

# *Administrative Support Technology Degrees and Certificates*

All information subject to change. For the latest course information, access MY LFCC online at <http://www.lfcc.edu>.

Information contained in this publication is current as of January 22, 2010.

**Lord Fairfax Community College • <http://www.lfcc.edu>**

*Associate of Applied Science Degree in Administrative Support Technology*

**AREA:** Administrative Support Technology

**DEGREE:** Associate of Applied Science Degree

**LENGTH:** Four semesters (two-year) program

**PURPOSE:** With the rapid development of business, industry and government in Virginia, there is growing demand for administrative support personnel who possess high-level technical, interpersonal and leadership skills. The associate of applied science degree curriculum in administrative support technology is designed to prepare individuals for full-time employment immediately upon completion of the community college program. This program is beneficial for individuals who are seeking first-time employment, career advancement, promotion or MOS certification.

**OCCUPATIONAL OBJECTIVES:** administrative support specialist, customer service representative, executive assistant, marketing assistant or office manager

**TRANSFER GUIDELINES:** Transfer opportunities for associate of applied science degrees are very specific in nature. Students enrolling in an applied science degree with plans to transfer should explore opportunities with their faculty advisor.

**PROGRAM REQUIREMENTS.** The two-year curriculum in administrative support technology includes instruction in administrative support technology, general education, computer skills and electives. Students are advised to consult with their faculty advisors in planning their programs and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the associate of applied science degree in administrative support technology.

**TEACHER CERTIFICATION/BUSINESS EDUCATION TRANSFER INFORMATION**

Students planning to transfer into a business education specialization are encouraged to enroll in MTH 151 and MTH 152. In addition, these courses may be required: AST 102 (Keyboarding II); AST 141 (Word Processing I); AST 243 (Business Administration) or AST 135 (Simulation in Office Procedures); and AST 236 (Specialized Software Applications) or AST 232 (Microcomputer Office Applications). Contact the program advisor for additional information regarding elementary/secondary teacher education transfer requirements.

Course#	Title	Credits
<b>First Semester</b>		
AST 102	Keyboarding II <sup>1</sup>	3
AST 107	Editing and Proofreading Skills <sup>2</sup>	3
ENG 111	College Composition I	3
ITE 115	Intro to Computer Apps & Concepts	3
MTH 120	Introduction to Mathematics	3
SDV 100	College Success Skills	1
	or	
	SDV 101 Orientation to the IT Professions	
	<b>Total</b>	<b>16</b>
<b>Second Semester</b>		
ACC 211	Principles of Accounting I	3
AST 205	Business Communications	3
BUS 100	Introduction to Business	3
ENG 112	College Composition II	3
PED/HLT	Physical education (or health)	2
CST 100/110	Principles of Public Speaking	3
	<b>Total</b>	<b>17</b>
<b>Third Semester</b>		
AST 141	Word Processing I <sup>2</sup>	3
AST 234	Records and Database Management <sup>2</sup>	3
AST 243	Office Administration I <sup>2</sup>	3
ECO 201	Principles of Macroeconomics	3
	(or ECO 202)	
	Approved social science elective <sup>3</sup>	3
	Approved AST elective <sup>4</sup>	3
	<b>Total</b>	<b>18</b>
<b>Fourth Semester</b>		
AST 142	Word Processing II <sup>5</sup>	3
AST 206	Professional Development	3
AST 244	Office Administration II <sup>6</sup>	3
BUS 200	Principles of Management	3
BUS 241	Business Law I	3
	(or BUS 242)	
	<b>Total</b>	<b>15</b>
	<b>Program Total</b>	<b>66</b>

<sup>1</sup> Students who have completed prior training in keyboarding may petition for AST course substitution or articulation credit.

<sup>2</sup> Prerequisite: AST 102 or equivalent skill

<sup>3</sup> Students may select social science electives from the approved list on page 51.

<sup>4</sup> Approved AST electives include: AST 230, AST 253, AST 257, AST 260.

<sup>5</sup> Prerequisite: AST 141 or equivalent skill

<sup>6</sup> Prerequisite: AST 243 or instructor approval

*Associate of Applied Science Degree in Administrative Support Technology: Administrative Assistant Specialization*

**AREA:** Administrative Support Technology:  
Administrative Assistant Specialization

**DEGREE:** Associate of Applied Science Degree

**LENGTH:** Four semesters (two-year) program

**PURPOSE:** There is continuing demand for personnel who possess a mastery of office skills, who demonstrate the ability to assume responsibility without direct supervision, and who exercise sound judgment within the scope of assigned authority. The associate of applied science degree curriculum in administrative support technology with an administrative assistant specialization is designed to prepare individuals for full-time employment immediately upon completion of the community college program. This program is beneficial for individuals who are seeking first-time employment, career advancement or MOS certification.

**OCCUPATIONAL OBJECTIVES:** administrative assistant, human resources assistant, information coordinator, personal assistant or special projects assistant

**PROGRAM REQUIREMENTS:** The two-year curriculum in administrative support technology includes instruction in administrative support technology, general education, computer skills and electives. Students are advised to consult with their faculty advisors in planning their programs and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the associate of applied science degree in administrative support technology with an administrative assistant specialization. Transfer opportunities for associate of applied science degrees are very specific in nature. Students enrolling in an applied science degree with plans to transfer should explore opportunities with their faculty advisor.

Course#	Title	Credits
<b>First Semester</b>		
AST 102	Keyboarding II <sup>1</sup>	3
AST 107	Editing and Proofreading Skills <sup>2</sup>	3
ENG 111	College Composition I	3
ITE 115	Intro to Computer Apps & Concepts	3
MTH 120	Introduction to Mathematics	3
SDV 100	College Success Skills	1
	or SDV 101-Orientation to the IT Professions	
	<b>Total</b>	<b>16</b>
<b>Second Semester</b>		
ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
ENG 115	Technical Writing	3
PED/HLT	Physical education (or health)	2
CST 100/110	Principles of Public Speaking	3
	Approved AST elective <sup>3</sup>	3
	<b>Total</b>	<b>17</b>
<b>Third Semester</b>		
AST 141	Word Processing I <sup>4</sup>	3
AST 234	Records and Database Management <sup>2</sup>	3
AST 243	Office Administration I <sup>2</sup>	3
BUS 236	Communications in Management	3
ECO 201	Principles of Macroeconomics (or ECO 202)	3
	Approved social science elective <sup>5</sup>	3
	<b>Total</b>	<b>18</b>
<b>Fourth Semester</b>		
AST 142	Word Processing II <sup>6</sup>	3
AST 206	Professional Development	3
AST 230	Introduction to Office Technology	3
AST 244	Office Administration II <sup>7</sup>	3
BUS 241	Business Law I (or BUS 242)	3
	<b>Total</b>	<b>15</b>
	<b>Program Total</b>	<b>66</b>

<sup>1</sup> Students who have completed prior training in keyboarding may petition for course substitution or articulation credit.

<sup>2</sup> Students must have keyboarding skills. Bridge courses of AST 101 or AST 102 may be required to gain keyboarding skills required.

<sup>3</sup> Approved AST electives: AST 205, AST 253, AST 257, AST 260

<sup>4</sup> Prerequisite: AST 102 or equivalent skill

<sup>5</sup> Students may select social science electives from the approved list on page 51.

<sup>6</sup> Prerequisite: AST 141 or equivalent skill

<sup>7</sup> Prerequisite: AST 243 or instructor approval

*Associate of Applied Science Degree in Administrative Support Technology: Desktop Publishing Specialization*

**AREA:** Administrative Support Technology:  
Desktop Publishing Specialization

**DEGREE:** Associate of Applied Science Degree

**LENGTH:** Four semesters (two-year) program

**PURPOSE:** There is an increasing demand for office personnel who are qualified to produce in-house documents for both print and online publishing projects. The associate of applied science degree curriculum in administrative support technology with a desktop publishing specialization is designed to prepare individuals for full-time employment immediately upon completion of the community college program. This program is beneficial to individuals who are seeking first-time employment, career advancement or MOS certification.

**OCCUPATIONAL OBJECTIVES:** graphic design assistant, information specialist, marketing technology specialist, publications specialist or publishing assistant

**TRANSFER GUIDELINES:** Transfer opportunities for associate of applied science degrees are very specific in nature. Students enrolling in an applied science degree with plans to transfer should explore opportunities with their faculty advisor.

**PROGRAM REQUIREMENTS.** The two-year curriculum in administrative support technology with a desktop publishing specialization includes instruction in administrative support technology, desktop publishing and general education. Students are advised to consult with their faculty advisors in planning their programs and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the associate of applied science degree in administrative support technology with a desktop publishing specialization.

Course#	Title	Credits
<b>First Semester</b>		
AST 141	Word Processing I <sup>1</sup>	3
AST 107	Editing and Proofreading Skills <sup>1</sup>	3
ENG 111	College Composition I	3
ITE 115	Intro to Computer Apps & Concepts	3
MTH 120	Introduction to Mathematics	3
SDV 100	College Success Skills	1
	or	
	SDV 101-Orientation to the IT Professions	
	<b>Total</b>	<b>16</b>
<b>Second Semester</b>		
ACC 211	Principles of Accounting I	3
AST 142	Word Processing II <sup>2</sup>	3
AST 260	Presentation Software <sup>1</sup>	3
ENG 115	Technical Writing	3
CST 100/110	Principles of Public Speaking	3
PED/HLT	Physical education (or health)	2
	<b>Total</b>	<b>17</b>
<b>Third Semester</b>		
ART 284	Computer Graphics II	3
AST 243	Office Administration I <sup>1</sup>	3
AST 253	Advanced Desktop Publishing I <sup>1</sup>	3
AST 257	WP Desktop Publishing <sup>3</sup>	3
BUS 100	Introduction to Business	3
ECO 201	Principles of Macroeconomics (or ECO 202)	3
	<b>Total</b>	<b>18</b>
<b>Fourth Semester</b>		
AST 244	Office Administration II <sup>3</sup>	3
AST 254	Advanced Desktop Publishing II <sup>4</sup>	3
BUS 241	Business Law I (or BUS 242)	3
	Approved social science elective <sup>5</sup>	3
	Approved AST elective <sup>6</sup>	3
	<b>Total</b>	<b>15</b>
	<b>Program Total</b>	<b>66</b>

<sup>1</sup> Students must have keyboarding skills. Bridge courses of AST 101 or AST 102 may be required to gain keyboarding skill levels required.

<sup>2</sup> Prerequisite: AST 141 or equivalent skill.

<sup>3</sup> Prerequisite: AST 243 or instructor approval

<sup>4</sup> Prerequisite: AST 253 or equivalent skills

<sup>5</sup> Students may select social science electives from the approved list on page 51.

<sup>6</sup> Approved AST electives: AST 102, AST 205, AST 206, AST 230, AST 234

## Certificate in Graphic Design Office Assistant

**AREA:** Graphic Design Office Assistant Certificate

**LENGTH:** Two semesters (one-year) program

**PURPOSE:** Commercial and industrial expansion in Virginia is steadily increasing the demand for qualified office assistants in desktop publishing and graphic design. The in-house publishing needs of small- and medium-sized businesses require office workers skilled in using the PC platform for both graphic design and desktop publishing. The graphic design office assistant certificate is designed to prepare persons for full-time employment in a variety of office positions requiring these skills.

**OCCUPATIONAL OBJECTIVES:** graphic design assistant, office publishing specialist, special projects assistant or other specialized office publishing careers

**PROGRAM REQUIREMENTS:** This program prepares the student to fill general office desktop publishing and graphic design positions in small- and medium-sized businesses. The curriculum includes courses in graphic design, math and desktop publishing. Upon satisfactory completion of the program, the graduate will receive the certificate in graphic design office assistant.

Course#	Title	Credits
<b>First Semester</b>		
ART 283	Computer Graphics I	3
AST 253	Advanced Desktop Publishing I <sup>1</sup>	3
AST 257	WP Desktop Publishing I <sup>2</sup>	3
MTH 120	Introduction to Mathematics	3
SDV 100	College Success Skills	1
	or	
	SDV 101-Orientation to the IT Professions	
	Approved elective <sup>3</sup>	3
	<b>Total</b>	<b>16</b>
<b>Second Semester</b>		
ART 284	Computer Graphics II	3
AST 206	Professional Development	3
AST 254	Advanced Desktop Publishing II <sup>4</sup>	3
AST 260	Presentation Software <sup>1</sup>	3
ENG 111	College Composition I	3
	Approved social science elective <sup>5</sup>	3
	<b>Total</b>	<b>18</b>
	<b>Program Total</b>	<b>34</b>

<sup>1</sup> Keyboarding skill is required. Prerequisite: AST 101 or equivalent skill

<sup>2</sup> Word processing and basic computer skills are required. Prerequisite: AST 141 or ITE 115 or equivalent skill.

<sup>3</sup> Approved electives: AST 107, AST 141, AST 142, AST 230, ENG 115, ENG 211, ITD 110, ITE 115, ITE 140, MKT 100, MKT 228, MKT 282.

<sup>4</sup> Prerequisite: AST 253 or equivalent skill

<sup>5</sup> Students may select a social science elective from the approved list on page 51.

*Certificate in Office Legal Assistant/Paralegal Studies*

**AREA:** Office Legal Assistant/Paralegal Studies Certificate

**LENGTH:** Two semesters (one-year) program

**PURPOSE:** With an increasing demand for paralegals and office legal assistants in professional offices, corporations and businesses, this certificate will prepare individuals for full-time employment upon completion of the community college program. The program is beneficial for individuals who are seeking first-time employment, career advancement or paralegal certification.

**OCCUPATIONAL OBJECTIVES:** legal assistant or paralegal

**PROGRAM REQUIREMENTS:** This program prepares the student to fill legal assistant and paralegal positions and provides fundamental knowledge and skills associated with legal research and documentation of that research. The curriculum includes courses in family law, real estate law, civil and criminal law, legal ethics and legal research. Upon satisfactory completion of the program, the graduate will be awarded a certificate in office legal assistant/paralegal studies.

Course#	Title	Credits
<b>First Semester</b>		
ENG 111	College Composition I	3
LGL 115	Real Estate Law for Legal Assistants	3
LGL 117	Family Law	3
LGL 200	Ethics for the Legal Assistants	1
LGL 235	Legal Aspects of Business Organization	3
SDV 100	College Success Skills	1
	or	
	SDV 101 Orientation to the IT Professions	
SOC 200	Principles of Sociology	3
	<b>Total</b>	<b>17</b>
<b>Second Semester</b>		
AST 206	Professional Development	3
LGL 127	Legal Research and Writing	3
LGL 215	Torts	3
LGL 217	Trial Practice and the Law of Evidence	3
LGL 225	Estate Planning and Probate	3
LGL 230	Legal Transactions	3
	<b>Total</b>	<b>18</b>
	<b>Program Total</b>	<b>35</b>

Note: Internship opportunities and a national CPC certification exam may be available to certificate students/graduates.

\*AST 141 Word Processing I required as a prerequisite to enter certificate program (or equivalent skills).

## Certificate in Medical Billing/Coding

**AREA:** Medical Billing/Coding Certificate

**LENGTH:** Three semesters (one-year) program

**PURPOSE:** With an increasing demand for medical insurance billing and coding workers in professional offices in Virginia, this certificate will prepare individuals for full-time employment upon completion of the program. The program is beneficial for individuals who are seeking first-time employment, career advancement or national coding certification.

**OCCUPATIONAL OBJECTIVES:** medical billing assistant, medical coder or medical insurance specialist

**PROGRAM REQUIREMENTS:** The program prepares the student to fill medical billing and coding positions and provides fundamental knowledge and skills associated with insurance billing and coding. The curriculum includes courses in college composition, medical coding and reimbursement, and medical office bookkeeping and insurance. Prior to internships or student employment, satisfactory completion of criminal background search and drug screen may be required. Upon satisfactory completion of the program, the graduate will be awarded a certificate in medical billing/coding.

Course#	Title	Credits
<b>First Semester</b>		
AST 102	Keyboarding II <sup>1</sup>	3
	or	
AST 141	Word Processing I <sup>2</sup>	3
BIO 100	Basic Human Biology	3
HIM 111	Medical Terminology I	3
SDV 100	College Success Skills	1
	or	
	SDV 101-Orientation to Health Professions	
	<b>Total</b>	<b>10</b>
<b>Second Semester</b>		
ENG 111	College Composition I	3
HIM 112	Medical Terminology II <sup>3</sup>	3
HIM 253	Health Records Coding <sup>4</sup>	4
MDA 206	Medical Office Bookkeeping and Insurance	4
	<b>Total</b>	<b>14</b>
<b>Third Semester</b>		
AST 205	Business Communication	3
AST 206	Professional Development <sup>1</sup>	3
HIM 254	Advanced Coding & Reimbursement <sup>5</sup>	4
PHI 227	Bio-Medical Ethics	3
	(or PHI 220)	
	<b>Total</b>	<b>13</b>
	<b>Program Total</b>	<b>37</b>

Note: Internship opportunities and a national CPC certification exam may be available to certificate students/graduates.

<sup>1</sup> Keyboarding skill is required. Corequisite: AST 101 or equivalent skill

<sup>2</sup> Prerequisite: AST 102 or equivalent skill

<sup>3</sup> Prerequisite: HIM 111

<sup>4</sup> Prerequisite: HIM 111, PNE 155 and corequisite MDA 206

<sup>5</sup> Prerequisite: HIM 253

*Certificate in Medical Secretary/Transcription*

**AREA:** Medical Secretary/Transcription Certificate

**LENGTH:** Two semesters (one-year) program

**PURPOSE:** With an increasing demand for medical office assistants in Virginia, this certificate will prepare individuals for full-time employment upon completion of the community college program. The program is beneficial for individuals who are seeking first-time employment, career advancement or national certification.

**OCCUPATIONAL OBJECTIVES:** medical office assistant, medical reception, medical secretary, medical transcription or ward clerk

**PROGRAM REQUIREMENTS:** This program prepares the student to fill medical office assistant, medical secretary and medical transcription positions, and provides fundamental knowledge and skills associated with these medical careers. The curriculum includes courses in transcription, office technology, body structure and function and bio-ethics. Upon satisfactory completion of the program, the graduate is awarded a certificate in medical secretary/transcription.

Course#	Title	Credits
<b>First Semester</b>		
AST 215	Medical Keyboarding <sup>1</sup> or AST 102 – Keyboarding II <sup>1</sup>	3
AST 271	Medical Office Procedures I <sup>2</sup> or AST 243 – Office Administration I <sup>2</sup>	3
BIO 100	Basic Human Biology	3
ENG 111	College Composition I	3
HIM 111	Medical Terminology I	3
PHI 227	Bio-Medical Ethics (or PHI 220)	3
SDV 100	College Success Skills or SDV 101 Orientation to Health Professions	1
<b>Total</b>		<b>19</b>
<b>Second Semester</b>		
AST 107	Editing and Proofreading Skills <sup>1</sup>	3
AST 141	Word Processing I <sup>2</sup>	3
AST 206	Professional Development	3
AST 245	Medical Machine Transcription <sup>3</sup>	3
HIM 112	Medical Terminology II <sup>3</sup>	3
HIM 230	Information Systems and Technology in Health Care or AST 230 – Introduction to Office Technology	3
<b>Total</b>		<b>18</b>
<b>Program Total</b>		<b>37</b>

Note: Internship opportunities and a national CPC certification exam may be available to certificate students/graduates.

<sup>1</sup>Prerequisite: AST 101 or equivalent skill<sup>2</sup>Prerequisite: AST 102 or equivalent skill  
<sup>3</sup>Prerequisite: HIM 111



*Certificate in Office Systems Assistant*

**AREA:** Office Systems Assistant Certificate

**LENGTH:** Two semesters (one-year) program

**PURPOSE:** Commercial and industrial expansion in Virginia is steadily increasing the demand for qualified records management and word processing personnel. The Office Systems Assistant Program is designed to prepare graduates for full-time employment in a variety of office positions.

**OCCUPATIONAL OBJECTIVES:** data entry specialist, front desk coordinator, information processing specialist, office assistant, office support technician, proofreader/editor, receptionist or records clerk

**PROGRAM REQUIREMENTS:** The program prepares the student to fill clerical and word processing positions and provides fundamental knowledge and skills associated with general office work. The curriculum includes courses in keyboarding, math, business, word processing and business communications. Students who have satisfactorily completed high school courses in keyboarding with a grade of C or better may take word processing courses. (Proof by means of a high school transcript must be on file in the Admissions and Records Office.) Upon satisfactory completion of the program, the graduate will receive a certificate in office systems assistant.

Course#	Title	Credits
<b>First Semester</b>		
AST 102	Keyboarding II <sup>1</sup> or AST 141-Word Processing <sup>1</sup>	3
AST 107	Editing and Proofreading Skills <sup>1</sup>	3
AST 234	Records and Database Management <sup>1</sup>	3
BUS 100	Introduction to Business	3
ENG 111	College Composition I	3
SDV 100	College Success Skills	1
	or SDV 101 Orientation to the IT Professions	
	<b>Total</b>	<b>16</b>
<b>Second Semester</b>		
AST 141	Word Processing I <sup>2</sup> (or AST 142 <sup>3</sup> )	3
AST 206	Professional Development	3
MTH 120	Introduction to Mathematics	3
	Approved social science elective <sup>4</sup>	3
	Approved elective <sup>5</sup>	3
	<b>Total</b>	<b>15</b>
	<b>Program Total</b>	<b>31</b>

<sup>1</sup>Keyboarding skill is required. Prerequisite AST 101 or equivalent skill

<sup>2</sup>Prerequisite: AST 102 or equivalent skill

<sup>3</sup>Prerequisite: AST 141 or equivalent skill

<sup>4</sup>Students may select social science electives from the approved list on page 51.

<sup>5</sup>Approved electives: AST 205, AST 230, AST 253, AST 257, AST 260, ITD 110, ITD 210, MKT 282

## Career Studies Certificates

### AREA: Desktop Publishing Technician

**PURPOSE:** To provide students with software skills and awareness of the methods used in desktop publishing, as well as criteria for quality publications

#### PROGRAM REQUIREMENTS:

Course#	Title	Credits
AST 141	Word Processing I <sup>1</sup>	3
AST 142	Word Processing II <sup>2</sup>	3
AST 206	Professional Development	3
AST 253	Advanced Desktop Publishing I <sup>3</sup>	3
AST 254	Advanced Desktop Publishing II <sup>4</sup>	3
AST 257	WP Desktop Publishing <sup>5</sup>	3
AST 260	Presentation Software <sup>6</sup>	3
<b>Total</b>		<b>21</b>

<sup>1</sup> Keyboarding skill is required. Prerequisite: AST 101 or equivalent skill

<sup>2</sup> Prerequisite AST 141 or equivalent skill

<sup>3</sup> Prerequisite: AST 101 or ITE 115 or equivalent

<sup>4</sup> Prerequisite: AST 253

<sup>5</sup> Prerequisite: AST 141 or equivalent skill

<sup>6</sup> Keyboarding skill and computer knowledge are required. Prerequisite: AST 101 and ITE 115 or equivalent skill

Recommendation: Career-seeking students are also encouraged to enroll in the graphic design office assistant one-year certificate and/or the administrative support technology, desktop publishing specialization associate degree program.

### AREA: Information Processing Technician

**PURPOSE:** To assist students in developing the basic software skills involved in information processing in the office environment and their applications for a range of office functions

#### PROGRAM REQUIREMENTS:

Course#	Title	Credits
AST 107	Editing and Proofreading Skills <sup>1</sup>	3
AST 141	Word Processing I <sup>2</sup>	3
AST 142	Word Processing II <sup>3</sup>	3
AST 205	Business Communications	3
AST 206	Professional Development	3
AST 234	Records and Database Management <sup>2</sup>	3
AST 243	Office Administration I <sup>1</sup>	3
<b>Total</b>		<b>21</b>

<sup>1</sup> Keyboarding skill is required. Corequisite: AST 101 or equivalent skill

<sup>2</sup> Keyboarding skill and computer knowledge are required. Prerequisite: AST 101 or equivalent skill

<sup>3</sup> Prerequisite: AST 141 or equivalent skill

Recommendation: Career-seeking students are also encouraged to enroll in the office systems assistant one-year certificate and/or the administrative support technology: administrative assistant specialization associate degree program.