

PVCC CURRICULUM SHEET 2021-2022

**Administrative Support
 Career Studies Certificate**
 Code: 221-298-55

Student Name: _____ Student ID Number: _____

| REQUIRED COURSES | COURSE DESCRIPTION | CREDITS | SEMESTER TAKEN | GRADE |
|-----------------------|--|---------|----------------|-------|
| AST 101 | Keyboarding | 3 | | |
| AST 243 | Office Administration I | 3 | | |
| ENG 111 | College Composition I | 3 | | |
| ITE 119 or ITE 120 | Information Literacy or Principles of Information Systems | 3 | | |
| ITE 175 | E-mail Essentials | 1 | | |
| ITE 215 | Advanced Computer Applications | 4 | | |
| | Technical Electives ¹ | 4-6 | | |

Total Minimum Credits to Complete the Career Studies Certificate in Administrative Support = 21

¹Approved 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
- ITE 151 Microcomputer Software: Database Management (Recommended for students who completed ITE 119)