General Office Studies

Catalog Year 2020-2021

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Grade/SemesterCompleted |  | Course # |  | Course title | Credits |
| **First Semester** |  |  |  |  |  |
| / |  | AST 101 |  | Keyboarding I | 3 |
| / |  | AST 243 |  | Office Administration I | 3 |
| / |  | BUS 121 |  | Business Math I | 3 |
| / |  | ENG 111 |  | College Composition I | 3 |
| / |  | ITE 116 |  | Survey of Computer Software Applications | 2 |
|  |  |  |  | **Total** | **14** |
| **Second Semester** |  |  |  |  |  |
| / |  | AST 102 |  | Keyboarding II | 3 |
| / |  | AST 234 |  | Records & Database Management | 3 |
| / |  | AST 244 |  | Office Administration II | 3 |
| / |  | ENG 112 |  | College Composition II | 3 |
|  |  |  |  | **Total** | **12** |
|  |  |  |  |
| **Total Completed** |  |  | **26** |

MTE 2 and ENF 3 are prerequisites.