Certificate in Applied Science (C.A.S.)

ADMINISTRATIVE SUPPORT TECHNOLOGY

The **Certificate in Applied Science (C.A.S.) in Administrative Support Technology** prepares students to manage an office setting, design informational materials, and provide instruction on effective communication and computational skills.

11-7-22

EASTERN
West Virginia Community & Technical College

Name: _____   Student ID: _____

COMMENTS	FIRST YEAR: FALL SEMESTER		
	COURSE	Credit Hours	Significance
	BOS 101 - Introduction to Keyboarding	1	
	BOS 251 – Office Procedures and Techniques	3	🎗
	BUS 101 – Introduction to Business	3	
	CIS 114 -- Intro to Computer Applications & Concepts	3	
	+ENL 101 English Composition I	3	
	Administrative Support Technology Elective	3	
	FIRST YEAR: SPRING SEMESTER	**16**	
	COURSE	Credit Hours	Significance
	CIS 117 – Word Processing Software	3	
	CIS 119 – Spreadsheet Software OR	3	
	CIS 121 – Database Management	(3)	
	+Math Elective (MTH 115 or higher)	3	🎗
	Administrative Support Technology Elective	3	
	Administrative Support Technology Elective	3	
	TOTAL	15	
	TOTAL HOURS FOR DEGREE	**30**	

Eastern West Virginia Community and Technical College is an EOE, ADA, AA institution.

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.

+ENL 101 and MTH 115 may require corequisite coursework.

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ADMINISTRATIVE SUPPORT TECHNOLOGY

Name: _____   Student ID: _____

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Comments	Administrative Support Technology General Electives	Credit Hours
	ACC 120 - Principles of Accounting I	3
	ACC 121 - Principles of Accounting II	3
	ACC 240 – Computerized Accounting	3
	AHS 108 – Medical Terminology	3
	BOS 130 – Records Management	1
	BOS 134 – Administrative Machine Transcription	3
	BOS 141 – Medical Diagnostic Coding	3
	BOS 142 – Medical Administrative Procedures	3
	BOS 144 – Medical Procedural Coding	3
	BOS 278 – Official Technology Internship	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 111 – Introduction to Electronic Presentations	1
	CIS 119 – Spreadsheet Software	3
	CIS 121 – Database Management Software	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

Comments	Math Electives	Credit Hours
	MTH 115 – Business Math	3
	MTH 121 – Collee Math for General Education	3
	MTH 135 – College Algebra	3
	MTH 136 -- Trigonometry	3
	MTH 137 – Pre-Calculus	5
	MTH 200 – Geometry and Measurement	3
	MTH 225 – Introduction to Statistics	3