Administrative Support Technology (AST)

AST 1000  Keyboarding  2 Credit Hours  Equivalent: BIS 1000, OIS 1000, SEC 1000  
English/ESL Placement: Placement into ENG 1055 or higher (or placement into ESL 1011 or higher for students taking the ESL sequence of courses.)  
This course is designed for beginners or those keying less than 25 words per minute (wpm). This course provides students with the principles to develop basic touch keyboarding skills on the computer to enable them to efficiently input information. Topics include the alphabetic, numeric, and symbol reaches along with the ten-key numeric keypad. Individual competencies will be assessed at the beginning of the course and individual goals will be established. BILLABLE CONTACT HOURS: 2

AST 1050  Formatting  2 Credit Hours  Equivalent: BIS 1050, OIS 1050  
English/ESL Placement: Placement into ENG 1510  
This course is designed for students who have completed AST 1000 or for those keying a minimum of 25 words per minute. The student will be introduced to the proper formats for a variety of business documents and will practice the proper organization, layout and arrangement of basic letter styles, memos and reports while improving keyboarding skill. BILLABLE CONTACT HOURS: 2

AST 1070  Word Processing  3 Credit Hours  Equivalent: BIS 1070  
English/ESL Placement: Placement into ENG 1510  
This course is designed to offer students the opportunity to learn the theory and practical applications of word processing. Students will be exposed to the basics through the advanced features of the most popular word processing software package utilized in business and industry today and will create many types of business documents with varying complexity, format and styles. BILLABLE CONTACT HOURS: 3

AST 1090  Legal Office Environment and Documentation  3 Credit Hours  Equivalent: BIS 1090, OIS 1090, SEC 1090  
English/ESL Placement: Placement into ENG 1510  
This course will introduce students to legal terminology, law office procedures, how to assist with legal research, and prepare legal correspondence and documentation. Emphasis will be placed on professional and ethical responsibilities. BILLABLE CONTACT HOURS: 3

AST 1300  Document Processing and Production  4 Credit Hours  Equivalent: BIS 1300  
English/ESL Placement: Placement into ENG 1510  
Prerequisite: AST 1070 and CIS 1050  
This course will provide students with a broader understanding of software integration by expanding upon the skills learned in CIS 1050 and AST 1070. Students will apply their critical thinking and decision-making skills in the production of a variety of business documents. BILLABLE CONTACT HOURS: 4

AST 1700  Office Processes and Administration  4 Credit Hours  
Equivalent: BIS 1700  
English/ESL Placement: Placement into ENG 1510  
Prerequisite: AST 1300 COM 1290 and ENG 1350  
This course is designed to develop greater competency in administrative support functions utilizing the technology used in industry today. Emphasis is placed on the global marketplace and human relations, decision-making activities, time management, prioritizing, oral and written comprehension and expression, scheduling events, programs and activities, as well as team dynamics. BILLABLE CONTACT HOURS: 4

AST 2000  Desktop Publishing  3 Credit Hours  Equivalent: BIS 2000  
English/ESL Placement: Placement into ENG 1510  
Prerequisite: CIS 1050  
This course focuses on developing competencies in the application of terminology and concepts of desktop publishing software in the production and design of professional quality documents. Emphasis will be placed on graphics, word processing, and page layout. Students should have prior knowledge of other Microsoft Office programs. BILLABLE CONTACT HOURS: 3