



PVCC CURRICULUM SHEET 2016-2017

**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 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 |