

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)

Bob Miller, Dean

Business and Technologies Division

Room 614 – Office Ph. 961-5347

Business&TechnologiesDivision@pvcc.edu

Student's Name (print)

Empl ID Number

Faculty Advisor: Bruce Robinson

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

Admission Process: Student must select Administrative Support CSC as his/her program of study on the College's Web application. If currently enrolled in a program of study student is required to meet with a counselor to change his/her curriculum of study. Students are strongly encouraged to meet with the assigned faculty advisor or a counselor prior to selecting first semester courses. In subsequent semesters students should consult with the assigned faculty advisor prior to course enrollment.

Career Studies Certificate in Administrative Support

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

Total Minimum Credits: 21

¹ **Approved Technical Electives**

- ACC 110 Computerized Accounting (1 credit)
- ACC 211/213 Principles of Accounting I/Lab (4 credits)
- AST 290 Internship (2-3 credits)
- BUS 100 Introduction to Business (3 credits)
- ENG 112 College Composition II (3 credits)
- HIM 115 Ambulatory Coding (3 credits)
- HLT 143 Medical Terminology (3 credits)
- SPA 103 Spoken Spanish (3 credits)