**AST/General Office Specialization**

**Catalog Year: 2023-2024**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Grade/SemesterCompleted |   |  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 Applications | 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 110 |  | Web Page Design I | 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 205  |  | Human Resource Management | 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