

Certificate: Office Systems Assistant

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 in to ENF2 or higher or successful completion of ENF1.
- 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
First Semester (Fall)		
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 101	Orientation to Virtual Assistant	1
	Total	16
Second Semester (Spring)		
AST 141/142	Word Processing I ² or Word Processing II ³	3
AST 206	Professional Development ⁶	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 instructor approval

²Prerequisite: AST 102 or instructor approval

³Prerequisite: AST 141 or instructor approval

⁴Students may select social science electives from approved list on page 41.

⁵Approved electives: AST 205, AST 230, AST 243, AST 253, AST 257, AST 260

⁶Capstone course. Internship project required.

Recommendation: Career-seeking students are also encouraged to enroll in the administrative support technology associate degree or in the administrative support technology: virtual assistant specialization associate degree.