

## Administrative Support Technology - Executive Administrative Assistant Associate of Applied Science

**Program Coordinator:** Nan Jones • njones@vhcc.edu • 276-739-2465

**Length:** Four semesters (two years)

**Purpose:** With the rapid development of business and industry in Virginia, there is a great demand for qualified personnel in office occupations. The Associate of Applied Science Degree curriculum 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 as well as those who are seeking a promotion may benefit from this curriculum.

**Occupational Objectives:** Office Specialist, Executive Secretary, Executive Administrative Assistant, Office Manager, Related Office Occupations, Executive Office Assistant

**Admissions Requirements:** In addition to the admission requirements established for the college entry into the Associate of Applied Science Degree curriculum in Administrative Support Technology requires proficiency in high school English and mathematics. Students who are not proficient in English and mathematics will be required to correct their deficiencies in developmental courses.

**Advanced Placement:** Students who have completed training in Office Technology courses at the high school level or who have had appropriate occupational experience may apply for advance placement with credit. Credit by examination will be the basis upon which such advance placement will be granted. Students currently holding either the CPS or PLS certification may also be granted up to 25 semester hours of credit. The student may then elect to enroll in an accelerated program to complete the AAS degree requirements in less than two years or take appropriate advanced courses for further occupational preparation.

**Program Requirements:** 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 will include courses in Administrative Support Technology, related areas, general education and electives. Students are advised to consult with their faculty advisor and counselor in planning their programs. Upon satisfactory completion of the four semester curriculum listed below, the graduate will be awarded the Associate of Applied Science Degree in Business Technology with a major in Administrative Support Technology, Executive Administrative Assistant.

**Notes on Transfer:** Associate of Applied Science Degree programs are designed primarily to provide occupational competence for employment entry. Upon the student's request, courses may be modified to provide possible transfer acceptability by four-year colleges and universities.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>First Semester (Fall)</b>				
ENG 111	College Composition I	3	0	3
SDV 101	Orientation to College Success	1	0	1
AST 101	Keyboarding I <sup>1</sup>	4	0	4
AST 107	Proofreading and Editing	3	0	3
EEE	Social Science Elective	3	0	3
MTH 132	Business Mathematics	3	0	3
<b>Total</b>		<b>17</b>	<b>0</b>	<b>17</b>

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>Second Semester (Spring)</b>				
AST 102	Keyboarding II <sup>2</sup>	4	0	4
AST 171	Intro. To Call Center Services	3	0	3
AST 141	Word Processing I <sup>2</sup>	3	0	3
AST 137	Records Management	3	0	3
PED	Physical Education	0	2-3	1
EEE	Social Science Elective	3	0	3
<b>Total</b>		<b>16</b>	<b>2-3</b>	<b>17</b>
<b>Third Semester (Fall)</b>				
AST 136	Office Record Keeping	3	0	3
AST 205	Business Communications	3	0	3
AST 238	Word Processing Advanced Operations <sup>3</sup>	3	0	3
AST 232	Microcomputer Office Applications <sup>2</sup>	3	0	3
AST 230	Intro. To Office Technology	3	0	3
AST 154	Voice Recognition Applications	2	0	2
<b>Total</b>		<b>17</b>	<b>0</b>	<b>17</b>
<b>Fourth Semester (Spring)</b>				
BUS 241	Business Law I	3	0	3
AST 236	Specialized Software Applications <sup>4</sup>	3	0	3
AST 243	Office Administration I <sup>5</sup>	3	0	3
AST 206	Professional Development	3	0	3
EEE	Humanities Elective	3	0	3
<b>Total</b>		<b>15</b>	<b>0</b>	<b>15</b>
<b>Total Minimum Credits for AAS Degree</b>				<b>66</b>

### Footnotes:

<sup>1</sup>Students who pass the Keyboarding Exemption Test will be granted credit for this course. Testing date is published in the class schedule.

<sup>2</sup>Prerequisite- AST 101.

<sup>3</sup>Prerequisite- AST 141.

<sup>4</sup>Prerequisite- AST 141. Additional recommended prerequisite- AST 238. \*

<sup>5</sup>. Prerequisite- AST 141. Additional recommended prerequisites- AST 137, AST 238, and AST 232. \*

\*Exceptions can be granted with faculty or division approval.

Students are urged to follow the [recommended pathway](#) for this degree when choosing electives.

Additional approved humanities and social science electives are listed at <http://www.vhcc.edu/GenEdCore>.