

Course#	Title	Credits
First Semester		
AST 102	Keyboarding II ¹	3
AST 107	Editing and Proofreading Skills ²	3
ENG 111	College Composition I	3
ITE 115	Intro to Computer Apps & Concepts	3
MTH 120	Introduction to Mathematics	3
SDV 100	College Success Skills	1
	or	
	SDV 101-Orientation to the IT Professions	
	Total	16
Second Semester		
ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
ENG 115	Technical Writing	3
PED/HLT	Physical education (or health)	2
SPD 100/110	Principles of Public Speaking	3
	Approved AST elective ³	3
	Total	17
Third Semester		
AST 141	Word Processing I ⁴	3
AST 234	Records and Database Management ²	3
AST 243	Office Administration I ²	3
BUS 236	Communications in Management	3
ECO 201	Principles of Macroeconomics	3
	(or ECO 202)	
	Approved social science elective ⁵	3
	Total	18
Fourth Semester		
AST 142	Word Processing II ⁶	3
AST 206	Professional Development	3
AST 230	Introduction to Office Technology	3
AST 244	Office Administration II ⁷	3
BUS 241	Business Law I	3
	(or BUS 242)	
	Total	15
	Program Total	66

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

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

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

⁴ Prerequisite: AST 102 or equivalent skill

⁵ Students may select social science electives from the approved list located in this catalog.

⁶ Prerequisite: AST 141 or equivalent skill

⁷ Prerequisite: AST 243 or instructor approval