



College: Southside Virginia Community College
School Divisions: Prince Edward 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 & Part II	Earth Science	World Geography or World History	Health/PE 9	Freshman Seminar	Keyboarding Applications (6152) (AST 101)	Notetaking (6241) (AST 107)
	10	English 10	Geometry Part I & Part II	Biology		Health/PE 10	Principles of Business & Marketing (6115) (BUS 100)	Office Administration	
	11	English 11 *		Chemistry or Geology	VA/US History *		DE Computer Information Systems (6612) (ITE 115)	Accounting (6320) (ACC 211) 6321 must be completed for ACC 211 credit	
	12	English 12			VA/US Government *	Desktop/ Multimedia Publication	DE Advanced Computer Information Systems	Advanced Accounting (6321) (ACC 211) 6320 must be completed for ACC 211 credit	DE Word Processing (6625) (AST 141)
College Placement Assessments (Reading, Writing, & Math)									
POSTSECONDARY <i>Community College Career Placement</i>	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
	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	

4-year Institution	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

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.