

AST-Administrative Assistant Specialization Degree Progress Sheet

Student Name: _____

SIS/EmplID #: _____

Requirement	Cred.	Class Selection	Cred.	Semester	Grade	Done?
AST 102 ¹	3					
AST 107 ²	3					
ENG 111	3					
ITE 115	3					
MTH 120	3					
SDV 100/101 (IT Professions)	1					
ACC 211	3					
BUS 100	3					
ENG 115	3					
PED/HLT	2					
SPD 100/110	3					
AST Elective ³	3					
AST 141 ⁴	3					
AST 234 ²	3					
AST 243 ²	3					
BUS 236	3					
ECO 201/202	3					
Social Science Elective ⁵	3					
AST 142 ⁶	3					
AST 206	3					
AST 230	3					
AST 244 ⁷	3					
BUS 241/242	3					

¹Students who have completed prior training in keyboarding may petition for course substitution or articulation credit.

²Students must have keyboarding skills. Bridge courses of AST 101 or AST 102 may be required to gain keyboarding skills required.

³Approved AST electives: AST 205, AST 253, AST 257, AST 260.

⁴Prerequisite: AST 102 or equivalent skill.

⁵ **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

⁶Prerequisite: AST 141 or equivalent skill.

⁷Prerequisite: AST 243 or instructor approval.