

**Programs use
free and low-cost
learning resources
- no expensive
textbooks to
purchase!**

**Contact us for
information about
resources to help pay
for these programs.**

**Knowledge to Work
is a competency-based
educational program that's
affordable, flexible
and personalized.**



**Ready to
get started?**

CONTACT US

**Go to KnowledgeToWork.com
and “Request More
Information” or email
K2W@lfcc.edu**

Middletown Campus
Corron Community
Development Center
Room 207

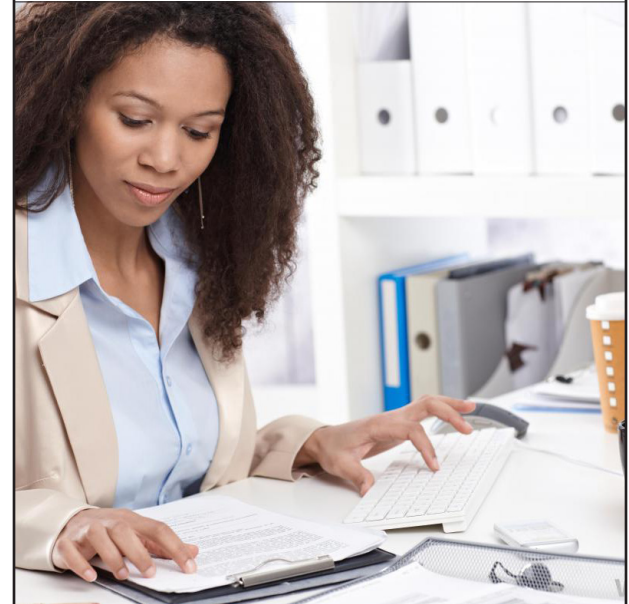
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540-869-0795



KnowledgeToWork.com

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**knowledge
2work**



**Administrative
Support
Technology
(AST) Programs**

**Get Credit For
What You Know!**



A learning experience designed just for you



**Have college experience?
Work experience?
But no degree or certificate?**

K2W is for you!

**Your Success
is Our #1 Priority**

Faculty and coaches will check in with you weekly to ensure you are on track.

We partner with leading employers in the region to create programs that make you more marketable. Get the skills you need for the job you want!

Administrative Support Technology (AST) Programs:

- Certificate in Office Systems Assistant
- Career Studies Certificate in Information Processing Technician

What you'll learn:

These programs use frameworks from the International Association of Administrative Professionals (IAAP) to give you knowledge in the reinforcement of the day-to-day operations of organizations. You'll become proficient in integral activities of establishments found in all sectors of the economy, including organizing files, preparing documents, scheduling appointments, word processing, record-keeping, customer service, billing, inventory, data entry, and purchasing.

Where it can take you:

Completion of a K2W certificate in AST prepares you for an administrative career in nearly every industry and is associated with job titles such as Administrative Assistant, Front Desk Coordinator, Information Processing Specialist, Data Entry Specialist, Office Support Technician, and Customer Service Representative. According to Bureau of Labor Statistics, the median annual wage for secretaries and administrative assistants was \$36,500 in May 2015.



Meet with a career coach



Enroll



Assess Prior Learning



Create a personalized learning plan with a faculty member



Learn competencies at a flexible pace



Complete your program

Lord Fairfax Community College (LFCC)

173 Skirmisher Lane

Middletown, VA 22645-1745

LFCC.edu



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