

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix and Number: AST 299

Credits: 3

Course Title: Supervised Study - Office Administration I

Course Description: Develops an understanding of the administrative support role and the skills and knowledge 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. Prerequisite: AST 101. Lecture 3 hours per week.

General Course Purpose:

Course Prerequisites and Co-requisites:

Prerequisite: AST 101

Course Objectives:

Upon completing the course, the student will be able to

- a. Understand the challenges, concepts, and opportunities for careers in the office field;
- b. Understand the role of the administrative employee;
- c. Understand how computer technology enhances task performance; and
- d. Perform simulated office tasks, incorporating critical-thinking skills as well as computer technology.

Major Topics to Be Included:

- a. The role of the administrative employee in the modern business environment
- b. Public relations responsibilities, methods of scheduling appointments
- c. Time management and emphasis on efficiency as well as productivity
- d. The latest developments in office equipment, materials, and supplies
- e. Tasks related to handling incoming and outgoing mail
- f. Use of computer to perform simulated office tasks and responsibilities

Effective Date of Course Content Summary: January 11, 2017