

**PVCC CURRICULUM SHEET 2017-2018**

**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 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 <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  |
| ITE 151     | Microcomputer Software: Database Management (Recommended for students who completed ITE 119) |