ASSOCIATE OF APPLIED SCIENCE DEGREE

Administrative Support Technology (298)

About Our Program The Administrative Support Technology	EID CT V	EAD		Lab (.Hrs.	
Major is designed to prepare individuals for positions in an office and/or to update skills of office workers. The program provides the knowledge and skills necessary for effective job performance in office administrative support positions. In addition, the program helps prepare individuals for MCAS (Microsoft Certified Application Specialist) and Certi-			3 1 3	0 0 0 0	3 3 1
fied Administrative Professional (CAP).	SDV 101	Orientation to Business	3	U	3
Opportunities for Employment Administrative Support Technologists		Programs 1 Total	0		17
work in office support positions and per- form a variety of office tasks. Employers seek workers who have excellent computer application skills, communication and inter- personal skills, decision making and critical thinking skills, and team-work skills. Job op- portunities as executive secretary, administra- tive assistant, receptionist, word processing specialist, and office support technician are available locally, regionally, and nationally.	AST 137 AST 238 MTH 141	Office Accounting Records Management Word Processing Advanced Business Math I es Elective ¹ 3 tive Total O YEAR	3 3 3 3 0 2	_	3
Special Considerations Students are required to take English and mathematics placement tests. Developmental	AST 205 AST 236 AST 243	Business Communications Spec. Software Apps Office Administration I	3	0 0 0	3

classes in these areas may be required. Students may receive college credit for verified on-the-job experience.

Program Contacts

Ms. Vickie Ratliff, Dean Faculty Contacts: Ms. Jane Jones, Ms. Sabrina Ward

AST 108	Telephone Techniques	1
AST 150	Desktop Publishing	1
A ST 155	Intro to Deckton Info Mamt	1

BUS 205 Human Resource Mgmt

SDV 106 Prep for Employment

BUS 241 Business Law I

Total

Fourth Semester

Intro to Desktop Into Mgmt AST 160 Learning the Internet for Business AST 240 Machine Transcription 3 0 3 AST 244 Office Administration II 3 0 3 3 0 3 AST 260 Presentation Software AST 290 Internship in AST 3 0 3

16

0 1

0 1

16

3 0 3

1 0 1

66 credits required to graduate

¹Consult with advisor.

Total