

Northern Virginia Community College 2008-2009 Catalog

BUSINESS MANAGEMENT:

Administrative Support Technology Specialization

Associate of Applied Science Degree

AL, WO, ELI*

Purpose: This specialization is designed for persons who seek employment in the field of administrative support technology, for those who are presently in that field and who desire to increase their knowledge and update their skills, and for those who must augment their abilities in other fields with knowledge and skills regarding office technology. Occupational objectives include administrative support professional and office administration/management specialists.

*Graduation requirements are certified by a faculty advisor at a campus offering this major.

Two Years		Credits
1st Semester		
ACC	211 Principles of Accounting I	3
¹ AST	141 Word Processing I	3
BUS	100 Introduction to Business	3
ENG	111 College Composition I	3
² MTH	151 Mathematics for the Liberal Arts I	3
³ PED	116 Lifetime Fitness and Wellness	1
SDV	Elective	<u>1</u>
	Total	17
2nd Semester		
AST	107 Editing/Proofreading Skills	3
⁴ BUS	125 Applied Business Mathematics	3
BUS	200 Principles of Management	3
ENG	112 College Composition II	3
MKT	201 Introduction to Marketing	3
⁵ ---	Social Science Elective	<u>3</u>
	Total	18
3rd Semester		
BUS	201 Organizational Behavior	3
BUS	226 Microcomputer Business Applications or AST 236 Specialized Software Applications or ITE 115 Intro. to Computer Applications & Concepts	3
⁶ ---	Business Elective	3
⁷ ---	Humanities/Fine Arts Elective	3
ITD	110 Webpage Design I or ART 116 Design for the Web I or ENG 123 Writing for the World Wide Web	3
⁸ SPD	Elective	<u>3</u>
	Total	18
4th Semester		
AST	234 Records and Database Management	3
AST	243 Office Administration I	3
BUS	205 Human Resource Management	3
BUS	241 Business Law I	3
⁹ ECO	120 Survey of Economics	3
³ PED/RPK		<u>1</u>
	Total	16

Total credits for the Business Management A.A.S. Degree with a Specialization in Administrative Support Technology = 69.

Check course descriptions in this catalog for requirements regarding placement test and/or prerequisite.

¹ Prerequisite is AST 101 or division approval.

² Students may substitute a higher level of math. Consult a faculty advisor for appropriate selection.

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³ The PED requirement may be met by one of the following options: PED 116, 2 cr.; PED 116, 1 cr. plus a PED activities course, 1 cr.; or PED 116, 1 cr. plus RPK activities course. PED 116 is offered as both a 1-credit and a 2-credit course.

⁴ Students considering a transfer should consult a faculty advisor.

⁵ The social science elective may be selected from the social/behavioral sciences courses listed under General Education Electives.

⁶ It is strongly recommended that AST 260, Presentation Software, AST 253, Advanced Desktop Publishing I or ITE 140 Spreadsheet Software be taken for this elective. Other business electives may be selected from accounting, , administrative support technology, contract management, marketing, or real estate. Students considering transfer should consult a faculty advisor for appropriate choices.

⁷ Humanities/fine arts elective may be selected from the humanities/fine arts courses listed under General Education Electives.

⁸ The SPD elective may be selected from the following: SPD 100, 110, 115, 126, 227 or 229.

⁹ Students considering transfer may take ECO 201 or 202 after consulting a faculty advisor.