

2008 - 2009 Program of Study - Postsecondary Semesters

Postsecondary Institution: Stark State College of Technology
College Major: (if applicable) Administrative Office **College Degree: (if applicable)** Professional 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: McKinley High School District Name: Canton City 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)

2008 - 2009 Program of Study - Postsecondary Semesters

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:** McKinley High School **District Name:** Canton City 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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2008 - 2009 Program of Study - Postsecondary Semesters

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: McKinley High School District Name: Canton City 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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