

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 the virtual assistant, who is generally a self-employed office professional supporting multiple clients in a variety of industries and providing administrative, creative, managerial, technical, office and/or personal administrative support services from a remote location, usually from a home office. The Associate of Applied Science Degree curriculum in Administrative Support Technology with the Virtual Assistant Specialization is designed to prepare individuals for employment immediately upon completion of the community college program. This program is beneficial to individuals who are seeking a career switch, career advancement, or national certifications such as Microsoft Office Specialist (MOS) and Certified Virtual Assistant (CVA).

OCCUPATIONAL OBJECTIVES: virtual assistant, virtual office specialist

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 an advisor.

PROGRAM REQUIREMENTS. The two-year curriculum in Administrative Support Technology with the Virtual Assistant Specialization includes instruction in office administration, virtual technology equipment and software, print and online publishing and general education. Students are advised to consult with an advisor in planning their programs and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate of Applied Science Degree with a major in Administrative Support Technology with a Virtual Assistant Specialization.

ADMISSION/COURSE PREREQUISITE REQUIREMENTS:

- AST courses in the program require placement in ENF2 or higher or successful completion of ENF1. Other courses may require placement readiness for ENG 111.
- 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.

Course#	Title	Credits
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First Semester (Fall)

AST	102/141	Keyboarding II ¹ or Word Processing I ¹	3
AST	107	Editing and Proofreading Skills ¹	3
ENG	111	College Composition I	3
ITE	115	Intro to Computer Apps & Concepts	3
MTH	120	Introduction to Mathematics	3
SDV	101	Orientation to Virtual Assistant	1
Total			16

Second Semester (Spring)

AST	142	Word Processing II ²	3
AST	230	Introduction to Office Technology ²	3
BUS	241/242	Business Law I or Business Law II	3
CST	100/110	Principles of Public Speaking	3
ENG	115	Technical Writing	3
		Approved Social Science Elective ⁵	3
Total			18

Third Semester (Fall)

ACC	211	Principles of Accounting I	3
AST	234	Records and Database Management ²	3
AST	243	Office Administration I ²	3
AST	253	Advanced Desktop Publishing I ²	3
PED/HLT		Physical Education or Health	1
		Approved AST Elective ⁶	3
Total			16

Fourth Semester (Spring)

AST	206	Professional Development ⁷	3
AST	244	Office Administration II ³	3
AST	254	Advanced Desktop Publishing II ⁴	3
AST	260	Presentation Software ²	3
		Approved Humanities Elective ⁵	3
Total			15

Program Total **65**

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

² Prerequisite: AST 102 or AST 141 or instructor approval

³ Prerequisite: AST 243 or instructor approval

⁴ Prerequisite: AST 253

⁵ Students may select social science and humanities electives from approved list on page 41.

⁶ Approved AST electives: (Summer) AST 236; (Fall) AST 205, AST 257, ITD 110; (Spring) BUS 165, BUS 205

⁷ Capstone Course: Internship project required.