

2009 - 2010 Program of Study - Secondary

Submitted by CTPD Name: _____

CTPD Number: _____

Secondary Program Information

School District Name: Plain Local Schools
School District IRN: 049932
Building (location) Name: Glenoak High School
Building (location) IRN: 028365

Career Field: Business & Administrative Services
Pathway Name: Administrative & Professional Support
Program Name: Administrative Office Career
EMIS Subject Code: 140300
Local Program Name: Administrative Office Technology

Specify Industry Credential Opportunities (if applicable): _____

									Required or Elective Academic Course and Other Courses				Career and Technical Education Courses			
Grade	English	Code	Math	Code	Science	Code	Social Studies	Code	Course	Code	Course	Code	CTE Course	Code	CTE Course	Code
9	English I	RA	Algebra	RA	Science	RA	World History	RA	Foreign Lang	RA	ARTS	RE RA	Technology	CT RE		
10	English II	RA	Geometry	RA	Physics/lab	RA	US History	RA	Foreign Lang	RA	Arts PE	RE RA	Multimedia Communications	CT RE	Finance	CT
11	English III	RA	Algebra II	RA	Chemistry/ lab	RA CC	US Political Systems	RA			Arts	RE	Business Applications	CT CC	Executive Tech ----- Administrative Office I	CT CC
12	English IV and or Dual Credit English	RA CC	College Prep Math/Pre-Calc	RA							Arts	RE	Administrative Office II	CT CC	Business II	CT CC

Contact Person: Faith Kittoe

Title: Compact Director

Phone: 330-492-3500

E-mail: kittoef@plainlocal.org

Date Completed

1/12/2009

CODES (use all that apply)

RA: Required Courses

CT: Career-Technical Courses

RE: Recommended Electives

CT2: Eligible for CT2 Credit

CC: College Credit Opportunities based on articulation or dual/concurrent enrollment agreements

2009 - 2010 Program of Study - Secondary

Postsecondary Institution:

Stark State College of Technology

Administrative Office

College Major: (if applicable)

Professional

College Degree: (if applicable)

AAB

Specify Industry Credential Opportunities (if applicable): Certified Professional Secretary CPS Certified Administrative Professional CAP

Certificate, Adult and/or Apprenticeship Program: (if applicable)

Secondary Program Name: Administrative Office

Secondary School Name: GlenOak High School

District Name: Plain Local Schools

	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code
Year 1 1st Sem.	College Composition ENG 124 (3)	RA	Communication & Transcription Skills AOT 120 (3)	RT CC	Keyboarding/ Formatting AOT 121 (3)	RT CC	Business Student Success Seminar BUS 101 (1)		Integrated Sol for Business Problem Solving BCA220 (4)	RT CC	Business Administration BUS121 (4)	RT CC				
Year 1 2nd Sem.	Word Processing Microsof Word AOT 127 (3)	RT CC	Principles of Acct. I ACC121 (4)	RT CC	Business Communication ENG230	RA	Keyboarding Skillbuilding AOT 129 (1)	RT	Graphic Design Concepts AOT 131 (3)	RT	Records Management AOT 132 (3)	RT	Business Math BUS123 (4)	RA CC		
Year 2 1st Sem.	Spreadsheets Microsoft Excel AOT 226 (3)	RT	Business Law & Ethics ACC130 (3)	RA CC TAG	Social Science Elective	RE	Computer Applications PowerPoint AOT 104 (1)	RT	Effective Speaking COM121 (3)	CC RA TAG	Desktop Publishing Microsoft Publisher AOT 128 (3)	RT				
Year 2 2nd Sem.	Microeconomics BUS221 (3)	RA CC TAG	Administrative Procedures & Systems AOT 227 (3)	RT	AIT Practicum AOT 232 (3)	RT	Database Applications Microsoft Access AOT 236 (3)	RT	Microsoft Expressions Web AOT 238 (3)	RT	Microsoft Outlook AOT 108 (1)	RT CC	Digital Technologies AOT 107 (1)	RT		

Contact Person: Cindy Close

Title: Dept Chair Administrative Information Tech

Phone: 330-494-6170 X4353

E-mail: cclose@starkstate.edu

CODES (use all that apply)

RT: Required Technical Courses **CT2:** Eligible for CT2 Credit

RA: Other Required Courses **TAG:** Eligible for TAG Credit

RE: Recommended Electives

CC: Other College Credit Opportunities (based on articulation or dual/concurrent enrollment agreements with partner high school)

Page 2 Date Completed: 1/15/2009

2009 - 2010 Program of Study - Secondary

Postsecondary Institution: Stark State College of Technology
College Major: (if applicable) Admin - Management Option **College Degree: (if applicable)** AAB
Specify Industry Credential Opportunities (if applicable): Certified Professional Secretary CPS Certified Administrative Professional CAP
Certificate, Adult and/or Apprenticeship Program: (if applicable) _____
 Secondary Program Name: Administrative Office Secondary School Name: GlenOak High School District Name: Plain Local Schools

	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code
Year 1 1st Sem.	College Composition ENG124 (3)	RA	Communication & Transcription Skills AOT 130 (3)	RT CC	Keyboarding/ Formatting AOT 121 (3)	RT CC	Business Student Success Seminar BUS 101 (1)		Integrated Solutions for Business Problem Solving BCA220 (4)	RT CC	Business Administration BUS121 (4)	RA CC				
Year 1 2nd Sem.	Word Processing Microsoft Word AOT 127 (3)	RT CC	Principles of Acct. I ACC121 (4)	RA CC	Business Communication ENG230 (3)	RA	Computer Applications PowerPoint AOT 104 (1)	RT CC	Principles of Management MGT121 (3)	RT	Records Management AOT 132 (3)	RT CC	Business Math BUS123 (4)	RA CC		
Year 2 1st Sem.	Spreadsheets Microsoft Excel AOT 226 (3)	RT	Business Law & Ethics ACC130 (3)	RA CC TAG	Social Science Elective (3)	RE	Supervision MGT221 (3)	RT	Payroll Accounting ACC227 (3)	RT	Microsoft Outlook AOT 108 (1)	RT CC	Digital Technologies AOT 107 (1)	RT		
Year 2 2nd Sem.	Microeconomics BUS221 (3)	RA TAG CC	Administrative Procedures & Systems AOT 227 (3)	RT	AIT Practicum AOT 232 (3)	RT	Computer Applications Microsoft Access AOT 106	RT	Effective Speaking COM121 (3)	RE TAG	Computerized Accounting Applications ACC229 (3)	RT				

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CODES (use all that apply)

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RA: Other Required Courses **TAG:** Eligible for TAG Credit
RE: Recommended Electives
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2009 - 2010 Program of Study - Secondary

Postsecondary Institution: Stark State College of Technology
 College Major: (if applicable) Admin - Virtual Office Option College Degree: (if applicable) AAB

Specify Industry Credential Opportunities (if applicable): Certified Professional Secretary CPS Certified Administrative Professional CAP

Certificate, Adult and/or Apprenticeship Program: (if applicable) _____

Secondary Program Name: Administrative Office Secondary School Name: GlenOak High School District Name: Plain Local Schools

	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code
Year 1 1st Sem.	College Composition ENG124 (3)	RE	Communication & Transcription Skills AOT 130 (3)	RT CC	Keyboarding/ Formatting AOT 121 (3)	RT CC	Business Student Success Seminar BUS 101 (1)		Integrated Solutions for Business Problem Solving BCA220 (4)	RT CC	Business Administration BUS121 (4)	RA CC				
Year 1 2nd Sem.	Entrepreneurship ENT120 (2)	RT	Principles of Acct. I ACC121 (4)	RT CC	Business Communication ENG230 (3)	RA	Word Processing Microsoft Word AOT 127 (3)	RT	Graphic Design Concepts AOT 131 (3)	RT	Computer Applications PowerPoint AOT 104 (1)	RT	Business Math BUS123 (4)	RA CC		
Year 2 1st Sem.	Entrepreneurial Marketing ENT121 (3)	RT	Business Law & Ethics ACC130 (3)	RA CC TAG	Social Science Elective (3)	RE	Spreadsheets Microsoft Excel AOT 226 (3)	RT	Intepersonal Communications COM122 (3)	RE	Technical Electives- AOT 128 AOT 238	RE CC				
Year 2 2nd Sem.	Microeconomics BUS221 (3)	RA CC TAG	Administrative Procedures & Systems AOT 227 (3)	RT	Admin Info Special Topics AOT 234 (2)	RT	Entrepreneurial Finance ENT221 (3)	RT:	Microsoft Outlook AOT 108 (1)	RT CC	Digital Technologies AOT 107 (1)	RT	Database Applications Microsoft Access AOT 236 (3)	RT		

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