

Administrative Support Technology Certificate

Purpose: The Administrative Support Technology Certificate is a one-year program designed to prepare students for employment in the automated office.

Occupational Objectives: Administrative Assistant, Office Services Specialist, and key support positions

Admission Requirements: General college curricular admission

Program Notes: Credits earned in this program may be applied to the associate degree in Information Systems Technology, Microcomputer Applications specialization. Students will be required to repeat ENG, ITE, and AST courses in which grades lower than "C" are received.

Computer Competency Requirement: Students in this program will complete the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by successfully passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

CURRICULUM				
COURSE	TITLE	LECTURE HOURS	LAB HOURS	COURSE CREDITS
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
AST 101 ¹	Keyboarding I	3	0	3
AST 107	Editing/Proofreading Skills	3	0	3
AST 137	Records Management	3	0	3
ITE 115	Basic Computer Literacy	3	0	3
TOTAL		19	0	19
AST 102	Keyboarding II	3	0	3
AST 141	Word Processing I	3	0	3
AST 205	Business Communications	3	0	3
AST 243	Office Administration I	3	0	3
ITE 140	Spreadsheet Software (Excel)	3	0	3
TOTAL		0-18	0-15	18
AST 142	Word Processing II	3	0	3
AST 190 ²	Coordinated Internship in Administrative Support Technology or Approved Elective	0-3	0-15	3
PSY 120	Human Relations	3	0	3
TOTAL		6-9	0-15	9
Total Minimum Credits for Certificate in Administrative Support Technology				40

¹ Students without previous keyboarding should begin the keyboarding sequence with AST 101.