



Curriculum Advising Sheet

ADMINISTRATIVE SUPPORT TECHNOLOGY CERTIFICATE

Student Name: _____ Student ID Number: _____

First Semester

Course #	Course Title	Credit	Gen ED	Course Taken √
ENG 111	College Composition I	3		
MTH	Any MTH level 100 or higher	3		
AST 141	Word Processing	3		
AST 243	Office Administration	3		
ITE 100	Introduction to Information Systems ¹	3		
SDV 100	College Success Skills	1		
	Semester Total	16		

Second Semester

Course #	Course Title	Credit	Gen ED	Course Taken √
BUS 236	Communication in Management ¹	3		
ACC 105	Office Accounting	3		
AST 260	Presentation Software	3		
AST 244	Office Administration II	3		
ITE 140	Spreadsheet Software	3		
	Semester Total	15		

Total Minimum Credits: 31

¹ May replace with an approved transfer course in place of this non-transfer course.