



College: Southside Virginia Community College
School Divisions: Lunenburg County

Career Cluster: Business, Management & Adm.
Career Pathway: Clerical Studies, Certificate
Related Industry Certifications Available: MOS



	Grade	English	Math	Science	S.S.	Required Courses or Recommended Electives and/or CTE Courses				
SECONDARY <i>Career Coaching,</i>	9	English 9	Algebra Part I & Part II	Earth Science		Health/PE 9	Keyboarding Application (6151) (AST 101)			
	10	English 10	Geometry	Biology	World Geography	Health/PE 10	Principles of Business & Marketing (Recommended)	Computer Information Systems (6612) (ITE 115)		
	11	English 11	Algebra II	Chemistry, Biology II or Ecology	VA/U.S. History		Word Processing (6625) (AST 141)			
	12	English 12 *			VA/US Government *		Office Administration (Recommended)			
College Placement Assessments (Reading, Writing, & Math)										
POSTSECONDARY <i>Community College Career Placement</i>	Year 1 1st Sem	ENG 137 Communication Processes I Or ENG 111 College Composition I				ITE 115 Intro to Computer Applications & Concepts	SDV 100 College Success Skills	AST 206 Professional Development Or Approved Elective	AST 243 Office Administration I	
						AST 101 Keyboarding I	AST 107 Editing/Proofreading Skills			

4-year Institution	Year 1 2nd Sem		MTH 141 Business Mathematics I		SSC 101 Contemporary Social Problems I Or SSC 102 Contemporary Social Problems II	AST 234 Records & Database Management	AST 141 Word Processing I	AST 102 Keyboarding II	Approved Elective
	Year 1 Summer								
	Year 2 1st Sem								
	Year 2 2nd Sem								
	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 12	ENG 111
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 only earn a maximum of two articulated, non-dual enrollment courses toward a Certificate Program.
Students may be required to demonstrate knowledge/skills on articulated courses.