ADMINISTRATIVE SUPPORT TECHNOLOGY

BUSINESS, COMPUTER SCIENCE & IT CAREER PATHWAY

GAIN THE SKILLS EMPLOYERS NEED.

Build skills that are valued in every field with Tidewater Community College's administrative support technology programs!

The curriculum offers a solid foundation in basic administrative skills with the advanced training needed in today's high-tech offices. Class instruction reflects a professional environment as students work independently on assignments and simulations designed to provide hands-on training.

PROGRAMS

ASSOCIATE OF APPLIED SCIENCE IN ADMINISTRATIVE SUPPORT TECHNOLOGY

Complete in as few as 4 semesters / 63 credits

Learn an array of skills in preparation for work as an administrative assistant, executive assistant or office manager in fields such as business, health care and education. Students in this program can qualify to sit for exams from the International Association of Administrative Professionals and Microsoft.

ASSOCIATE OF APPLIED SCIENCE IN ADMINISTRATIVE SUPPORT TECHNOLOGY - SPECIALIZATION IN MEDICAL ADMINISTRATIVE ASSISTANT

Complete in as few as 4 semesters / 63 credits (Portsmouth)

Graduates of this specialization are especially qualified for careers in a variety of health care settings including private medical practices, hospitals, clinics, and insurance firms. You'll learn how to maintain electronic health records, handle billing, schedule appointments for patients, work with medical records and protect patient privacy.

CAREER STUDIES CERTIFICATES

Want to start—or advance—your career as quickly as possible? Focus your professional competency in a single area with a career studies certificate.

CAREER STUDIES CERTIFICATE IN ADMINISTRATIVE ASSISTANT

Complete in as few as 3 semesters / 29 credits

CAREER STUDIES CERTIFICATE IN MEDICAL ADMINISTRATIVE ASSISTANT

Complete in as few as 3 semesters / 28 credits (Portsmouth)

TCC FAST FACT

Internship opportunities ensure many students graduate with experience in the field–and jobs.

POSSIBLE CAREER PATHS

- Administrative assistant
- Executive assistant
- File clerk
- Office manager

IS THIS PROGRAM FOR YOU?

Yes, if you:
- are detail-oriented
- enjoy working with people
- work well in groups
- enjoy working with computers
- are interested in the medical field

PROGRAM AVAILABILITY

- Chesapeake
- Portsmouth
- Virginia Beach