

# PROFESSIONAL STUDIES (A.S.) +

CCV's Professional Studies program prepares you for entry-level professional positions in a variety of settings. The program is designed to help the student master a wide variety of workplace skills. You also enjoy the flexibility to explore academic and workplace opportunities in various career fields or choose a single focus area of study.

All associate degrees include completion of general education requirements which, together with program requirements, constitute a minimum of 60 credits. In some cases program requirements also fulfill general education requirements. You may not use a single course to meet two general education requirements.

## General Education Requirements

### Core Competencies

Complete at least one course in each of the following:

- First semester seminar \_\_\_\_\_  
INT 1050 - Dimensions of Self & Society
- Technological Literacy \_\_\_\_\_
- Communication \_\_\_\_\_
- English Composition  
ENG 1061 - English Composition
- Mathematics \_\_\_\_\_
- Research & Writing Intensive \_\_\_\_\_

### Areas of Inquiry

Complete at least one course in each of the following:

- Scientific Method \_\_\_\_\_
- Human Expression \_\_\_\_\_
- Human Behavior \_\_\_\_\_

### Integrative Approaches

Complete at least one course in the following:

- Global Perspectives & Sustainability \_\_\_\_\_

Complete the following:

- HUM-2010 - Seminar in Educational Inquiry  
*Meets graduation standard in writing and information literacy*
- Quantitative Reasoning Assessment  
*Meets graduation standard in quantitative reasoning*

## Program Requirements

Courses are listed in the order in which we recommend you take them.

- BUS 1010 - Introduction to Business
- ACC 1001 - Office Accounting I  
or 3-4 credits in Accounting
- BUS 1320 - Principles of Supervision  
or  
BUS 2020 - Principles of Management  
or  
BUS 2210 - Small Business Management

## Professional Studies Electives

CHOOSE 12 CREDITS from ACC, AHS, BUS, CIS, COM, ECO, HTM, MEC, POS or INT 1520 or INT 2860, to focus on career areas of interest. Suggested focus areas include administrative management, banking, legal studies or manufacturing.

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Electives: 6 credits

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**Minimum Total Credits in Degree: 60**

+ This program can be completed fully online.

## **Program Outcomes**

### **Graduates of the Professional Studies program will be able to:**

- apply methods of bookkeeping, financial budgeting, and planning to professional workplace scenarios;
- demonstrate foundational management and business skills necessary for successful professional organizations;
- demonstrate academic skills required of all CCV graduates, including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- explore pathways and demonstrate preparedness for educational and career development in the student's field of study.

### **The Professional Studies program is great for you if:**

- you are currently working in or have interest in further developing your professional skills;
- you want to gain skills you can apply immediately in the workplace;
- you are interested in exploring a variety of career options; and/or
- you want to optimize the use of credits you've already earned.

### **Key information and advice for students in the Professional Studies program:**

- CCV's Professional Studies program prepares students for positions in a variety of settings.
- Focus areas and electives in the program allow students the flexibility to explore careers in fields including but not limited to administrative management, manufacturing, legal studies, and banking.
- This is a great program for career advancement or transfer to a 4-year school for a variety of business related majors.

### **The Professional Studies program prepares you for careers such as:**

- Office Manager
- Executive and Administrative Assistant
- Manufacturing Production Supervisor
- Legal Assistant
- Banking Customer Service Representative
- Supervisor roles in a variety of industries

For up-to-date Vermont labor market information, including salary information and growth projections, view the Economic and Labor Market Information on the Vermont Department of Labor Website <http://www.vtlmi.info/>.

# PROFESSIONAL STUDIES (A.S.) -- CREATE A FOCUS AREA

The Professional Studies (A.S.) program provides the flexibility to explore academic and workplace opportunities in a variety of career fields. The Professional Studies electives will allow you to meet your career goals and/or transfer to a bachelor's degree in a related field.

You can choose a single focus area of study tied to specific career fields such as Legal Studies, Administrative Management, Banking, or Manufacturing to customize your degree to meet your career goals. You will gain direct work experience in your chosen field through Professional Field Experience.

In addition to the outlined focus areas, the Professional Studies degree provides flexible pathways for students to create their own unique degree. You'll want to work with your advisor to ensure you are meeting the core program requirements for the degree.

## Recommended courses for Professional Studies focus areas:

Administrative Management	Legal Studies
<p><b>Professional Studies Electives:</b></p> <ul style="list-style-type: none"> <li>• Word Processing*</li> <li>• Computer Applications*</li> <li>• Human Resource Management</li> <li>• Administrative Management</li> <li>• Payroll Accounting</li> <li>• Professional Field Experience</li> </ul>	<p><b>Professional Studies Electives:</b></p> <ul style="list-style-type: none"> <li>• Word Processing*</li> <li>• Business Law (4 cr)</li> <li>• Legal Studies I</li> <li>• Legal Studies II</li> <li>• The Constitution*</li> <li>• American Politics &amp; Government*</li> <li>• Professional Field Experience</li> </ul>
Banking	Manufacturing
<p><b>Professional Studies Electives:</b></p> <ul style="list-style-type: none"> <li>• Spreadsheets*</li> <li>• Working in a Professional Environment</li> <li>• Customer Service</li> <li>• Personal Finance</li> <li>• Professional Field Experience</li> </ul>	<p><b>Professional Studies Electives:</b></p> <ul style="list-style-type: none"> <li>• Principles of Manufacturing</li> <li>• Manufacturing Technology</li> <li>• Fundamentals of Engineering &amp; Design</li> <li>• Organizational Behavior &amp; Management</li> <li>• Professional Field Experience</li> </ul>

*\*Can also be taken to meet a general education requirement instead of elective.*