

Administrative Support Technology

ONETonline.org SOC Code: 43-6014

Certificate in Applied Science

30 Semester Hours[^]

Upon successful completion of the Administrative Technology Support Certificate in Applied Science, the graduate will be able to:

- Manage an office setting
- Process and receive communication
- Demonstrate effective communication and computational skills
- Design informational materials

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

Recommended Course Sequence – Administrative Support Technology, Certificate 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	CIS	117	Word Processing Software	3
BOS	251	Office Procedures & Techniques I	3	CIS	119	Spreadsheet Software OR	3
ENL	101	English Composition I	3	CIS	121	Database Management Software	(3)
CIS	114	Introduction to Computer Applications and Concepts	3	Elective		Math Elective (MTH 115 or higher)	3
Elective		Administrative Support Technology: Technical Core Elective	3	Elective		Administrative Support Technology Core Elective	3
				Elective		Administrative Support Technology Core Elective	3
Total Semester Hours			15	Total Semester Hours			15

Administrative Support Technology: Technical Core Electives (Select 9 credit hours)

Administrative Support Technology: General			
Dept.		Course Title	Sem. Hrs.
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	Office 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

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

MGT	251	Human Resource Management	3
MKT	260	Principles of Marketing	3

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
information.