Records Office.) Upon satisfactory completion of the program, the graduate will receive a certificate in office systems assistant.

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 or AST 141-Word Processing ¹ | 3 |
| AST 107 | Editing and Proofreading Skills ¹ | 3 |
| AST 234 | Records and Database Management ¹ | 3 |
| BUS 100 | Introduction to Business | 3 |
| ENG 111 | College Composition I | 3 |
| SDV 100 | College Success Skills or SDV 101 Orientation to the IT Professions | 1 |
| Total | | 16 |
| Second Semester | | |
| AST 141 | Word Processing I ² (or AST 142 ³) | 3 |
| AST 206 | Professional Development | 3 |
| MTH 120 | Introduction to Mathematics | 3 |
| | Approved social science elective ⁴ | 3 |
| | Approved elective ⁵ | 3 |
| Total | | 15 |
| Program Total | | 31 |

¹Keyboarding skill is required. Prerequisite AST 101 or equivalent skill

²Prerequisite: AST 102 or equivalent skill

³Prerequisite: AST 141 or equivalent skill

⁴Students may select social science electives from the approved list on page 51.

⁵Approved electives: AST 205, AST 230, AST 253, AST 257, AST 260, ITD 110, ITD 210, MKT 282

