# ADMINISTRATIVE SUPPORT TECHNOLOGY (AST)

**AST 101. Keyboarding I. (3 Credits)**
Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports and tabulation. Lecture 3 hours per week. Total 3 hours per week.

**AST 102. Keyboarding II. (3 Credits)**
Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy. Lecture 3 hours per week. Total 3 hours per week. Prerequisite: AST 101 or keyboarding competence.

**AST 238. Word Processing Advanced Operations. (3 Credits)**
Teaches advanced word processing features including working with merge files, macros, and graphics; develops competence in the production of complex documents. Lecture 3 hours per week. Total 3 hours per week. Prerequisite: AST 102.

**AST 243. Office Administration I. (3 Credits)**
Develops an understanding of the administrative support role and the skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes the development of critical-thinking, problem-solving, and job performance skills in a business office environment. Lecture 3 hours. Total 3 hours per week. Prerequisite: AST 101.