

Associate of Applied Science Degree in Administrative Support Technology

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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 skills (or limited skills below 30 words per minute) must complete the prerequisite course AST 80 and/or 81 Basic Keyboarding 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 approved Math courses. 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
First Semester (fall)		
AST 102/141	Keyboarding II ¹ <u>or</u> 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
CST 100/110	Principles of Public Speaking	3
ENG 112	College Composition II	3
PED/HLT	Physical Education <u>or</u> Health	1
PHI 100	Introduction to Philosophy	3
SOC 200	Principles of Sociology	3
Total		16
Third Semester (fall)		
ACC 117	Essentials of Accounting I	3
AST 205	Business Communications ²	3
AST 234	Records and Database Management ²	3
AST 243	Office Administration I ²	3
BUS 100	Introduction to Business	3
BUS 241/242	Business Law I <u>or</u> Business Law II	3
Total		18
Fourth Semester (spring)		
AST 206	Professional Development ³	3
AST 230	Introduction to Office Technology ²	3
AST 244	Office Administration II	3
BUS 200	Principles of Management	3
ITD 110	Web Page Design I	3
Total		15
Program Total		65

¹ Students must have keyboarding skills. Bridge courses of AST 80 or AST 81 may be required or instructor approval.

² Prerequisite: AST 102 or AST 141 or instructor approval

³ Capstone Course: Internship project required.