



**College:** Southside Virginia Community College  
**School Divisions:** Lunenburg County

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



	Grade	English	Math	Science	S.S.	Required Courses or Recommended Electives and/or CTE Courses				
<b>SECONDARY</b> <i>Career Coaching,</i>	<b>9</b>	English 9	Algebra Part I & Part II	Earth Science		Health/PE 9	Keyboarding Applications (6151) (AST 101)			
	<b>10</b>	English 10	Geometry	Biology	World Geography	Health/PE 10	Principles of Business (6115) (BUS 100)			
	<b>11</b>	English 11	Algebra II	Chemistry, Biology II or Ecology	VA/U.S. History		Computer Information Systems (6612) (ITE 115)	Word Processing (6625) (AST 141)	Accounting (Recommended)	
	<b>12</b>	English 12 *			VA/US Government *		Desktop/Multimedia Presentations (6630) (EEE)		Office Administration (Recommended)	
<b>College Placement Assessments (Reading, Writing, &amp; Math)</b>										
<b>POSTSECONDARY</b> <i>Community College Career Placement</i>	<b>Year 1 1<sup>st</sup> Sem</b>	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				
	<b>Year 1 2<sup>nd</sup> Sem</b>	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		

<b>4-year</b> Institution	<b>Year 1 Summer</b>									
	<b>Year 2 1<sup>st</sup> Sem</b>					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		
	<b>Year 2 2<sup>nd</sup> Sem</b>					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				
<b>Year 2 Summer</b>										
<b>4-year</b> Institution	University/College:					<b>Key</b>	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 12	ENG 111/112
DE US Government	SSC 101 or 102

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.
Articulated credits may not transfer to other institutions.
Students may earn a maximum of four articulated, non-dual enrollment courses toward an Associate Degree.
Students may be required to demonstrate knowledge/skills on articulated courses.