

**Developmental Studies Courses**

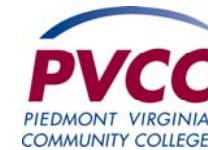
(no credits awarded for these courses)

Put a check in the box to the left of those developmental courses which are needed. The blank is for indicating the semester in which you plan to take the course

- \_\_\_\_\_ ESL 12 English as a Second Language: Composition I  
 \_\_\_\_\_ ESL 13 English as a Second Language: Composition I  
 \_\_\_\_\_ ENG 1 Preparing for College Writing I  
 \_\_\_\_\_ ENG 3 Preparing for College Writing II  
 \_\_\_\_\_ ENG 4 Reading Improvement I  
 \_\_\_\_\_ ENG 5 Reading Improvement II

**ADMINISTRATIVE SUPPORT****Career Studies Certificate****221-298-55****(NOT designed as a transfer program)**

**Chuck Bohleke, Dean**  
**Division of Business, Mathematics**  
**and Technologies**

**Room M268, 434.961.5347****[bmt@pvcc.edu](mailto:bmt@pvcc.edu)**\_\_\_\_\_  
Student Name (print)\_\_\_\_\_  
Student ID Number

**Admission Requirements:** Admission to the College. There are no additional admission requirements for this program.

**Admission Process:** Students must select Administrative Support Career Studies Certificate as their program of study on the College's web application. If currently enrolled in a program of study, students are required to meet with an advisor to change their curriculum of study. Students are strongly encouraged to meet with an advisor each semester.

<b>Course</b>		<b>Credits</b>	<b>Planned</b>	<b>Completed</b>
AST 101	Keyboarding	3	_____	_____
AST 243	Office Administration I	3	_____	_____
ENG 111	College Composition I	3	_____	_____
ITE 119	Information Literacy or ITE 120	3	_____	_____
	Principles of Information Systems			
ITE 175	E-mail Essentials	1	_____	_____
ITE 215	Advanced Computer Applications	4	_____	_____
___ __	Technical Electives <sup>1</sup>	4-6	_____	_____
	<b>Total Credits</b>	<b>21-23</b>		

**Total Minimum Credits: 21**<sup>1</sup>Approved Technical Electives:

- ACC 110 Computerized Accounting  
 ACC 211/213 Principles of Accounting I/Lab  
 AST 290 Internship  
 BUS 100 Introduction to Business  
 ENG 112 College Composition II  
 HIM 115 Ambulatory Coding  
 HLT 141 Introduction to Medical Terminology  
 SPA 103 Spoken Spanish