

2008 - 2009 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: Legal Management & Support
Program Name: Legal Office Management
EMIS Subject Code: 140310
Local Program Name: Legal Studies

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 I	RA	Int. Physical Science	RA	World History	RA	PE	RA	Foreign Language	RE				
10	English II	RA	Geometry	RA	Int. Bio Science lab	RA	US History	RA	PE / Elective	RA	Foreign Language	RE				
11	English III	RA	Algebra II	RA	Env. & Forensic Science lab	RA	US Political System	RA	Foreign Language	RA	Elective	RE	Legal Studies Lab	CT	CC	
12	Advanced Tech Writing	RA	College Prep Math/Pre-Calc	RA							3 Electives	RE	Legal Studies Lab	CT	CC	

Contact Person: Faith Kittoe

Title: Compact Director

Phone: 330-492-3500

E-mail: kittoef@plainlocal.org

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

2008 - 2009 Program of Study - Postsecondary Semesters

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): Accredited Legal Secretary ALS Professional Legal Secretary PLS

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

Secondary Program Name: Legal Studies

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 130 (3)	RT CC	Keyboarding Formatting AOT 121 (3)	RT CC	Business Student Success Seminar BUS 101 (1)		Integrated Solutions for Business Problem Solving BCA 220 (4)	CC RT	Business Administration BUS 121 (4)	RT CC				
Year 1 2nd Sem.	Word Processing Microsoft Word AOT 127 (3)	RT CC	Principles of Acct. I ACC 121 (4)	RT CC	Business Communication ENG 230 (3)	RT TAG	Keyboarding Skillbuilding AOT 129 (1)	RT	Graphic Design Concepts AOT 131 (3)	RT	Records Management AOT 132 (3)	RT	Business Math BUS 123 (4)	RA CC		
Year 2 1st Sem.	Spreadsheets Microsoft Excel AOT 226 (3)	RT	Business Law & Ethics ACC 130 (3)	RT CC TAG	Social Science Elective * (3)	RE	Computer Applications PowerPoint AOT 104 (1)	RT	Effective Speaking COM121 (3)	RA TAG CC	Desktop Publishing Microsoft Publisher AOT 128 (3)	RT				
Year 2 2nd Sem.	Micro-economics BUS 221 (3)	CC RA TAG	Administrative Procedures & Systems AOT 227 (3)	RT	AOT Practicum AOT 232 (3)	RT	Database Applications Access AOT 106 (1)	RT	Microsoft Expressions Web AOT 238 (3)	RT	Microsoft Outlook AOT 108 (1)	RT	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)

2008 - 2009 Program of Study - Postsecondary Semesters

Postsecondary Institution: Stark State College of Technology
College Major: (if applicable) Legal Assisting Technology **College Degree: (if applicable)** AAB
Specify Industry Credential Opportunities (if applicable): Accredited Legal Secretary ALS Professional Legal Secretary PLS
Certificate, Adult and/or Apprenticeship Program: (if applicable) _____

Secondary Program Name: Legal Studies 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	Legal Terminology IRT 131 (3)	RT CC	Keyboarding Formatting AOT 121 (3)	RT CC	Communication & Transcription Skills AOT 130 (3)	RT CC	Integrated Solutions for Business Problem Solving BCA 220 (4)	RT CC	Business Administration BUS 121 (4)	RT CC	Business Student Success Seminar BUS 101 (1)			
Year 1 2nd Sem.	Legal Office Procedures AOT 224 (3)	RT CC	Business Communication ENG 230 (3)	RA TAG	Keyboarding Skillbuilding AOT 129 (1)	RT	Records Management AOT 132 (3)	RT	Word Processing Microsoft Word AOT 127 (3)	RT CC	Business Mathematics BUS 123 (4)	RA CC				
Year 2 1st Sem.	Legal Transcription AOT 239 (3)	RT	Effective Speaking COM 121 (3)	RA TAG CC	Computer Applications Access AOT 106 (1)	RT	Business Law & Ethics ACC 130 (3)	RT CC TAG	Social Science Elective * (3)	RE	Principles of Accounting I ACC 121 (4)	RT CC				
Year 2 2nd Sem.	Legal Office Applications AOT 237 (3)	RT	Legal Research and Writing AOT 235 (3)	RT CC	Spreadsheets Microsoft Excel AOT 226 (3)	RT	AIT Practicum SOT 232 (3)	RT	Micro-economics BUS 221 (3)	CC RA TAG	Microsoft Outlook AOT 108 (1)	RT	Digital Technologies AOT 107 (1)	RT		

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2008 - 2009 Program of Study - Postsecondary Semesters

Postsecondary Institution: Stark State College of Technology

Admin Office Professional

College Major: (if applicable) _____

Management Option

College Degree: (if applicable) _____

AAB

Specify Industry Credential Opportunities (if applicable): Accredited Legal Secretary ALS Professional Legal Secretary PLS

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

Secondary Program Name: Legal Studies

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 130 (3)	RT CC	Keyboarding Formatting AOT 121 (3)	RT CC	Business Student Success Seminar BUS 101 (1)		Integrated Solutions for Business Problem Solving BCA 220 (4)	RT CC	Business Administration BUS 121 (4)	RT CC				
Year 1 2nd Sem.	Word Processing Microsoft Word AOT 127 (3)	RT CC	Principles of Acct. I ACC 121 (4)	RT CC	Business Communication ENG 230 (3)	RA TAG	Computer Applications PowerPoint AOT 104 (1)	RT	Principles of Management MGT 121 (3)	RT	Records Management AOT 132 (3)	RT	Business Math BUS 123 (4)	RA CC		
Year 2 1st Sem.	Spreadsheets Microsoft Excel AOT 226 (3)	RT	Business Law & Ethics ACC 130 (3)	RT CC TAG	Social Science Elective * (3)	RE	Supervision MGT 221	RT	Payroll Accounting ACC 227 (3)	RT	Microsoft Outlook AOT 108 (1)	RT	Digital Technologies AOT 107 (1)	RT		
Year 2 2nd Sem.	Micro-economics BUS 221 (3)	CC RA TAG	Administrative Procedures & Systems AOT 227 (3)	RT	AIT Practicum AOT 232 (3)	RT	Computer Applications Access AOT 106 (1)	RT	Effective Speaking COM 121 (3)	RA TAG	Computerized Accounting Applications ACC 229 (3)	RT				

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Date Completed: 1/21/2009

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