

2009 - 2010 Program of Study - Secondary

Submitted by CTPD Name: Portage Lakes JVSD

CTPD Number: 200098

Secondary Program Information

Career Field: Business & Administrative Services (BA)

School District Name: Portage Lakes JVSD

Pathway Name: Administrative & Professional Support (BA)

School District IRN: 63495

Specialization Name (if applicable): _____

Building (location) Name: Springfield High School

EMIS Subject Code: 140300

Building (location) IRN: 035485

Local Program Name: Cooperative Business Education

Specify Industry Credential Opportunities (if applicable): MOS (Microsoft Office Specialist)

									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 9 (1)	RA	Integrated Alg or Geomtry (1)	RA	Science (1)	RA	Social Studies (1)	RA	Elective or Credit Make-up (1)		Elective or Credit Make-up (1)		Keyboarding (1)	RE		
10	English 10 (1)	RA	Geomtry or Algebra I (1)	RA	Science (1)	RA	Social Studies (1)	RA	Elective or Credit Make-up (1)		Elective or Credit Make-up (1)		Business Applications (1)	RE		
11	English 11 (1)	RA	Algebra I or Advanced Math (1)	RA	Integrated Science (1)	RA	Elective or Credit Make-up		Employability Skills (1)	RE	Elective or Credit Make-up		Keyboarding (1)	RE	Business Applications (1)	RE
12	English 12 (1)	RA	Algebra II or College Alg (1)	RA	Elective or Credit Make-up		Integrated Social Studies (1)	RA	Psychology / Sociology (1)	RE	Elective or Credit Make-up		Cooperative Business Education	CT, CT2, CC	Cooperative Business Education	CT, CT2, CC

Contact Person: Benjamin Moore
Title: Associate Principal for Curriculum and Technology
Phone: 330-896-8290
E-mail: pl_moore@portagelakescareercenter.org
Date Completed: 12-May-09

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
 College Major: *(if applicable)* _____ Administrative Office _____ 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: Portage Lakes Career Center District Name: Portage Lakes JVSD

	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 AOT120 (3)	RT	Keyboarding/ Formatting AOT121 (3)	RT CC	Business Math BUS123 (4)	RA	Integrated Sol for Business Problem Solving BCA220 (4)	RT	Business Administration BUS121 (4)	RT				
Year 1 2nd Sem.	Word Processing Microsof Word AOT127 (3)	RT	Principles of Acct. I ACC121 (4)	RT	Business Communication ENG230	RA	Keyboarding Skillbuilding AOT129 (1)	RT	Graphic Design Concepts AOT131 (3)	RT	Records Management AOT132 (3)	RT CC				
Year 2 1st Sem.	Spreadsheets Microsoft Excel AOT226 (3)	RT	Business Law & Ethics ACC130 (3)	RA TAG	Social Science Elective	RE	Computer Applications PowerPoint AOT104 (1)	RT	Effective Speaking COM121 (3)	RA TAG	Desktop Publishing Microsoft Publisher AOT128 (3)	RT				
Year 2 2nd Sem.	Microeconomics BUS221 (3)	RA TAG	Administrative Procedures & Systems AOT227 (3)	RT CC	AIT Practicum AOT232 (3)	RT	Database Applications Microsoft Access AOT236 (3)	RT	Microsoft Expressions Web AOT238 (3)	RT	Microsoft Outlook AOT108 (1)	RT	Digital Technologies AOT107 (1)	RT		

Contact Person: Cindy Close
 Title: Dept Chair Administrative Information Tech
 Phone: 330-494-6170 X4353
 E-mail: cclose@starkstate.edu

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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)

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: Portage Lakes Career Center District Name: Portage Lakes JVSD

	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code
Year 1 1st Sem.	College Composition ENG124 (30)	RA	Communication & Transcription Skills AOT130 (3)	RT	Keyboarding/ Formatting AOT121 (3)	RT CC	Business Math BUS123 (4)	RA	Integrated Solutions for Business Problem Solving BCA220 (4)	RT CC	Business Administration BUS121 (4)	RA				
Year 1 2nd Sem.	Word Processing Microsoft Word AOT127 (3)	RT	Principles of Acct. I ACC121 (4)	RA	Business Communication ENG230 (3)	RA	Computer Applications PowerPoint AOT104 (1)	RT	Principles of Management MGT121 (3)	RT	Records Management AOT132 (3)	RT CC				
Year 2 1st Sem.	Spreadsheets Microsoft Excel AOT226 (3)	RT	Business Law & Ethics ACC130 (3)	RA TAG	Social Science Elective (3)	RE	Supervision MGT221 (3)	RT	Payroll Accounting ACC227 (3)	RT	Microsoft Outlook AOT108 (1)	RT	Digital Technologies AOT107 (1)	RT		
Year 2 2nd Sem.	Microeconomics BUS221 (3)	RA TAG	Administrative Procedures & Systems AOT227 (3)	RT CC	AIT Practicum AOT232 (3)	RT	Computer Applications Microsoft Access AOT106	RT	Effective Speaking COM121 (3)	RE TAG	Computerized Accounting Applications ACC229 (3)	RT				

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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: Portage Lakes Career Center District Name: Portage Lakes JVSD

	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 AOT130 (3)	RT	Keyboarding/ Formatting AOT121 (3)	RT CC	Business Math BUS123 (4)	RA	Integrated Solutions for Business Problem Solving BCA220 (4)	RT	Business AdministrationB US121 (4)	RA				
Year 1 2nd Sem.	Entrepreneurship ENT120 (2)	RT	Principles of Acct. I ACC121 (4)	RT	Business Communication ENG230 (3)	RA	Word Processing Microsoft Word AOT127 (3)	RT	Graphic Design Concepts AOT131 (3)	RT	Computer Applications PowerPoint AOT104 (1)	RT				
Year 2 1st Sem.	Entrepreneurial Marketing ENT121 (3)	RT	Business Law & Ethics ACC130 (3)	RA TAG	Social Science Elective (3)	RE	Spreadsheets Microsoft Excel AOT226 (3)	RT	Intepersonal Communications COM122 (3)	RE	Technical Electives- AOT128 AOT238	RE				
Year 2 2nd Sem.	Microeconomics BUS221 (3)	RA TAG	Administrative Procedures & Systems AOT227 (3)	RT CC	Admin Info Special Topics AOT234 (2)	RT	Entrepreneurial Finance ENT221 (3)	RT:	Microsoft Outlook AOT108 (1)	RT	Digital Technologies AOT107 (1)	RT	Database Applications Microsoft Access AOT236 (3)	RT		

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