

Southside Virginia Tech Prep Consortium										
School District: Lunenburg County (LCPS)					Community College: Southside Virginia Community College (SVCC)					
Advanced Studies Diploma - 24 units					Program Name: Administrative Support Technology					
					Associate in Applied Science - 70 credits					
Secondary					Post Secondary					
Subject	Grade 9	Grade 10	Grade 11	Grade 12	Freshman A	Freshman B	Sophomore A	Sophomore B	Potential Tech Prep Articulated Courses (Bold)	
English	English 9	English 10	English 11	DE English <sup>6</sup> or English 12	Communication Processes I or College Composition I <sup>6</sup>	Communication Processes II or College Composition II			LCPS <sup>1</sup> Keyboarding Applications	SVCC <sup>1</sup> Keyboarding I
Mathematics	Mathematics	Mathematics	Mathematics	Mathematics	Introduction to Mathematics	Business Mathematics I			<sup>2</sup> Principles of Business and Marketing	Introduction to Business
Science	Science	Science	Science	Science					<sup>3</sup> Word Processing	Word Processing I
Social Studies	World History 1500 to present	World Geography	VA / US History	DE Government <sup>7</sup> or VA / US Government		Contemporary Social Problems I or II <sup>7</sup>		Psychology for Business and Industry	<sup>4</sup> Computer Information Systems	Computer Concepts with Applications
Health/Phy Ed	Health/PE 9	Health/PE 10			Health or Physical Education		Health or Physical Education			
Foreign Lang.	Foreign Language	Foreign Language	Foreign Language							Note
Occupational	Keyboarding Applications <sup>1</sup>	Principles of Business <sup>2</sup>	Word Processing <sup>3</sup>	Desktop/Multimedia Presentations <sup>5</sup>	Computer Concepts or Microcomputer Software <sup>4</sup>	Database Management Software or Records and Database Management	Introduction to Business <sup>2</sup>	Specialized Software Applications	<sup>5</sup> Desktop/Multimedia Presentations may be used as an articulated elective if the student has received less than four articulated credits and with approval of the SVCC Advisor	
Occupational			Computer Information Systems <sup>4</sup>		Shorthand/Speedwriting I	Shorthand/Speedwriting II or Elective	Professional Development or Approved Elective	Seminar and Project		
Occupational			Accounting		Keyboarding I <sup>1</sup>	Keyboarding/Typewriting II	Word Processing I <sup>3</sup>	Spreadsheets Software I	Potential Dual Enrollment Courses (Italics)	
Occupational				Office Administration			Principles of Accounting I	Humanities Elective	<sup>6</sup> DE English takes the place of Communication Processes I or College Composition I	
Other	Elective	Elective		Elective (2)			Office Administration I	Office Administration II	<sup>7</sup> DE Government will take the place of Contemporary Social Problems I or II	
<b>Guidelines and procedures governing this Agreement</b>										
Schedule of courses may vary but other changes to program must be approved by LCPS Guidance and an SVCC Division Chair.										
In order to receive articulation credit under this agreement, students must graduate with at least a 2.0 overall average (on a 4.0 scale).										
In order to receive articulated credit on a particular course, a student must receive a "B" or better on the course.										
Courses accepted for articulation credit at SVCC may not transfer to other institutions.										
Although college placement tests will be administered, no examination on articulated courses will be required if students enroll in the Tech Prep Associate Degree or Certificate Program at SVCC within two years of graduation. Thereafter, SVCC may, at its discretion, require proof of program content retention.										
Tech Prep students pursuing an Associates Degree will receive credit for a maximum of four articulated, non-dual-enrollment courses (two for a Certificate Program).										
If a qualifying student has credit for more than four of the approved articulated courses, SVCC will waive those additional approved courses. However, the student will be required to take Program related electives in lieu of the waived courses.										
Students are responsible for ensuring that information regarding qualifying articulation courses are brought to the attention of their SVCC Faculty Advisor										
The statements and provision in this program sheet are not to be regarded as a contract between the student, School, and College that cannot be recalled. The College reserves the right to change, when warranted, any of the provisions, schedules, programs, or courses as might be required. Changes may be made to this agreement as considered necessary by the School and the College.										
Unless stated as otherwise, the requirements set forth on this page reflect the School and College standards/requirements for the year 2001-2002.										

January 10, 2002