

Administrative Support Technology - Executive Administrative Assistant Associate of Applied Science

Program Coordinator:

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Program Purpose: 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.

First Semester (Fall)		
ENG 111	College Composition I	3
MTH 132	Business Math	3
AST 101	Keyboarding I ¹	4
AST 107	Proofreading and Editing	3
PSY 120	Human Relations ²	3
SDV 101	Orientation to College Success	1
Total Credits		17
Second Semester (Spring)		
AST 102	Keyboarding II	4
AST 171	Introduction to Call Center Services	3
AST 141	Word Processing I	3
AST 137	Records Management	3
PSY 200 or SOC 200	Principles of Psychology or Principles of Sociology ²	3
PED	Physical Education	1
Total Credits		17
Third Semester (Fall)		
MUS 121 or REL 230	Music Appreciation I or Religions of the World ³	3
AST 205	Business Communications	3
AST 238	Word Processing Advanced operations	3
AST 232	Microcomputer Office Applications	3
AST 230	Introduction to Office Technology	3
AST 154	Voice Recognition Applications	2
Total Credits		17
Fourth Semester (Spring)		
BUS 241	Business Law I	3
AST 236	Specialized Software Applications	3
AST 243	Office Administration I	3
AST 206	Professional Development	3
AST 136	Office Record Keeping	3
Total Credits		15

Total minimum credits for AAS Degree

66

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

² Recommended Social Science Elective

³ Recommended Humanities Elective



Students who complete AST 238 are eligible to test for Microsoft Office Specialist (MOS) Word 2016 Certification.