

LFCC ADVISING WORKSHEET

Program: AAS AST: Virtual Assistant Specialization

Catalog Year: 2016-2017

Advisor:

Program purpose: Designed to prepare individuals for full-time employment immediately upon completion of the community college program

Check	Course	Title	Credits	Grade	Notes
First Semester					
	AST 102/141	Keyboarding II ¹ or Word Processing I ¹	3		
	AST 107	Editing and Proofreading Skills ¹	3		
	ENG 111	College Composition I	3		
	ITE 115	Intro to Computer Apps & Concepts	3		
	MTH 120	Introduction to Mathematics	3		
	SDV 101	Orientation to Virtual Assistant	1		
Second Semester					
	AST 142	Word Processing II ²	3		
	AST 230	Introduction to Office Technology ²	3		
	BUS 241/242	Business Law I or Business Law II	3		
	CST 100/110	Principles of Public Speaking	3		
	ENG 115	Technical Writing	3		
		Approved Social Science Elective ⁵	3		
Third Semester					
	ACC 117	Essentials of Accounting	3		
	AST 243	Office Administration I ²	3		
	AST 253	Advanced Desktop Publishing I ²	3		
	AST 234	Records and Database Management ²	3		
	PED/HLT	Physical Education or Health	1		
		Approved AST Elective ⁶	3		
Fourth Semester					
	AST 206	Professional Development ⁷	3		
	AST 244	Office Administration II ³	3		
	AST 254	Advanced Desktop Publishing II ⁴	3		
	AST 260	Presentation Software ²	3		
		Approved Humanities Elective ⁵	3		
		Total	65		

¹Students must have keyboarding skills. Bridge courses of AST 101 or AST 102 may be required to gain keyboarding skill levels required.

²Prerequisite: AST 102 or AST 141 or instructor approval

³Prerequisite: AST 243 or instructor approval

⁴Prerequisite: AST 253

⁵Students may select Social Science and Humanities electives from approved list on page 41.

⁶Approved AST electives: (Summer) AST 236; (Fall) AST 205, AST 257, ITD 110; (Spring) BUS 165, BUS 205

⁷Capstone Course: Internship project required.

ADMISSION/COURSE PREREQUISITE REQUIREMENTS:

- AST courses in the program require placement in ENF2 or higher or successful completion of ENF1. Other courses may require placement readiness for ENG 111.
- Students without keyboarding skill (or limited skill below 25 words per minute) must complete the prerequisite course AST 101 Keyboarding I, prior to enrolling in AST 102 or AST 141.

The College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.