Administrative Systems & Technology
DEGREE PLAN

Name						Date	
	Last		First		MI		
Home Address					Home Phone		
	Mailing	City		ST	ZIP	A/C	Phone
SR Address					Mobile Phone		
	Mailing	City		ST	ZIP	A/C	Phone

Additional Requirements:

1. Consult with the AST academic adviser regularly and during each registration period.
2. Apply for graduation one (1) full semester in advance of anticipated graduation date.
3. Complete all requirements as stated on Graduation checklist provided by the Dean.
4. Earn a grade of "D" or higher in each course.
5. Earn an Overall GPA of 2.0 or higher.
6. Minimum 120 semester credit hours.

Signatures:

_____ Date _____
Student

_____ Date_____ _____ Date _____
Approved, Advisor Approved, Department Chair

_____ Date _____
Approved, Dean, School of Professional Studies

Description	Course	Semester	SCH	Gr
3 sch English Comp. & Rhet. I	ENG 1301	Fall, Spring, Summer	3	
3 sch English Comp. & Rhet. II	ENG 1302	Fall, Spring, Summer	3	
3 sch Literary Types (ENG 2301 or any other literature)		Fall, Spring, Summer	3	
3 sch English (Sophomore or adv., 2000 or above)		Fall, Spring, Summer	3	
6 sch HIST 1301 History of the United States to 1877	HIST 1301	Fall, Spring, Summer	3	
HIST 1302 History of the United States from 1877	HIST 1302	Fall, Spring, Summer	3	
3 sch Mathematics 1310, 1315, 1316 or higher		Fall, Spring, Summer	3	
6 sch Pol. Science: PS 2305 Federal Government	PS 2305	Fall, Spring, Summer	3	
PS 2306 State Government	PS 2306	Fall, Spring, Summer	3	
3 sch Fine Arts: Select from FA 1301; Art 1301; MUS 1312, 1313, or THEA 1302		Fall, Spring, Summer	3	
Plus 3 SCH from art, journalism, music, theatre, or IT 2304			3	
8 sch Laboratory Science—ASTR 1401,1402,BIOL 1401, 1402, CHEM 1401, 1402, GEOL 1401, 1402 or PHYS 1401, 1402, 2401, 2402		Fall, Spring, Summer	4	
		Fall, Spring, Summer	4	
1 sch Wellness and Fitness	PE 1150	Fall, Spring, Summer	1	
1 sch Physical Education Activity (Select from PE 1153, 1155, or 1156)	PE	Fall, Spring, Summer	1	
Foreign Language		Fall, Spring, Summer	4	
		Fall, Spring, Summer	4	
3 sch Social Science (ECO 2300, 2305, GEOG 1302, 2302; PHIL 1301; PSY 1302; SOC 2303; or ANTH 1301)		Fall, Spring, Summer	3	
Communications Select COMM 1303 or Theatre 2304		Fall, Spring, Summer	3	
Multicultural: HIST 2301, 2302; MAS 2301; PS 2307; WS 2301		Fall, Spring, Summer	3	
Computer Science	See ASBT 1384			
Subtotal			60	

ASBT* REQUIRED COURSES (45) *Prefix will change to AST in Summer 2014

Word Processing & Adv. Keyboarding	ASBT 1383	Varies	3	
Business Computer Applications	ASBT 1384	Fall, Spring, Summer	3	
Administrative Procedures	ASBT 2380	Spring	3	
Legal & Medical Admin. Procedures	ASBT 2381	Fall	3	
Administrative Systems Supervision	ASBT 3380	Fall	3	
Social Media Applications	ASBT 3381	Varies	3	
Desktop Publishing Applications	ASBT 3382	Varies	3	
Multimedia Applications	ASBT 3383	Summer	3	
Practicum & Internship in Business	ASBT 3384	Varies	3	
Training & Development	ASBT 3385	Fall	3	
Special Topics in ASBT	ASBT 4350	Varies	3	
Principles of Accounting I	ACC 2330	Fall, Spring	3	
Business Law	GBA 3351	Fall, Summer	3	
Management Communication	GBA 4354	Spring	3	
International Business	GBA 4355	Spring	3	
Subtotal			45	

ADVANCED ELECTIVES (3000- or 4000-level) (9)

Subtotal			9	

FREE ELECTIVES (6)

			3	
			3	
Subtotal			6	
TOTAL DEGREE			120	

Adviser Notes (supplemental):