

# 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. Students in the Professional Studies degree program may choose to pursue digital credentials and one or more CCV certificate programs including Bookkeeping, Entrepreneurship, Funeral Director, Human Resource Management and Workplace Skills.

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

Complete at least one course in each of the following:

- First Semester Seminar  
INT 1050 - Dimensions of Self & Society
- Introductory Written Expression – VSCS  
ENG 1061 - English Composition
- Digital and Computing Literacy – VSCS  
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- Mathematics - VSCS  
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- Natural Science - VSCS  
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- Social Science - VSCS  
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- Arts & Aesthetics - VSCS  
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- Humanistic Perspectives - VSCS  
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- Communication  
Meets graduation standard in oral communication  
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- Research & Writing Intensive  
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- HUM 2010 - Seminar in Educational Inquiry  
Meets graduation standard in writing and information literacy
- Quantitative Reasoning Assessment  
Meets graduation standard in quantitative reasoning

*\*You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.*

## 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
- INT 2860 - Professional Field Experience

## Professional Studies Electives

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

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Electives: 3 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, human resource management, legal studies, nonprofit management, 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 Administrative Assistant
- Manufacturing Production Supervisor
- Legal Assistant
- Banking Customer Service Representative
- Supervisor roles in a variety of industries
- Nonprofit administration and management
- Human Resource Specialist

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 Administrative Management, Manufacturing, Banking, Nonprofit Management, Legal Studies, or Human Resource Management 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	Manufacturing
<p><b>Professional Studies Electives:</b></p> <ul style="list-style-type: none"> <li>• INT 1019 - Effective Leadership &amp; Collaboration</li> <li>• CIS 1041 - Computer Applications*</li> <li>• BUS 2410 - Human Resource Management</li> <li>• CIS 1430 - Spreadsheets*</li> <li>• ACC 1030 - Payroll Accounting</li> <li>• CIS 1035 - Foundations of Information Security</li> </ul>	<p><b>Professional Studies Electives:</b></p> <ul style="list-style-type: none"> <li>• MEC 1310 - Principles of Manufacturing</li> <li>• MEC 1320 - Manufacturing Technology</li> <li>• MEC 1330 - Fundamentals of Engineering &amp; Design</li> <li>• MEC 2210 - Fundamentals of CNC</li> </ul>
Banking	Nonprofit Management
<p><b>Professional Studies Electives:</b></p> <ul style="list-style-type: none"> <li>• CIS 1430 - Spreadsheets*</li> <li>• INT 1510 - Working in a Professional Environment</li> <li>• BUS 1370 - Customer Service</li> <li>• BUS 2140 - Personal Finance</li> <li>• INT 1013 - Personal and Professional Effectiveness</li> <li>• CIS 1035 - Foundations of Information Security</li> </ul>	<p><b>Professional Studies Electives:</b></p> <ul style="list-style-type: none"> <li>• BUS 2055 - Introduction to Nonprofit Management</li> <li>• CIS 1430 - Spreadsheets*</li> <li>• INT 1013 - Personal and Professional Effectiveness</li> <li>• INT 1019 - Effective Leadership and Collaboration</li> <li>• BUS 2410 - Human Resource Management</li> <li>• BUS 2010 - Concepts of Project Management</li> <li>• BUS 2065 - Introduction to Grant Writing</li> </ul>
Legal Studies	Human Resource Management
<p><b>Professional Studies Electives:</b></p> <ul style="list-style-type: none"> <li>• CIS 1322 - Word Processing*</li> <li>• BUS 2440 - Introduction to Business Law</li> <li>• POS 2141 - Legal Studies I</li> <li>• POS 1050 - The Constitution*</li> <li>• POS 1020 - American Politics &amp; Government*</li> </ul>	<p><b>Professional Studies Electives:</b></p> <ul style="list-style-type: none"> <li>• INT 1019 - Effective Leadership &amp; Collaboration</li> <li>• BUS 2330 - Conflict Management</li> <li>• BUS 2340 - Effective Hiring &amp; Performance Management</li> <li>• BUS 2410 - Human Resource Management</li> <li>• BUS 2435 - Employment Compensation &amp; Benefits</li> <li>• BUS 1190 - Health &amp; Safety in the Work Environment</li> <li>• BUS 2445 - Employment Law</li> </ul>