Mountain Empire Community College
Publication Change Form

Please fill in and print this page to request changes to MECC's publications. This process provides for MECC's publications on the college's web site to be maintained with up-to-date information, unlike the printed copies that are updated once a year.

Change Applies to: ☑ Catalog ☐ Student Handbook ☐ Other _____

Type of Change: ☐ Update ☐ Deletion ☑ Addendum

Does the change need to be applied to the website? ☑ Yes ☐ No

If yes, which web page(s) requires the change? Administrative support Technology _____

Current Page Number: 86 _____ -or- Proposed Page Number: _____

Effective Date: Fall 2019 _____

Brief Description of Change:

Remove AST 238 Advanced Wordprocessing and add ITE 140 Spreadsheet Software and move Humanities elective to first year spring

Person Submitting Change:

Tommy Clements
Name (print)

Tommy Clements
Signature

Vice President of Academic Affairs and Workforce Solutions:

Matthys
Signature

6-4-19
Date

Send this form and attachments to the office of the Vice President of Academic Affairs and Workforce Solutions.

Original - The Office of the Vice President of Academic Affairs and Workforce Solutions
Copies - Computing and Information Technology and Printing Services

Associate of Applied Science Degree

ADMINISTRATIVE SUPPORT TECHNOLOGY (298)

Purpose
The Administrative Support Technology major is designed to prepare individuals for positions in an office and/or to update skills of office workers. The program provides the knowledge and skills necessary for effective job performance in office administrative support positions. In addition, the program helps prepare individuals for MCAS (Microsoft Certified Application Specialist) and CAP (Certified Administrative Professional).

Program Learning Outcomes
Upon successful completion, students will be able to:
1. Written Communications: Students will apply effective writing and formatting techniques to the composition of e-mail messages, interoffice memos, routine letters, goodwill messages, persuasive messages, negative messages, informal reports, proposals, and formal reports.
2. Scientific Reasoning: Students will demonstrate proficiency in recording, analyzing, and reporting data using computerized tools and methods.
3. Critical Thinking: Students will be able to select, analyze, interpret and evaluate a range of source materials.
4. Quantitative Reasoning: Students will be able to explain information presented in graphs, diagrams, and tables.
5. Information Literacy: Students will be able to recognize when information is needed and have the ability to locate, evaluate, and effectively use the needed information.

Employment Opportunities
Administrative Support Technologists work in office support positions and perform a variety of office tasks. Employers seek workers who have excellent skills in computer applications, communications, decision making, critical thinking, and team-work. Job opportunities as executive secretaries, administrative assistants, receptionists, word processing specialists, and office technicians are available locally, regionally, and nationally.

Program Requirements
Students should have English and Mathematics skills assessed. Deficiencies in these areas may be corrected by completing the appropriate developmental studies courses.

FOR FURTHER INFORMATION, CONTACT:

Jane Jones
jjones@mecc.edu
276.523.2400 ext. 249

Sabrina Ward
sward@mecc.edu
276.523.2400 ext. 224

Tommy Clements, Dean
tclements@mecc.edu
276.523.2400 ex. 431

ADMINISTRATIVE SUPPORT
TECHNOLOGY PROGRAM OF STUDY

Course #	Course Title	Credit	Pre-Requisite Courses (if applicable)
FIRST YEAR FALL			
ACC 115	Applied Accounting	3	
AST 101	Keyboarding I	2	
AST 102	Keyboarding II	2	AST 101
AST 107	Editing/Proofreading Skills	3	
ENG 111	College Composition	3	
ITE 119	Information Literacy	3	
SDV 100	College Success Skills	1	
FIRST YEAR SPRING			
ACC 215	Computerized Accounting	3	ACC 105, 111/211, or 115
	ELIGIBLE FOR QUICKBOOKS ONLINE CERTIFIED USER CERTIFICATION UPON COMPLETION OF ACC 215		
AST 137	Records Management	3	
AST 141	Word Processing I	3	AST 101
	Humanities Elective	3	
	ELIGIBLE FOR MICROSOFT OFFICE SPECIALIST WORD CERTIFICATION CORE & MASTER UPON COMPLETION OF AST 141 AND AST 238		
MTH 132	Business Math	3	
AST 108	Telephone Techniques	1	
SECOND YEAR FALL			
AST 205	Business Communications	3	
AST 236	Specialized Software Applications	3	
AST 243	Office Administration I	3	AST 141
BUS 205	Human Resource Management	3	
BUS 241	Business Law I	3	
SDV 106	Preparation for Employment	1	
SECOND YEAR SPRING			
AST 244	Office Administration II	3	AST 243
AST 290	Coordinated Internship	3	
	ELIGIBLE FOR CAREER READINESS CERTIFICATIONS WHILE ENROLLED IN AST 290		
ITE 140	Spreadsheet Software	3	
	Humanities or Social Science Elective	3	
MKT 170	Customer Service	1	
PSY 120	Human Relations	3	
TOTAL PROGRAM CREDITS		**65**	

Notes and Additional Curriculum Options
Course substitutions may be available. Please see your advisor.