

## LFCC ADVISING WORKSHEET

Program: Certificate Office Systems Assistant

Catalog Year: 2016-2017

Advisor:

Program purpose: Designed to prepare graduates for full-time employment in a variety of office positions.

Check	Course	Title	Credits	Grade	Notes
<b>First Semester</b>					
	AST 102/141	Keyboarding II <sup>1</sup> or Word Processing I <sup>1</sup>	3		
	AST 107	Editing and Proofreading Skill <sup>1</sup>	3		
	AST 234	Records and Database Management <sup>1</sup>	3		
	BUS 100	Introduction to Business	3		
	ENG 111	College Composition I	3		
	SDV 101	Orientation to Virtual Assistant	1		
<b>Second Semester</b>					
	AST 141/142	Word Processing I <sup>2</sup> or Word Processing II <sup>3</sup>	3		
	AST 206	Professional Development <sup>6</sup>	3		
	MTH 120	Introduction to Mathematics	3		
		Approved Social Science Elective <sup>4</sup>	3		
		Approved Elective <sup>5</sup>	3		
		<b>Total</b>	<b>31</b>		

<sup>1</sup>Keyboarding skill is required. Prerequisite AST 101 or instructor approval

<sup>2</sup>Prerequisite: AST 102 or instructor approval

<sup>3</sup>Prerequisite: AST 141 or instructor approval

<sup>4</sup>Students may select social science electives from approved list.

<sup>5</sup>Approved electives: AST 205, AST 230, AST 253, AST 257, AST 260

<sup>6</sup>Capstone course. Internship project required.

### ADMISSION/COURSE PREREQUISITE REQUIREMENTS:

- Most courses in this program require placement in to ENF2 or higher or successful completion of ENF1.
- 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.