

2009 - 2010 Program of Study - Secondary

Submitted by CTPD Name: Apollo Career Center CTPD

CTPD Number 001

Secondary Program Information

School District Name: Apollo Career Center CTPD

Career Field: Business & Administrative Services (BA)

School District IRN: 050773

Pathway Name: Administrative & Professional Support (BA)

Building (location) Name: Apollo Career Center

Specialization Name (if applicable): N/A

Building (location) IRN: 050781

EMIS Subject Code: 140300

Local Program Name: Administrative Assistant

Specify Industry Credential Opportunities (if applicable): _____

									Required or Elective Academic				Career and Technical			
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	Biology	RA	History I	RA	Physical Ed/ Health Ed	RA	Elective Language	RE				
10	English II	RA	Geometry	RA	Chemistry	RA	History II	RA	Physical Ed/ Health Ed	RA	Elective Language	RE				
11	Advanced English III	RA	Algebra II	RA	Physics	RA	American Government Economics	RA					ADM I ADM II	CT/ CC		
12	Advanced English IV	RA	Advanced Math	RE			Psychology	RE					ADM III	CT/ CC	Entrepre- neurship	CT

Contact Person: Douglas B. Bodey

Title: Director of Secondary Programs

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Date Completed 05/27/09

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 - Postsecondary Quarters

Postsecondary Institution: _____

Rhodes State College

College Major: *(if applicable)* _____

Executive Administrative Assistant

College Degree: *(if applicable)* _____

AAS

Specify Industry Credential Opportunities *(if applicable)*: _____

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

Secondary Program Name: Adm. Assist.

Secondary School Name: Apollo Career Center

District Name: Apollo Career Center

	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code
Year 1 1st Qrt.	COM 111 English Composition	OTM RA	CPT 125 Computer Applications in the Workplace	RE	MTH 110 Math of Business	RE	OAD 106 Keyboarding Accuracy/Speed	RA:	SDE 101 First Year Experience	RE						
Year 1 2nd Qrt.	OAD 107 Keyboarding/ Formatting	RE	OAD 123 Business English I	RA	OAD 150 PowerPoint	RT	PSY 101 General Psychology	TAG OTM RE	SOC 101 Sociology	OTM TAG RE						
Year 1 3rd Qrt.	ACC 101 Corporate Accounting Principles	TAG RT	HST 230 Connections: Technology and Civilization	TAG OTM RE	OAD 108 Document Formatting	RT	OAD 109 Executive Transcription	RT:	OAD 163 Desktop Publishing	RT						
Year 2 1st Qrt.	BUS 210 Business Law	TAG RT	MGT 101 Principles of Management	RT	OAD 200 Document Production	RT	OAD 228 Business English II	RT:								
Year 2 2nd Qrt.	COM 211 Public Speaking	TAG OTM RA	OAD 208 Executive Document Production	RT	OAD 226 Professional Development for Office Personnel	RT	OAD 265 Access	RT:								
Year 2 3rd Qrt.	ECN 141 Macro Economics	TAG RT	OAD 220 Administrative Office Management	RT	OAD 264 Excel	RT	OAD 298 Administrative Assistant Externship (Capstone)	RT:								

Contact Person: Kathy Simindinger

Title: Chair

Phone: 419 995 8333

E-mail: simindinger.k@rhodesstate.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)

2009 - 2010 Program of Study - Postsecondary Quarters

Postsecondary Institution: Rhodes State College

College Major: *(if applicable)* _____

Office Manager

College Degree: *(if applicable)* _____

Associate in Applied Science

Specify Industry Credential Opportunities (if applicable): _____

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

Secondary Program Name: Adm. Assist.

Secondary School Name: Apollo Career Center

District Name: Apollo Career Center

	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code
Year 1 1st Qrt.	COM 111 English Composition	OTM RA	CPT 158 Introduction to Graphic Layout and Design	RT	MGT 101 Principles of Management	RT	MTH 110 Math of Business	RA:	SDE 101 First Year Experience	RA						
Year 1 2nd Qrt.	OAD 123 Business English I	RA	OAD 150 PowerPoint	RT	OAD 165 Word	RT	PSY 101 General Psychology OR SOC 101 Sociology	TAG OTM RA								
Year 1 3rd Qrt.	ACC 101 Corporate Accounting Principles	TAG RT	CPT 134 Introduction to Internet Programming	RT	HST 230 Connections: Technology and Civilization	TAG OTM RA										
Year 2 1st Qrt.	CPT 267 Graphics Software & Applications (Illustrator)	RT	MGT 201 Organizational Behavior	RT	OAD 228 Business English II	RT										
Year 2 2nd Qrt.	COM 211 Public Speaking	TAG OTM RA	MGT 200 Human Resource Management	RT	OAD 226 Professional Development for Office Personnel	RT	OAD 265 Access	RT:								
Year 2 3rd Qrt.	BUS 210 Business Law	TAG RT	ECN 141 Macro Economics	TAG RT	OAD 220 Administrative Office Management	RT	OAD 264 Excel	RT:	OAD 298 Administrative Assistant Externship (Capstone)	RT						

Contact Person: Simindinger.k@rhodesstate.edu

Title: Chair

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CT2: Eligible for CT2 Credit

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