

2011 - 2012 Program of Study - Secondary

Submitted by CTPD Name: Portage Lakes JVSD

CTPD Number: 200098

Secondary Program Information

Career Field: Business & Administrative Services (BAS)

School District Name: Portage Lakes JVSD

Pathway Name: Administrative & Professional Support

School District IRN: 063495

Specialization Name (if applicable): _____

Building (location) Name: Green High School

EMIS Subject Code: 140300

Building (location) IRN: 014365

Local Program Name: Cooperative Business Education

For JVSD only: specify grade level(s) and building location for associate schools component:

Grade	9 & 10	School Name	Coventry, Green, Manchester or Springfield
Courses	4	Credits	13

Identify the # or range of **POTENTIAL** college courses and credits in the career field:

Required or Elective Academic Courses 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 Geometry (1)	RA	Physical Science (1)	RA	World History (1)	RA	Physical Education & Heath (1)	RA	Foreign Language (1)	RE	Computer Applications (1)	RE		
10	English 10 (1)	RA	Geometry or Algebra I (1)	RA	Biology/Lab (1)	RA	American Studies (1)	RA	Fine Arts (1)	RA	Foreign Language (1)	RE	Intro to Business Services (1)	RE		
11	English 11 (1)	RA	Algebra I or Advanced Math (1)	RA	Integrated Science (1)	RA	Economics (1)	RA	Psychology / Sociology (1)	RE	Foreign Language (1)	RE	Business Applications (1)	RE		
12	English 12 (1)	RA	Algebra II or College Alg (1)	RA	Physics/Lab (1)	RA	Senior Government (1)	RA					Cooperative Business Education	CC	Cooperative Business Education	CC

Contact Person: Benjamin Moore

Title: Director of Curriculum and Post-Secondary Ed

Phone: 330-896-8290

E-mail: bmoore@plcc.edu

Date Completed: 5/2/11

Specify Industry Credential Opportunities (if applicable):

CODES (use all that apply)

RA: Required Courses

RE: Recommended Electives

CT2: Eligible for CT2 Credit

*CC: College Credit Opportunities based on articulation or dual/concurrent enrollment agreements in career field

2011 - 2012 Program of Study - Secondary

Postsecondary Institution: Stark State College
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: Cooperative Bus Educ Secondary School Name: Green High School 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

Page 2 Date Completed: 5/3/2011

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)

2011 - 2012 Program of Study - Secondary

Postsecondary Institution: Stark State College
 College Major: (if applicable) Admin - Management Option College Degree: (if applicable) AAB

Certificate, Adult and/or Apprenticeship Program: (if applicable) Certified Professional Secretary CPS Certified Administrative Professional CAP

Secondary Program Name: Cooperative Bus Educ Secondary School Name: Green High School 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)	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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2011 - 2012 Program of Study - Secondary

Postsecondary Institution: Stark State College
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: Cooperative Bus Educ Secondary School Name: Green High School 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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