

**Administrative Support Technology Degree Progress Sheet**

Student Name: \_\_\_\_\_

SIS/EmplID #: \_\_\_\_\_

Requirement	Cred.	Class Selection	Cred.	Semester	Grade	Done?
AST 102 <sup>1</sup>	3					
AST 107 <sup>2</sup>	3					
ENG 111	3					
ITE 115	3					
MTH 120	3					
SDV 100/101-IT Professions	1					
ACC 211	3					
AST 205	3					
BUS 100	3					
ENG 112	3					
PED/HLT	2					
SPD 100/110	3					
AST 141 <sup>2</sup>	3					
AST 234 <sup>2</sup>	3					
AST 243	3					
ECO 201/202	3					
Social Science Elective <sup>3</sup>	3					
AST Elective <sup>4</sup>	3					
AST 142 <sup>5</sup>	3					
AST 206	3					
AST 244 <sup>6</sup>	3					
BUS 200	3					
BUS 241/242	3					

<sup>1</sup>Students who have completed prior training in keyboarding may petition for AST course substitution or articulation credit.

<sup>2</sup>Prerequisite: AST 102 or equivalent skill.

<sup>3</sup> **Social Science Elective:** ECO 120, 201, 202; GEO 210, 221, 222; HIS 111, 112, 121, 122; PLS 211, 212; Any PSY class; Any SOC class

<sup>4</sup>Approved AST electives include: AST 230, AST 253, AST 257, and AST 260.

<sup>5</sup>Prerequisite: AST 141 or equivalent skill.

<sup>6</sup>Prerequisite: AST 243 or instructor approval.