## Developmental Studies Courses
(no credits awarded for these courses)

Put a check in the box to the left of those Developmental Courses which are needed. The blank is for indicating the semester in which you plan to take the course.

- ESL 12 English as a Second Language: Composition I
- ESL 13 English as a Second Language: Composition I
- ENG 1 Preparing for College Writing I
- ENG 2 Preparing for College Writing II
- ENG 4 Reading Improvement I
- ENG 5 Reading Improvement II
- NAS 2 Foundations of Life Science
- MTH 2 Arithmetic
- BSK 6 Pre-Algebra
- BSK 8 Algebra 1A
- BSK 9 Algebra 1B
- MTH 4 Algebra II
- Other

## MANAGEMENT

**Associate of Applied Science**

**212**

*(NOT Designed as a Transfer Program)*

Bob Miller, Dean

Business and Technologies Division

Room 614 – Office Ph. 961-5347

[Business&TechnologiesDivision@pvcc.edu](mailto:Business&TechnologiesDivision@pvcc.edu)

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Faculty Advisor: Ed Kingston

ekingston@pvcc.edu, 434.961.5340

**Student’s Name (print)**

____________________________

_____________________

Empl ID Number

**First Year**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Planned</th>
<th>Completed</th>
<th>Spring Semester</th>
<th>Credits</th>
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<th>Completed</th>
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<tr>
<td>BUS 100 Introduction to Business</td>
<td>3</td>
<td>_____</td>
<td>_____</td>
<td>BUS 200 Principles of Management</td>
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<tr>
<td>ENG 111 College Composition I</td>
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<td>_____</td>
<td>BUS 220 Introduction to Business Statistics</td>
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<tr>
<td>ITE 120 Principles of Information Systems</td>
<td>3</td>
<td>_____</td>
<td>_____</td>
<td>ENG 112 College Composition II or ENG 115 Technical Writing</td>
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<tr>
<td>MTH 120 Introduction to Mathematics</td>
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<td>_____</td>
<td>_____</td>
<td>HLT/PED Health or Physical Ed Elective</td>
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<td>SDV ___ Student Orientation</td>
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<td>_____</td>
<td>ITE 215 Advanced Computer Applications and Integration</td>
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<td>___ ___ Social Science Elective*</td>
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<td>_____</td>
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<td>MKT 100 Principles of Marketing</td>
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<td><strong>Total Credits</strong></td>
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**Second Year**

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<th>Completed</th>
<th>Spring Semester</th>
<th>Credits</th>
<th>Planned</th>
<th>Completed</th>
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<tbody>
<tr>
<td>ACC 211 Principles of Accounting I</td>
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<td>_____</td>
<td>_____</td>
<td>ACC 212 Principles of Accounting II</td>
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<td>ACC 213 Accounting Lab I</td>
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<td>_____</td>
<td>ACC 214 Accounting Lab II</td>
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<tr>
<td>BUS 111 Principles of Supervision I or BUS 202 Applied Management Principles</td>
<td>3</td>
<td>_____</td>
<td>_____</td>
<td>BUS 208 Quality and Productivity Management</td>
<td>3</td>
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<td>BUS 141 Business Law I</td>
<td>3</td>
<td>_____</td>
<td>_____</td>
<td>BUS 290 Internship or Elective</td>
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<tr>
<td>BUS 290 Internship or Elective</td>
<td>3-4</td>
<td>_____</td>
<td>_____</td>
<td>FIN 215 Financial Management</td>
<td>3</td>
<td>_____</td>
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<tr>
<td>ECO 201 Macroeconomics or ECO 202 Microeconomics</td>
<td>3</td>
<td>_____</td>
<td>_____</td>
<td>HLT/PED Health or Physical Ed Elective</td>
<td>1</td>
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<tr>
<td>___ ___ Humanities Elective*</td>
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<td><strong>Total Credits</strong></td>
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Total Minimum Credits: 66.

Revision effective 5/16/2009 (see reverse side)
To take any course in which you use a computer, you should be able to type 20 words per minute and be proficient using a mouse or have successfully completed AST 117 or equivalent.

Because computer science, electronics, and information technology are so rapidly changing, CS, ETR, and IT courses must have been completed within five years of registering for the subsequent course. This requirement may be met by successfully completing an approved CS, ETR, or IT course, transferring an approved comparable course, or by achieving a passing score on a credit-by-exam.

Students may substitute a higher-level math course to include MTH 152, 163, 164, 166, 173, 180, or 271.

Students who have taken MTH 163 or 180 or who have sufficiently high assessment test scores may substitute MTH 240.

Approved electives include ACC 221, ACC 222, ACC 231, ACC 241, ADJ 131, ADJ 133, AST 243, and ITE 150. Exceptions require dean approval.

**APPROVED ELECTIVES**
A complete list of approved electives is located on the PVCC Web site; under Quick Links, select College Catalog. The list immediately precedes the programs of study curricular sheets.