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 3 Preparing for College Writing II
☐ ENG 4 Reading Improvement I
☐ ENG 5 Reading Improvement II

Career Studies Certificate
221-298-55
(NOT designed as a transfer program)

Dr. Chuck Bohleke, Dean
Division of Business, Mathematics
and Technologies
Room M268 – Office Ph. 961-5347
BusinessMathematics&TechnologiesDivision@pvcc.edu

Admission Requirements: Admission to the College. There are no additional admission requirements for this program.

Admission Process: Students must select Administrative Support Career Studies Certificate as their program of study on the College’s Web application. If currently enrolled in a program of study, students are required to meet with a counselor/advisor to change their curriculum of study. Students are strongly encouraged to meet with an advisor or a counselor each semester.

Career Studies Certificate in Administrative Support

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credits</th>
<th>Planned</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 101 Keyboarding I</td>
<td>3</td>
<td>_______</td>
<td>________</td>
</tr>
<tr>
<td>AST 243 Office Administration I</td>
<td>3</td>
<td>_______</td>
<td>________</td>
</tr>
<tr>
<td>ENG 111 College Composition I</td>
<td>3</td>
<td>_______</td>
<td>________</td>
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<tr>
<td>ITE 119/120 Information Literacy/Principles of Information Systems</td>
<td>3</td>
<td>_______</td>
<td>________</td>
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<tr>
<td>ITE 175 E-mail Essentials</td>
<td>1</td>
<td>_______</td>
<td>________</td>
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<tr>
<td>ITE 215 Advanced Computer Applications</td>
<td>4</td>
<td>_______</td>
<td>________</td>
</tr>
<tr>
<td>___ ___ Technical Electives¹</td>
<td>4-6</td>
<td>_______</td>
<td>________</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>21-23</strong></td>
<td>_______</td>
<td>________</td>
</tr>
</tbody>
</table>

Total Minimum Credits: 21

¹ Approved Technical Electives
- ACC 110 Computerized Accounting (1 credit)
- ACC 211/213 Principles of Accounting I/Lab (4 credits)
- AST 290 Internship (2-3 credits)
- BUS 100 Introduction to Business (3 credits)
- ENG 112 College Composition II (3 credits)
- HIM 115 Ambulatory Coding (3 credits)
- HLT 141 Introduction to Medical Terminology (2 credits)
- SPA 103 Spoken Spanish (3 credits)