

# *Associate of Applied Science Degree in Administrative Support Technology*

**AREA:** Administrative Support Technology

**DEGREE:** Associate of Applied Science Degree

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

**PURPOSE:** With the dynamic changes within-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 and CAP certifications.

**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 an 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 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 in administrative support technology.

**ADMISSION/COURSE PREREQUISITE REQUIREMENTS:**

- AST courses in this program require placement into 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.

**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

Office 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 secondary teacher education transfer requirements.

Course#	Title	Credits
<b>First Semester (Fall)</b>		
AST 102/141	Keyboarding I <sup>1</sup> or 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 101	Orientation to Virtual Assistant	1
	<b>Total</b>	<b>16</b>
<b>Second Semester (Spring)</b>		
AST 142	Word Processing II <sup>2</sup>	3
CST 100/110	Principles of Public Speaking	3
ENG 112	College Composition II	3
PED/HLT	Physical Education or Health	1
	Approved Humanities Elective <sup>3</sup>	3
	Approved Social Science Elective <sup>3</sup>	3
	<b>Total</b>	<b>16</b>
<b>Third Semester (Fall)</b>		
ACC 211	Principles of Accounting I	3
AST 205	Business Communications <sup>2</sup>	3
AST 234	Records and Database Management <sup>2</sup>	3
AST 243	Office Administration I <sup>2</sup>	3
BUS 100	Introduction to Business	3
BUS 241/242	Business Law I or Business Law II	3
	<b>Total</b>	<b>18</b>
<b>Fourth Semester (Spring)</b>		
AST 206	Professional Development <sup>6</sup>	3
AST 230	Introduction to Office Technology <sup>2</sup>	3
AST 244	Office Administration II <sup>4</sup>	3
BUS 200	Principles of Management	3
	Approved AST Elective <sup>5</sup>	3
	<b>Total</b>	<b>15</b>
	<b>Program Total</b>	<b>65</b>

<sup>1</sup> Students must have keyboarding skills. Bridge courses of AST 101 or AST 102 may be required or instructor approval.

<sup>2</sup> Prerequisite: AST 102 or AST 141 or instructor approval

<sup>3</sup> Students may select social science and humanities electives from approved list on page 41.

<sup>4</sup> Prerequisite: AST 243 or instructor approval

<sup>5</sup> Approved AST electives include: AST 236, AST 253, AST 257, AST 260

<sup>6</sup> Capstone Course: Internship project required.