



**PVCC CURRICULUM SHEET 2015-2016**

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

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

DEVELOPMENTAL COURSES (IF APPLICABLE)	REQUIRED COURSES	COURSE DESCRIPTION	CREDITS	PLAN TO TAKE	GRADE
	AST 101	Keyboarding	3		
	AST 243	Office Administration I	3		
	ENG 111	College Composition I	3		
	ITE 119	Information Literacy or ITE 120 Principles of Information Systems	3		
	ITE 175	E-mail Essentials	1		
	ITE 215	Advanced Computer Applications	4		
		Technical Electives <sup>1</sup>	4-6		

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