Associate in Applied Science, (A.A.S)

ADMINISTRATIVE SUPPORT TECHNOLOGY

The **Associate in Applied Science (A.A.S.) Degree in Administrative Support Technology** will prepare graduates for such occupations as office manager, administrative support professional, and entry-level positions in bookkeeping.

EASTERN
West Virginia Community & Technical College

Name: _____   Student ID: _____

FIRST YEAR: FALL SEMESTER

COMMENTS	COURSE	Credit Hours	Significance
	BOS 103 – Keyboarding	3	
	BOS 251 – Office Procedures and Techniques I	3	🎓
	CIS 114 – Intro to Computer Applications & Concepts	3	
	+ENL 101 – English Composition I	3	
	Administrative Support Technology Elective	3	
	TOTAL	15	

FIRST YEAR: SPRING SEMESTER

COMMENTS	COURSE	Credit Hours	Significance
	BOS 130 – Records Management	1	🎓
	BUS 203 – Communications in Business OR	3	
	ENL 102 – English Composition II	(3)	
	CIS 117 – Word Processing Software	3	
	CIS 121 – Database Management Software	3	
	+MTH 115 – Business Math or higher	3	
	TOTAL	13	

SECOND YEAR: FALL SEMESTER

COMMENTS	COURSE	Credit Hours	Significance
	CIS 119 – Spreadsheet Software	3	
	ACC 120 – Principles of Accounting	3	🎓
	CIS 111 – Introduction to Electronic Presentations	1	
	Administrative Support Technology Elective	3	
	Administrative Support Technology Elective	3	
	Natural Science Elective	4	
	TOTAL	17	

SECOND YEAR: SPRING SEMESTER

COMMENTS	COURSE	Credit Hours	Significance
	ACC 240 – Computerized Accounting	3	
	BOS 134 – Administrative Machine Transcription	3	
	BOS 278 – Business Operations Support Internship	3	🔗 🎓
	Administrative Support Technology Elective	3	
	SSC 147 – Understanding Human Diversity	3	
	TOTAL	15	
	TOTAL HOURS FOR DEGREE	**60**	

15 to FINISH WEST VIRGINIA

To graduate on time, students need to maintain an average of 15 credit hours per semester.

+ENL 101 and MTH 115 may require corequisite coursework.

LANDMARK COURSES are the key to graduation and completing your degree on time. They should be taken in the order suggested in the Academic Map.

INTERNSHIPS are a structured work experience related to a student's major and/or career goal that should enhance a student's academic, career, and personal development.

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ADMINISTRATIVE SUPPORT TECHNOLOGY

Name: _____ Student ID: _____

Comments	Administrative Support Technology General Electives	Credit Hours
	ACC 121 – Principles of Accounting II	3
	BUS 101 – Introduction to Business	3
	BUS 203 – Communications in Business	3
	BUS 204 – Fundamentals of E-Commerce	3
	BUS 206 – Business Law	3
	CIS 133 – Introduction to Web Design	3
	MGT 250 – Principles of Management	3
	MGT 251 – Human Resource Management	3
	MKT 260 – Principles of Marketing	3
	MTH 115 – Business Math	3

Comments	Science Electives	Credit Hours
	BIO 101 & 101L – General Biology I	4
	BIO 102 & 102L – General Biology II	4
	BIO 124 & 124L – Human Anatomy & Physiology I	4
	BIO 125 & 125L – Human Anatomy & Physiology II	4
	GSC 109 & 109L – General Physical Science I	4
	GSC 110 & 110L – General Physical Science II	4
	GSC 120 – Concepts in Environmental Science	3

Comments	Administrative Support Technology, Medical Electives	Credit Hours
	AHS 108 – Medical Terminology	3
	BOS 141 – Medical Diagnostic Coding	3
	BOS 142 – Medical Administrative Procedures	3
	BOS 144 – Medical Procedural Coding	3
	MTH 115 – Business Math	3