**AST/General Office Specialization**

**Catalog Year: 2020-2021**

**Developmental Requirements: Satisfy/Finish MTE 3 AND Satisfy/Finish ENF 3**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Grade/Semester  Completed | |  | | Course # |  | Course Title | Cr |
|  |  | | **First Semester** | | | | |
| / | |  | | AST 101 |  | Keyboarding I | 3 |
| / | |  | | AST 243 |  | Office Administration I | 3 |
| / | |  | | ENG 111 |  | College Composition I | 3 |
| / | |  | | BUS 121 |  | Business Math I | 3 |
| / | |  | | ITE 116 |  | Survey of Computer Software App | 2 |
| / | |  | | SDV 100 |  | College Success Skills | 1 |
|  | |  | |  |  | **Total** | **15** |
|  |  | | **Second Semester** | | | | |
| / | |  | | AST 102 |  | Keyboarding II | 3 |
| / | |  | | AST 234 |  | Records & Database Management | 3 |
| / | |  | | AST 244 |  | Office Administration II | 3 |
| / | |  | | ECO 100 |  | Elementary Economics | 3 |
| / | |  | | ENG 112 |  | College Composition II | 3 |
|  | |  | |  |  | **Total** | **15** |
|  |  | | **Third Semester** | | | | |
| / | |  | | ACC 111 |  | Accounting I | 3 |
| / | |  | | AST 238 |  | Word Processing Advanced Operations | 3 |
| / | |  | | ITD 115 |  | Web Page Design & Site Management | 3 |
| / | |  | | ITE 140 |  | Spreadsheet Software | 3 |
| / | |  | | ITE 150 |  | Desktop Database Software | 4 |
| / | |  | | HLT/PED |  | Health/Physical Ed. | 1 |
|  | |  | |  |  | **Total** | **17** |
|  |  | | **Fourth Semester** | | | | |
| / | |  | | ACC 110 |  | Intro to Computerized Accounting | 2 |
| / | |  | | BIO/NAS/MTH |  | Science **or** Math Elective | 3 |
| / | |  | | BUS 235 |  | Business Letter Writing | 3 |
| / | |  | | AST 205 |  | Business Communications | 3 |
| / | |  | | AST 253 |  | Advanced Desktop Publishing I | 3 |
| / | |  | | SDV 106 |  | Preparation for Employment | 1 |
| / | |  | | SPA 101 |  | Beginning Spanish I | 4 |
|  | |  | |  |  | **Total** | **19** |
|  | |  | |  |  |  |  |
| Total Completed | |  | |  |  |  | 66 |

Total Minimum Credits for A.A.S.in Administrative Support Technology/General Office Specialization…..……66