

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: _____ **Secondary School Name:** Ohio Hi Point Career Center **District Name:** 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:								

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Title: Chair
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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)

POTENTIAL # of college credits available upon admission:

Page _____ Date Completed: 20-May-09

