



BUSINESS SERVICES/ADMINISTRATIVE ASSISTANT

Secondary School Name: Cape May County Technical High School

Names of Postsecondary Partners:

Atlantic Cape Community College	(up to 9 credits, tuition free)
Cumberland County Community College	(up to 15 credits, tuition free)
Johnson & Wales	(up to 13.5 credits, tuition free)
Camden County College	(up to 3 credits, credit fee may apply)

Below are the class offerings for Business Services/Administrative Assistant students by period. Each period is 40 minutes long. The Business Services/Administrative Assistant class is two periods each day and those periods are scheduled consecutively so that the students have one large block of class time. (5 days per week times 80 minutes = 400 instructional minutes per week, all other classes are 40 minutes or 200 instructional minutes per week)

Secondary School				
	Name of Career Cluster	Name of Career Pathway	Name of Program of Study	Corresponding CIP Code
	BUSINESS, MANAGEMENT & ADMINISTRATION	Administrative & Information Support	Business Services/Administrative Assistant hosted by:	520401
Period	9th Grade	10th Grade	11th Grade	12th Grade
1	Exploratory 10 HS Credits	Business Services/Administrative Assistant	Business Services/Administrative Assistant	Business Services/Administrative Assistant
2		*See description of curriculum and college credit on page 3 10 HS Credits	*See description of curriculum and college credit on page 3 10 HS Credits	*See description of curriculum and college credit on page 3 10 HS Credits



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3	English 9/CP English 9/Honors 5 HS Credits	English 10/CP English 10/Honors 5 HS Credits	English 11/CP English 11/Honors 5 HS Credits	English 12/CP English 12/AP English 12/Honors 5 HS Credits
4	US 1/CP US 1/Honors 5 HS Credits	US II/CP US II/Honors 5 HS Credits	World Cultures/CP World Cultures/Honors 5 HS Credits	Elective 5 HS Credits
5	Biology/CP Biology/Honors 5 HS Credits	Chem/CP Chem Com/CP Chem/Honors 5 HS Credits	Physics/CP Active Physics/CP Physics/Honors 5 HS Credits	Elective 5 HS Credits



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6	Algebra I/CP Geometry/CP Algebra I/Honors Geometry/Honors 5 HS Credits	Geometry/CP Algebra II/CP Geometry/Honors Algebra II/Honors 5 HS Credits	Algebra II/CP Pre Calculus Algebra II/Honors 5 HS Credits	Pre Calculus AP Calculus 5 HS Credits
7	Health/PE 9 1/4 Credits	Health 10/PE 10 1/4 Credits	Health 11/PE 11 1/4 Credits	Health 12/PE 12 1/4 Credits
8	Spanish/I French/I Spanish/II French/II 5 HS Credits	Spanish/II French/II Spanish/III French/III 5 HS Credits	Spanish/III French/III Spanish/IV French/IV 5 HS Credits	Spanish/IV French/IV Spanish/V French/V 5 HS Credits



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List the tutoring/remedial programs of study offered to students during secondary school.
Applied Math 11, 12 Applied English 11, 12 Tutoring Mandatory & Optional Bridging for incoming 9th Graders



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Listed below is the description of the Business Services/Administrative Assistant career class. Please note each level is 2 periods long. Students receive 80 minutes of instruction 5 days per week for 180 days per year.

	Marking Period 1 (45 days)	Marking Period 2 (45 days)	Marking Period 3 (45 days)	Marking Period 4 (45 days)
Introduction to Business Services/Administrative Assistant 10 th Grade Year or Level 1 (80 minutes)				----- **Introduction to Marketing BU207 (3 credits) & Introduction to Microcomputers CS101 (3 credits) (Cumberland County Community College Articulated Credits)



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Business Services/Administrative Assistant 11 th Grade Year or Level 2 (80 minutes)				----- **Advertising BU117 (3 credits) & Applications on Microcomputers CS102 (3 credits) (Cumberland County Community College Articulated Credits)
Security and Protective Services 12 th Grade Year or Level 3 (80 minutes)	Technological literacy/career education and consumer, family, and life skills/ Language arts/math/social studies			----- **Professional Selling BU118 (Cumberland County Community College 3 Articulated Credits) ***Introduction to Computers CISM125 (3 credits), Document Production 1 OSTM110 (3 credits) & Word Processing 1 OSTM141 (3 credits) (Atlantic-Cape)



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				<p>Community College Articulated Credit)</p> <p>****Introduction to Investments & Financial Planning FISV2001 (4.5 credits), Money & Banking ECON3040 (4.5 credits) & Macroeconomics ECON101 (4.5 credits) (J&W Articulated Credits)</p> <p>***Retail Management MKT102 (Camden County College 3 Articulated Credits)</p>
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*Industry recognized certificate programs

**Credits awarded upon successful program enrollment.

***Credits awarded upon successful program enrollment and subject to completion the renewal process.