



**CAREER AND TECHNICAL EDUCATION INFORMATION SYSTEM  
PENNSYLVANIA DEPARTMENT OF EDUCATION  
SCOPE AND SEQUENCE  
FOR SCHOOL YEAR 2013-2014**

**DATE : 8/12/2013**

**Articulation Agreement between** Greater Altoona CTC

**and** Statewide Articulation Agreement

**Secondary School Name :** Greater Altoona CTC

**AUN:** 108070607

**CIP Code Number and Title :** 52.0401 Administrative Assistant and Secretarial Science, General

**Program Type :** Program of Study

Subject (Hours)	Secondary School				Postsecondary Institution			
	Grade 9 (Hours)	Grade 10 (Hours)	Grade 11 (Hours)	Grade 12 (Hours)	First Semester	Second Semester	Third Semester	Fourth Semester
Technical (1485)		Student Orientation (15)	Student Orientation(15)	Student Orientation(15)	TBD			
		Business Math(95)	Accounting(90)	Accounting(90)				
		Document Processing(180)	Spreadsheet (180)	Desktop Publishing(100)				
		Office Skills(105)	Office Skills(50)	Presentations (108)				
		Computer and Internet(100)	Office Procedures(80)	Business Law and Ethics(70)				
			Customer Service Communications (80)	Database(62)				
				Office Management (50)				
English	College Prep English I	College Prep English II	College Prep English III	College Prep English IV				
Math	College Prep Algebra I	College Prep Geometry	College Prep Algebra II	High Level College Prep Math				
Science	College Prep Biology	College Prep Chemistry	College Prep Physics					
Humanities	College Prep Civics	College Prep U.S. History	College prep World History					
Other	College Prep Foreign Lanauage I (recommended)	College Prep Foreign Language II (recommended)						



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Other								

	<b>Dual Enrollment Credits</b>			<b>Articulated Credits</b>		
<b>Subject</b>	<b>Course Number</b>	<b>Course Description</b>	<b>Credit Hours</b>	<b>Course Number</b>	<b>Course Description</b>	<b>Credit Hours</b>
Technical				TBD	TBD	1.0
English						
Math						
Science						
Humanities						
Other						