

Associate of Applied Science Administrative Support Technology



PURPOSE: The Administrative Support Technology major is designed to prepare individuals for positions in an office and/or to update skills of office workers.

PROGRAM REQUIREMENTS: Students are required to take English and Mathematics placement test. Developmental classes in these area may be required. Students may receive college credit for verified on-the-job experience.

First Year

Fall Semester				
AST	107	Editing/Proofreading Skills		3
AST	141	Word Processing I		3
ENG	111	College Composition I		3
HLT or PED				1
ITE	115	Intro to Computer Applications & Concepts		3
PSY	120	Human Relations		3
SDV	101	Orientation to Business Program		1

Spring Semester				
ACC	105	Office Accounting		3
AST	137	Records Management		3
AST	238	Words Processing Advanced		3
MTH	141	Business Mathematics I		3
Humanities	Elective ¹			3
AST Elective				2

Second Year

Fall Semester				
AST	205	Business Communications		3
AST	236	Spec. Software Apps		3
AST	243	Office Administration I		3
BUS	205	Human Resource Management		3
BUS	241	Business Law I		3
SDV	106	Preparation for Employment		1

Spring Semester				
AST	108	Telephone Techniques		1
AST	150	Desktop Publishing		1
AST	155	Intro to Desktop Information Management		1
AST	160	Learning the Internet for Business		1
AST	240	Machines Transcription		3
AST	244	Office Administration II		3
AST	260	Presentation Software		3
AST	290	Internship in AST		3
Total Minimum Credits for Degree				66

¹Consult with advisor.

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