

Division of Applied Science & Technology

Associate of Applied Science – Administrative Support Technology (298)

Program Description

The Administrative Support Technology 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 Certified Administrative Professional (CAP).

Opportunities for Employment

Administrative Support Technologists work in office support positions and perform a variety of office tasks. Employers seek workers who have excellent computer application skills, communication and interpersonal skills, decision making and critical thinking skills, and team-work skills. Job opportunities as executive secretary, administrative assistant, receptionist, word processing specialist, and office support technician are available locally, regionally, and nationally.

Program Requirements

Students are required to take English and Mathematics placement tests. Developmental classes in these areas may be required. Students may receive college credit for verified on-the-job experience. Courses taken out of suggested sequence must have the approval of the program advisor.

For Further Information:

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PROGRAM OF STUDY

FIRST YEAR FALL				
<i>Course #</i>		<i>Course Title</i>	<i>Credit</i>	<i>Progress</i>
ACC	115	Applied Accounting	3	
AST	107	Editing/Proofreading Skills	3	
AST	141	Word Processing I	3	
ENG	111	College Composition I	3	
ITE	119	Information Technology	3	
SDV	100	College Success Skills	1	
FIRST YEAR SPRING				
ACC	215	Computerized Accounting	3	
AST	137	Records Management	3	
AST	238	Word Processing Advanced Operations	3	
MTH	141	Business Mathematics I	3	
		Humanities Elective ¹	3	
PSY	120	Human Relations	3	
SECOND YEAR FALL				
AST	205	Business Communications ²	3	
AST	236	Spec. Software Apps	3	
AST	243	Office Administration I	3	
BUS	205	Human Resource Management	3	
BUS	241	Business Law I	3	
MKT	170	Customer Service	1	
SDV	106	Preparation for Employment	1	
SECOND YEAR SPRING				
AST	108	Telephone Techniques	1	
AST	244	Office Administration II	3	
AST	260	Presentation Software	3	
AST	290	Internship in AST	3	
MKT	260	Customer Service Management	3	
		Humanities or Social Science Elective ¹	3	
Total Minimum Credits for Degree			67	

¹Consult with advisor. ²BUS 236 may be substituted for AST 205