

# *Associate of Applied Science Degree in Administrative Support Technology: Virtual Assistant Specialization*

**AREA:** Administrative Support Technology:  
Virtual Assistant Specialization

**DEGREE:** Associate of Applied Science Degree

**LENGTH:** Four semesters (two-year) program

**PURPOSE:** There is an increasing demand for office personnel who are qualified to produce in-house documents for both print and online publishing projects. The associate of applied science degree curriculum in administrative support technology with a desktop publishing specialization is designed to prepare individuals for full-time employment immediately upon completion of the community college program. This program is beneficial to individuals who are seeking first-time employment, career advancement or MOS certification.

**OCCUPATIONAL OBJECTIVES:** graphic design assistant, information specialist, marketing technology specialist, publications specialist or publishing assistant

**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 with a desktop publishing specialization includes instruction in administrative support technology, desktop publishing and general education. 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 a desktop publishing specialization.

## **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
<b>First Semester</b>		
AST 141	Word Processing I <sup>1</sup>	3
AST 107	Editing and Proofreading Skills <sup>1</sup>	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
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
ACC 211	Principles of Accounting I	3
AST 142	Word Processing II <sup>2</sup>	3
AST 260	Presentation Software <sup>1</sup>	3
ENG 115	Technical Writing	3
CST 100/110	Principles of Public Speaking	3
PED/HLT	Physical education (or health)	2
<b>Total</b>		<b>17</b>
<b>Third Semester</b>		
ART 284	Computer Graphics II <sup>7</sup>	3
AST 243	Office Administration I <sup>1</sup>	3
AST 253	Advanced Desktop Publishing I <sup>1</sup>	3
AST 257	WP Desktop Publishing <sup>3</sup>	3
BUS 100	Introduction to Business	3
ECO 201	Principles of Macroeconomics (or ECO 202)	3
<b>Total</b>		<b>18</b>
<b>Fourth Semester</b>		
AST 244	Office Administration II <sup>3</sup>	3
AST 254	Advanced Desktop Publishing II <sup>4</sup>	3
BUS 241	Business Law I (or BUS 242)	3
	Approved social science elective <sup>5</sup>	3
	Approved AST elective <sup>6</sup>	3
<b>Total</b>		<b>15</b>
<b>Program Total</b>		<b>66</b>

<sup>1</sup> Students must have keyboarding skills. Bridge courses of AST 101 or AST 102 may be required to gain keyboarding skill levels required.

<sup>2</sup> Prerequisite: AST 141 or equivalent skill.

<sup>3</sup> Prerequisite: AST 243 or instructor approval

<sup>4</sup> Prerequisite: AST 253 or equivalent skills

<sup>5</sup> Students may select social science electives from the approved list on page 43.

<sup>6</sup> Approved AST electives: AST 102, AST 205, AST 206, AST 230, AST 234

<sup>7</sup> Students may request substitutions (ART 283, ART 131, ART 132)