

Administrative Support Technology

Associate in Applied Science

The Associate in Applied Science degree curriculum majoring in Administrative Support Technology is designed to prepare persons for full-time employment immediately upon completion of the community college program.



Persons who are seeking their first employment in an office position and those who are seeking promotion may benefit from this curriculum. Career opportunities for graduates of Administrative Support Technology include: administrative assistant, administrative secretary, executive secretary, technical secretary, office manager, and other related occupations.

The two-year curriculum in Administrative Support Technology combines instruction in the many areas required for competence as a secretary in business, government, industry, law offices, and other organizations. The curriculum includes courses in microcomputer applications, general education, and electives. Students seeking employment as legal, medical, or technical secretaries should consult with their advisor regarding desirable electives that can be taken to enrich their education and preparation.

Central Virginia Community College

call (434)-832-7800

AA/EEO/ADA • VTDD (434) 832-7701



Administrative Support Technology — Degree Requirements

		First Year	
Course No.	Course Title	1st Sem.	2nd Sem.
AST 101-102	Keyboarding I-II ¹	3	3
HLT/PED	Health or Physical Education	1	1
AST 107	Editing/Proofreading Skills	3	-
AST 137	Records Management	3	-
ENG 111	College Composition I	3	-
	Social Science Elective ^{2,5}	3	-
SDV 100	Orientation	1	-
AST 230	Introduction to Office Technology	-	3
AST 240	Machine Transcription	-	3
	Elective	-	3
MTH 120	Introduction to Mathematics	-	3
Total		17	16

		Second Year	
Course No.	Course Title	1st Sem.	2nd Sem.
AST 243-244	Office Administration I-II	3	3
AST 141	Word Processing I	3	-
AST 205	Business Communications	3	-
BUS 121	Business Mathematics I	3	-
	Humanities Elective ²	3	-
ACC 105	Office Accounting	-	3
AST 253	Advanced Desktop Publishing I	-	3
BUS 100	Introduction to Business ³	-	3
	Computer Elective ⁴	-	3
ECO 120	Survey of Economics ⁵	-	3
Total		15	18

Minimum credits required to graduate **66**

¹ Students who have completed prior training in keyboarding may enroll in AST 102. After receiving a minimum grade of "C" in AST 102, the student will automatically receive credit for AST 101.

² See course catalog for available courses.

³ Cooperative Education in AST may be substituted for BUS 100.

⁴ Select from BUS 226 Computer Business Applications or ITE 115 Introduction to Computer Applications and Concepts.

⁵ The ECO 120 and Social Science Elective may be satisfied by taking ECO 201 and ECO 202.