

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	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
AST 101 ¹	Keyboarding I	0-3	0	0-3
AST 107	Editing/Proofreading Skills	3	0	3
AST 137	Records Management	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
TOTAL		13-16	0	13-16
ACC 115	Applied Accounting	3	0	3
SPD 100	Principles of Public Speaking	3	0	3
AST 205	Business Communications	3	0	3
AST 243	Office Administration I	3	0	3
TOTAL		12	0	12
ITE 215	Advanced Computer Applications and Integration	3	0	3
AST 190 ²	Coordinated Internship or Approved	0-3	0-15	3

	Elective			
_____ ³	Psychology Elective	3	0	3
BUS 240	Introduction to Business Law	3	0	3
TOTAL		9-12	0-15	12
Total Minimum Credits for Certificate in Administrative Support Technology				37
¹ Students with previous keyboarding skills may petition the department to test out of this course. ² Students should consult an advisor for assistance with the choice of the coordinated internship or approved elective. ³ Students may take any 100-level or higher psychology (PSY) course to satisfy this elective.				