

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

## ADMINISTRATIVE SUPPORT TECHNOLOGY

11-7-22



**EASTERN**  
West Virginia Community & Technical College

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.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

FIRST YEAR: FALL SEMESTER			
COMMENTS	COURSE	Credit Hours	Significance
	BOS 101 – Introduction to Keyboarding	1	
	BOS 251 – Office Procedures and Techniques I	3	
	BUS 101 – Introduction to Business	3	
	CIS 114 – Intro to Computer Applications & Concepts	3	
	+MTH 121 -- College Math for General Education or higher	3	
	+ENL 101 -- English Composition I	3	
FIRST YEAR: SPRING SEMESTER		16	
	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	
	Administrative Support Technology Elective	3	
	TOTAL	13	
SECOND YEAR: FALL SEMESTER			
	COURSE	Credit Hours	Significance
	CIS 111 – Introduction to Electronic Presentations	1	
	ACC 120 – Principles of Accounting I	3	
	CIS 119 – Spreadsheet Software	3	
	Administrative Support Technology Elective	3	
	Administrative Support Technology Elective	3	
	Natural Science Elective	3	
	TOTAL	16	
SECOND YEAR: SPRING SEMESTER			
	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	

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

**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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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