



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

**Career Cluster:** Business, Management & Adm.

**Career Pathway:** Clerical Studies, Certificate

**Related Industry Certifications Available:** MOS; Pro-soft Certified Internet Webmaster; IC3



		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 I , Part I  Algebra Part II (optional)	Earth Science I & II	World Geography	Health/PE 9	Keyboarding Applications (6152) (AST 101)		
	<b>10</b>	English 10	Geometry or Computer Math (Algebra I Parts I&II required)	Biology I Part I		Health/PE 10	Computer Information Systems (6612) (ITE 115)		
	<b>11</b>	English 11 *			VA & US History *				
	<b>12</b>	English 12 *			VA/US Government *		Design, Mul., Web Tech (Recommended)		
<b>College Placement Assessments (Reading, Writing, &amp; Math)</b>									
<b>POSTSECONDARY</b> <b>Community College</b> <i>Career Placement</i>	<b>Year 1 1<sup>st</sup> Sem</b>	ENG 137 Communication Processes I Or ENG 111 College Composition I				ITE 115 Intro to Computer Applications & Concepts	AST 101 Keyboarding I	AST 206 Professional Development Or Approved Elective	AST 243 Office Administration I
						SDV 100 College Success Skills	AST 107 Editing/Proofreading Skills		

<b>4-year Institution</b>	<b>Year 1 2<sup>nd</sup> Sem</b>		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
	<b>Year 1 Summer</b>								
	<b>Year 2 1<sup>st</sup> Sem</b>								
	<b>Year 2 2<sup>nd</sup> Sem</b>								
	<b>Year 2 Summer</b>								
<b>4-year Institution</b>	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 11 (may be taken in the 12 <sup>th</sup> grade)	ENG 111
DE US History or DE US Government (only offered at Park View)	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 be required to demonstrate knowledge/skills on articulated courses.
Students may only earn a maximum of two articulated, non-dual

enrollment courses toward a Certificate Program.