

ADMINISTRATIVE SYSTEMS & TECHNOLOGY

Date _____ Catalog Date _____

Name _____ SID# _____
Last First Middle

Permanent Address _____
Street City State Zip Code

Sul Ross Address _____ Telephone _____
Home SRSU

Email: _____ Minor: _____

Completed: _____ **AREA I: CORE CURRICULUM (42 sch)** To be completed: _____

COURSE TITLE	COURSES	HR	GR	COURSE TITLE	COURSES	HR	GR
<u>COMMUNICATION</u> Composition & Rhetoric I	ENG 1301	3		<u>LIFE & PHYSICAL SCIENCES</u> Choose 2 classes ASTR 1303,1304, BIOL 1311,1313, CHEM 1311,1312 GEOL 1303,1304,1305, IT 1309, NRM 1301, 2305		3	
	ENG 1302	3				3	
<u>LANGUAGE, PHILOSOPHY & CULTURE:</u> ENG 2341, 2331, 2312,2315,2322,2323,2327,2328, MAS 2301, PHIL 1301 or WS 2301		3		<u>SOCIAL & BEHAVIORAL SCIENCES</u> ANTH 1301, ECO 2301,2302,GEOG 1302,2302, PSY 1302,SOC 2303		3	
<u>AMERICAN HISTORY</u> US History to 1877	HIST 1301	3		<u>CREATIVE ARTS</u> ART 1301; FA 1315; IT 2304; MUS 1303, 1308; THEA 1310		3	
	US History since 1877	HIST 1302	3				
<u>COMPONENT AREA OPTION</u> COMM 1310, 1311; ENG 2341, 2331, 2312, 2315,2322,2323,THEA 2304 or 2336		3		<u>POLITICAL SCIENCE</u> Federal Government	PS 2305	3	
		3			State Government	PS 2306	3
<u>MATHEMATICS</u> MATH 1314,1332,or 1342	MATH	3					

Completed: _____ **AREA II: UNIVERSITY REQUIREMENT (1 sch)** To be completed: _____

<u>FIRST YEAR SEMINAR</u>	SRSU 1101	1		
---------------------------	-----------	---	--	--

Completed: _____ **AREA III: BACHELOR OF ARTS REQUIREMENTS (11-13 sch)** To be completed: _____

<u>FOREIGN LANGUAGE</u>		3 or 4		<u>SCIENCE LAB</u> Lab corresponding to core science course		1	
		3 or 4			Lab corresponding to core science course		1
<u>LITERATURE</u> Any Literature course		3					

Completed: _____ **AREA IV: MAJOR (42 SCH)** To be completed: _____

REQUIRED COURSE TITLES	COURSES	HR	GR	COURSE TITLE	COURSES	HR	GR
Business Computer Applications	AST 1305	3		Multimedia Applications	AST 3383	3	
Word Processing/Advanced Keyboarding	AST 1383	3		Practicum & Internship	AST 3384	3	
Administrative Procedures	AST 2380	3		Training & Development	AST 3385	3	
Legal & Medical Administrative Procedures	AST 2381	3		Special Topics in AST	AST 4350	3	
Administrative Support Supervision	AST 3380	3		Web Page Development	COMM 2308	3	
Social Media Applications	AST 3381	3		Select IT 2303 Introduction to Computer-Aided Design and Drafting or IT 2304 Photography	IT 2303 or IT 2304	3	
Desktop Publishing Applications	AST 3382	3		Select IT 3323 3D Computer Graphics or IT 3354 Studio Photography	IT 3323 or IT 3354	3	

PLEASE SEE REVERSE SIDE FOR ADDITIONAL REQUIREMENTS

Completed: Adv. **ADVANCED ELECTIVES (12 sch)** To be completed:

COURSE TITLE	COURSES	HR	GR	COURSE TITLE	COURSES	HR	GR

Completed: Adv. **FREE ELECTIVES (10-12 sch)** To be completed:

COURSE TITLE	COURSES	HR	GR	COURSE TITLE	COURSES	HR	GR

Total completed: _____

Total to be completed: _____

Completed: Adv. **DEVELOPMENTAL EDUCATION** To be completed:

COURSE TITLE	COURSES	HR	GR	COURSE TITLE	COURSES	HR	GR
Writing Skills	ENG 0300			Math Skills – Intro Algebra	MATH 0300		
Reading Skills	ED 0300			Math Skills – Inter Algebra	MATH 0301		

MINIMUM FOR DEGREE: 120 sch

Prior to registration for the last semester of enrollment, the advisor and student should insure the following additional requirements have been met by computing the current GPA and/or hours as indicated.

1. Cumulative GPA (Overall GPA of 2.0 required for graduation, 2.0 in major field.)(GPA of 2.5 in each _____ teaching field and 2.5 overall required for Teacher Education Program.)
- _____ 2. SCH completed in residence (Minimum of 30 sch; 15 sch advanced)
- _____ 3. Number of sch of the last 30 sch completed in residence (minimum of 24 sch)
- _____ 4. Number of sch advanced course work completed (36 sch required; 15 sch residence)
- _____ 5. Number of sch advanced course work completed in Major (Minimum of 18 sch, 12 sch in residence.)
- _____ 6. Total number of sch completed for the degree (minimum 120 sch)

Completion of additional requirements confirmed by:

Approved, _____, Advisor Date

Approved, _____ Date
Chair, Department of

Approved, _____ Date

A person providing information to Sul Ross State University by means of this form is entitled (with few exceptions) to request, receive, review, and, if desired, correct information about him/her that is incorrect. *Texas Government Code, Chapter 559*