

CERTIFICATE (218)

AMT: Administrative Professional

Purpose: This curriculum is designed to empower administrative professionals with the tools necessary to succeed in a variety of office positions across all types of business and industry. Administrative professionals provide support to executives and management. Administrative professionals may also supervise other office personnel. Tasks may involve preparing reports and correspondence, creating spreadsheets, managing schedules, and directing the labor tasks of other personnel.

Occupational Objectives: Employment opportunities include administrative assistants, medical office personnel, legal assistants, and a variety of administrative support positions.

Accreditation: This program is accredited by the Association of Collegiate Business Schools and Programs. Virginia Western Community College is accredited by the Southern Association of Colleges and Schools (SACS).

Admission Requirements: Applicants must meet the general admission requirements for admission to the college. Developmental courses are required for students with deficiencies in English and mathematics.

Students who do not place into college-level English on the placement test will be required to take developmental courses (i.e., ENG 1, ENG 3, ENG 4, ENG 7).

Students who do not place above Algebra I (MTH 03) and into Algebra II (MTH 04) or higher on the placement test will be required to take developmental courses.

Program Requirements: It is strongly recommended that students take ENG 111 in the first semester of coursework.

CURRICULUM AND OTHER REQUIREMENTS

GENERAL EDUCATION CORE COURSES	CREDITS
ENG 111*College Composition I	3
HLT/PED ¹Health or Physical Education	1
SDV 101Orientation to Administrative Support Technology	1
 ADMINISTRATIVE PROFESSIONAL AND RELATED COURSES	
ACC 124Payrolls Accounting I.....	2
AST 101Keyboarding I.....	3
AST 102*Keyboarding II	3
AST 107Editing/Proofreading Skills	3
AST 113*Keyboarding for Speed & Accuracy	1
AST 141*Word Processing I (Microsoft® Word).3	3
AST 154Voice Recognition Applications	1
AST 205*Business Communications	3
AST 232*Microcomputer Office Applications ...3	3
AST 236*Specialized Software Applications	3
AST 238*Advanced Word Processing	3
AST 243-244* .Office Administration I-II	6
AST 245*Medical Machine Transcription	3
(or AST 247)	
Total Minimum Credits for Certificate	42

¹ Consult approved health courses in the Description of Courses for selection. Veterans with an honorable discharge will be awarded HLT/PED credit based on military service.

* This course has a prerequisite. Prerequisites for all courses are listed in the course description section at the back of the catalog.

SUGGESTED SCHEDULE**FIRST YEAR**

FALL	SPRING
AST 101	ACC 124
AST 107	AST 102
AST 154	AST 113
ENG 111	AST 141
SDV 101	HLT/PED

SECOND YEAR

FALL	SPRING
AST 205	AST 236
AST 232	AST 244
AST 238	AST 245 or AST 247
AST 243	