



Associate of Applied Science (AAS) 2019-2020 Degree Completion Plan
Business Technology -- Major: Administrative Support Technology

First Semester (16 Credits)		Credits	Semester	Grade
AST 101	Keyboarding I	4	_____	_____
ISR 130	Principles of Insurance	3	_____	_____
MKT 170	Customer Service	2	_____	_____
ENG 111*	College Composition I	3	_____	_____
MTH 154	Quantitative Reasoning	3	_____	_____
SDV 100	College Success Skills	1	_____	_____
Second Semester (18 Credits)		Credits	Semester	Grade
AST 102	Keyboarding II	4	_____	_____
AST 234	Records & Database Management	3	_____	_____
PSY 120	Human Relations	3	_____	_____
PED/HLT	Health or Physical Education	2	_____	_____
ITE 115	Intro to Computer Applications & Concepts	3	_____	_____
Third Semester (16 Credits)		Credits	Semester	Grade
ACC 211	Principles of Accounting	4	_____	_____
Elective**	Humanities/Fine Arts	3	_____	_____
LGL 110	Intro. To Law and Legal Assistant	3	_____	_____
AST 243	Office Administration I	3	_____	_____
BUS 236	Communication in Management	3	_____	_____
Fourth Semester (15 Credits)		Credits	Semester	Grade
Elective	Approved Technical Elective***	3	_____	_____
ACC 124	Payroll Accounting	3	_____	_____
AST 244	Office Administration II	3	_____	_____
AST 107	Editing/Proofreading Skills	3	_____	_____
AST 290/298	Coord. Internship in Administration Support Technology	3	_____	_____
Total Hours		65		

Program Notes: * Students who do not wish to pursue a Baccalaureate degree in Administrative Support Technology may substitute ENG 101-102 for ENG 111-112.

**Humanities/Fine Arts: Students may choose from the following courses: Philosophy, Religion, Music Appreciation, Art Appreciation, and Foreign Languages

*** See Advisor for course alternatives

For additional information:

Phone: 276.964.7277

Email: beit@sw.edu

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Fax: 276.964.7285

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