

LFCC ADVISING WORKSHEET

Program: AAS Administrative Support Technology

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		
	CST 100/ 110	Principles of Public Speaking	3		
	ENG 112	College Composition II	3		
	PED/HLT	Physical Education or Health	1		
		Approved Humanities Elective ³	3		
		Approved Social Science Elective ³	3		
Third Semester					
	ACC 117	Essentials of Accounting	3		
	AST 205	Business Communications ²	3		
	AST 234	Records and Database Management ²	3		
	AST 243	Office Administration I ²	3		
	BUS 100	Introduction to Business	3		
	BUS 241/242	Business Law I or Business Law II	3		
Fourth Semester					
	AST 206	Professional Development ⁶	3		
	AST 230	Introduction to Office Technology ²	3		
	AST 244	Office Administration II ⁴	3		
	BUS 200	Principles of Management	3		
		Approved AST Elective ⁵	3		
		Total	65		

¹ Students must have keyboarding skills. Bridge courses of AST 101 or AST 102 may be required or instructor approval.

² Prerequisite: AST 102 or AST 141 or instructor approval

³ Students may select Social Science and Humanities electives from approved list on page 41.

⁴ Approved AST electives: (Summer) AST 236; (Fall) AST 253, AST 257,; (Spring) AST 260

⁵ Capstone Course: Internship project required.

ADMISSION/COURSE PREREQUISITE REQUIREMENTS:

- AST courses in this program require placement into 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.