

Administrative Support Technology

ONETonline.org SOC Code: 11-3011

Associate in Applied Science

59-60 Semester Hours^

This degree is designed to give students the skills to work in administrative support technology positions. Graduates of the program will be better prepared as employees to perform the duties of administrative support professionals in a highly computerized office to meet the business needs of their employers.

Students with little or no experience in office information technology will acquire skills and knowledge that will make them valuable to many employers. Students currently employed in office related occupations will increase professional skills. A degree in Administrative Support Technology typically prepares graduates for such occupations as office manager, administrative support professional, and entry-level positions in bookkeeping.

This program serves the students with the opportunity to specialize in either general or medical administrative support technology.

Upon successful completion of the program, the graduate will be able to:

- Manage an office setting
- Supervise office staff
- Process and receive communication
- Coordinate events and activities
- Maintain office and business records
- Maintain office supplies and equipment
- Design informational materials
- Assist in the budgeting process
- Demonstrate effective communication skills
- Utilize software programs
- Assist in entry-level bookkeeping, billing, and accounting

General Area of Emphasis:

- Demonstrate effective interpersonal relations in the work environment
- Demonstrate a basic knowledge of business organizations and procedures
- Demonstrate effective administrative skills to support office operations

Medical Area of Emphasis:

- Describe the legal, social, and ethical responsibilities within the healthcare environment
- Perform administrative medical procedures
- Apply correct medical terminology to all specialties of medicine
- Demonstrate competency in basic medical billing and coding

Program implementation: Full-time day (students attending part-time should contact an advisor for recommended course sequencing)

Recommended Course Sequence – Administrative Support Technology, Associate in Applied Science

First Year–Fall Semester				First Year–Spring Semester			
Dept.		Course Title	Sem. Hrs.	Dept.		Course Title	Sem. Hrs.
BOS	103	Keyboarding	3	BOS	130	Records Management	1
BOS	251	Office Procedures & Techniques I	3	BUS	203	Communications in Business OR	3
ENL	101	English Composition I	3	ENL	102	English Composition II	(3)
CIS	114	Introduction to Computer Applications and Concepts	3	CIS	117	Word Processing Software	3
Elective		Math Elective (MTH 115 or higher)	3	CIS	121	Database Management Software	3
				Elective		Administrative Support Technology Area of Emphasis	3
Total Semester Hours			15	Total Semester Hours			16
Second Year–Fall Semester				Second Year–Spring Semester			
Dept.		Course Title	Sem. Hrs.	Dept.		Course Title	Sem. Hrs.
ACC	120	Principles of Accounting I	3	ACC	240	Computerized Accounting	3
CIS	111	Introduction to Electronic Presentations	1	BOS	134	Administrative Machine Transcription	3
CIS	119	Spreadsheet Software	3	BOS	278	Business Operations Support Internship	3
Elective		Administrative Support Technology Area of Emphasis Elective	3	Elective		Administrative Support Technology Area of Emphasis Elective	3
Elective		Administrative Support Technology Area of Emphasis Elective	3	SSC	147	Understanding Human Diversity	3
Elective		Science Elective	3 (4)				
Total Semester Hours			16 (17)	Total Semester Hours			15

Administrative Support Technology Area of Emphasis (Choose 12 credit hours from one area)

Administrative Support Technology: General			
Dept.		Course Title	Sem. Hrs.
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
Administrative Support Technology: Medical Options			
Dept.		Course Title	Sem. Hrs.
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

^Cost of Attendance is available at:
www.easternwv.edu/documents/financial-aid/cost-attendance

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor, or refer to the Skill Set section (page 101) in Eastern's 2019-2020 Catalog for additional information.

Median loan debt upon completion: N/A
Financial Aid is available for those who qualify
See Gainful Employment Disclosure (page 26)
in Eastern's 2019-2020 Catalog for more for
Information.