



College: Southside Virginia Community College
School Divisions: Charlotte County

Career Cluster: Business, Management & Adm.
Career Pathway: Adm. Support Technology, A.A.S.
Related Industry Certifications Available: MOS; Pro-Soft Certified Internet Webmaster; Expert; IC3



	Grade	English	Math	Science	S.S.	Required Courses or Recommended Electives and/or CTE Courses				
SECONDARY <i>Career Coaching,</i>	9	English 9	Algebra I Part I & II	Earth Science	World Geography or World History	Health & PE 9	Keyboarding Applications (6152) (AST 101)	DE SDV 100 College Success Skills*		
	10	English 10	Geometry	Biology		Health & PE 10	Word Processing (6625) (AST 141)			
	11	English 11 *		Chemistry, Ecology, Physics, Anatomy, or Prin. of Tech. I & II	U.S. & VA History *		DE Computer Information Systems (6612) (ITE 115)	Accounting (6320) (ACC 211) Must also complete 6321 for 211 credit		
	12	English 12			U.S. & VA Government*	DE HLT 100*	Advanced Computer Information Systems (Recommended)	Advanced Accounting (6321) (ACC 211) Must also complete 6320 for 211 credit	Design, Multimedia & Web Technologies (Recommended)	
College Placement Assessments (Reading, Writing, & Math)										
POSTSECONDARY Community	Year 1 1st Sem	ENG 111 College Composition I Or ENG 137 Communication Processes I	MTH 120 Intro to Mathematics			AST 101 Keyboarding I	AST 107 Editing and Proofreading	HLT/PED Health or Physical Education	ITE 115 Intro to Computer Applications and Concepts	
						SDV 100 College Success Skills				

4-year Institution	Year 1 2nd Sem	ENG 112 College Composition II Or ENG 138 Communication Processes II Or SPD 110 Intro to Speech Communications	MTH 141 Business Mathematics I		SSC 101 Contemporary Social Problems I Or SSC 102 Contemporary Social Problems II	AST 102 Keyboarding/ Typewriting II	AST 234 Records and Database Management	ITE 150 Database Software (Access) Or Approved Elective	
	Year 1 Summer								
	Year 2 1st Sem					ACC 211 Principles of Accounting I	AST 141 Word Processing I	AST 206 Professional Development Or Approved Elective	AST 243 Office Administration I
						HLT/PED Health or Physical Education	BUS 100 Intro to Business		
	Year 2 2nd Sem				HUM EEE Humanities Elective	AST 236 Specialized Software Applications	AST 244 Office Administration II	AST 298 Seminar and Project	ITE 140 Spreadsheet Software (Excel)
					PSY 126 Psychology for Business and Industry				
	Year 2 Summer								
4-year Institution	University/College:					Key	Required Course		Certification Prep Course
	Degree or Major:						Dual Credit or Articulated course (HS to CC)		*Academic Dual Enrollment
	Number of Articulated CC Credits:						Articulated course: CC to 4-yr		Date: Revised July 2006

Dual Enrollment Courses	
DE English 11	ENG 111/112
DE US History or DE US Government	SSC 101 or 102
DE HLT 100	HLT/PED Elective
DE College Success Skills	SDV 100

Guidelines
2.0 Overall average (on a 4.0 scale) required.
C or better required on articulated courses
Program must be commenced within 2 years of graduation.
Students must complete Keyboarding Applications prior to graduation. This is normally completed in the 7 th grade.
Students may only receive credit for four articulated courses when pursuing an associate degree.
Articulated credits may not transfer to other institutions.
Students may be required to demonstrate knowledge/skills on articulated courses.