Office of Educational Improvement and Innovation
Public Service Building
255 Capitol Street NE
Salem, OR 97310-0203
503-947-5600
Fax 503-378-5156
http://www.ode.state.or.us/go/cte/

Oregon Department of Community Colleges and Workforce Development
Public Service Building
255 Capitol Street NE
Salem, OR 97310-0203
503-378-8648
Fax 503-378-3365
http://www.odccwd.state.or.us/prgapproval/

Career and Technical Education
Program of Study Renewal
2013 Version
Due: June 29, 2013

Step 1 – Online CTE Program Update
  a) Login to District Website and select CTE Program Update from your list of available items (be sure Update is set to 2012-13 program year)
  b) Update course information for this CTE Program of Study
  c) Submit to CTE Regional Coordinator (be sure all items are completed before submitting)
Step 2 – Complete this *2012 CTE POS Renewal form* (make sure all items are complete)
  a) Program ID Page (Page 1 of this Form) complete
  b) Provide a link to Career Pathway visual (on Page 1 below), or attach visual electronically to this *2012 CTE POS Renewal form*
  c) Complete CTE Course-to-Standards Crosswalk Matrix (use one of the ODE Cluster templates, or a similar local form); attach matrix to this *2012 CTE POS Renewal form*
  d) Indicate on the Matrix (above) those courses that trigger the Technical Skill Assessment(s)
  e) Enclose evidence of Student Support Services that are specific to this CTE POS (see next page)
  f) Print out Assurances page, secure signatures, and scan as attachment to this *2012 CTE POS Renewal form* (or fax to ODE – 503-378-5156, c/o Ilene Spencer)
Step 3 – Submit this *2012 CTE POS Renewal form* and attachments to Regional Coordinator for local approval
Step 4 – CTE Regional Coordinator: Review and approve appropriate CTE Program Update submission on website; then review and approve appropriately completed *2012 CTE POS Renewal form* and attachments
Step 5 – Finally, forward appropriately completed and approved *2012 CTE POS Renewal form* and attachments to ODE at this email address: POS.Application@state.or.us). **DEADLINE: June 29, 2012.**

CTE POS—Title:	**Computer Application and Office Systems**	
Career Learning Area:	Business and Marketing	
Cluster Area:	Management and Office Systems	
Focus Area: (if applicable)		

Secondary School Name:	**Merlo Station (BSD), St Helens, Franklin**	
Secondary (lead) teacher:	Nancy Smith, Joe Osario, Tim Biamont	
Teacher CTE Endorsement:		
Secondary/Postsecondary CTE POS **Career Pathway Map/Visual Hyperlink:**		☐ No link; secondary visual included as addendum

Community College Name:	Portland Community College	
College Point of Contact:	Choul Huda	
Community College CTE Program Title:	Administrative Assistant and Administrative Office Professional	
Community College Award:	Associate of Applies Science	
Community College CTE POS **Career Pathway Map/Visual Hyperlink**:	http://www.pcc.edu/pavtec/pathways/management/	☐ No link; post-secondary visual included as addendum

CTE Regional Coordinator/Contact:	Click to select CTE Regional Coordinator name

Student Support Services

Directions:
1) Complete the Expectations section below as evidence of the secondary (**Sec**) and postsecondary (**Psec**) Student Support Services that you provide specifically for students studying in this CTE Program of Study - and/or -
2) Enclose (as links in the Comments box below or as attachments) documents that demonstrate Student Support Services that you provide specifically for students studying in this CTE Program of Study (both **Sec** and **Psec**)

Expectations

Check the applicable boxes below that indicate the level of Student Support Services you provide for students studying in this CTE Program of Study. (Boxes not checked should be explained in the Comments box below.)

Sec	Psec	Student Service Provided
☐	☒	Students receive information, guidance, and/or counseling specific to this CTE Program of Study, including career and job market information, and college program information. **Evidence: Students in the Computer Applications and Office Systems program at PCC have a specialized advisor who is knowledgeable about PCC systems as well the nuances of the field and the program. The PCC website shows the many diverse CTE programs available as well as how to get started, a career center, and offers advising and career counseling services. The Computer Applications and Office Systems program has their own website, which details how students can get started and get support.**
☐	☒	Students participate in CTE POS specific career related learning experiences or related work experience. **Evidence: Students must complete the required 4 credits of OS 280G and/or OS 280F co-operative education for the AAS degree in Admin Assistant as well as the AAS degree in Administrative Office Professional. There is an employment specialist who works with our students in finding these internships and receiving college credit for them.**
☐	☒	Students' education planning is developed around information specific to this CTE Program of Study. **Evidence: Students and advisors work with the GRAD PLAN program to create a personalized degree plan based on the students' level of entry at PCC and the program requirements. In addition, the catalog of programs and degrees offers guidance on educational planning.**
☐	☒	Extended application projects or capstone experiences are developed within the context of this CTE Program of Study. **Evidence: The course, CAS 246 integrated computer projects, is considered the capstone class for the AAS degree in Administrative Assistant and the AAS degree in Administrative Office Professional.**
☐	☒	Written information is provided to all students in this CTE Program of Study informing them of available articulated college (or university) credits, dual credit, expanded options, scholarships, and other postsecondary opportunities. **Evidence: PCC has extensive and detailed information available in their transfer website and in the transfer guides that are available showing the paths of articulation from PCC CTE programs to university programs. Currently there is a direct transfer program with Southern Oregon University for a BAS Business Management and Oregon Institute of Technology, BAS Technology and Management that AAS students can transfer directly into. The program-advising specialist sends out a quarterly e-zine to all students in the program each term with information on new classes, scholarships and other information.**
☐	☒	Efforts are made to provide information to students who are considered non-traditional by gender to the occupations resulting from this CTE Program of Study. **Evidence: PCC is committed to reaching out to all students regardless of their gender. The CTE program advisors are empowered to reach out to high school students through high school visits, annual student preview day, and career fairs. The program advising specialist does presentations that include information on all of our computer tech certificates and degrees to different high school groups throughout the year.**
☐	☒	Access and recruitment to courses in this CTE POS are provided for all students including, but not limited to all Oregon and federal protected classes. **Evidence: PCC is firmly committed to creating a diverse student body through continued and regular education of staff and faculty as well as by offered ongoing support to students and staff through the Office of Affirmative Action and Equity.**
☐	☒	Accommodations are made to assure students with special needs can participate in this CTE POS.

		Evidence: The Disability Services office at PCC is able to help accommodate students with documented disabilities receive services they may qualify for.
☐	☒	Assistance is provided for students wishing to participate in this CTE POS for whom English is not their native language. **Evidence: Most CTE programs require an English and Reading level minimum placement of WR 115 and/or RD 115. PCC offers ESOL courses for students who wish to improve their English language proficiency prior to entering into their CTE program of choice. For students who are studying on an international visa, international advisors that specialize in helping non-native speakers enter into the ESOL program are available.**

Evidence

During an ODE/CCWD audit, you may be asked for documentation or evidence of meeting the expectations listed above. Indicate where documentation may be found by providing links in the Comments box below, or by describing where documentation is kept, or by attaching documents to this 2012 CTE POS Renewal form.

Sec	Psec	Evidence/documentation location (check those that apply)
☐	☒	Links to documentation are included in Comments box below
☐	☒	Description of where documentation can be found is included in Comments box below
☐	☒	Actual Student Support Services documents are attached to this *2013 CTE POS Renewal form*

Comments:

PCC WEBSITES OF PROGRAMS http://www.pcc.edu/programs/
COMPUTER APPLICATIONS AND OFFICE SYSTEMS WEBSITE http://www.pcc.edu/programs/computer-applications/
COMPUTER APPLICATION AND OFFICE SYSTEMS CATALOG http://www.pcc.edu/about/catalog/cas.pdf
COOPERATIVE EDUCATION COURSE http://www.pcc.edu/ccog/default.cfm?fa=ccog&subject=OS&course=280F AND http://www.pcc.edu/ccog/default.cfm?fa=ccog&subject=OS&course=280F
PROGRAM ADVISING SPECIALIST WEBSITES http://www.pcc.edu/staff/index.cfm/984,html AND http://www.pcc.edu/staff/index.cfm/915,html AND http://www.pcc.edu/staff/index.cfm/1036,html
CAS 246 INTEGRATED COMPUTER PROJECTS http://www.pcc.edu/ccog/default.cfm?fa=ccog&subject=CAS&course=246
GRAD PLAN http://www.pcc.edu/resources/advising/grad-plan/
ADVISING SERVICES http://www.pcc.edu/resources/advising/
COUNSELING SERVICES http://www.pcc.edu/resources/counseling/
CAREER COUNSELING http://www.pcc.edu/resources/careers/resource-centers/career-exploration.html
CAREER CENTER http://www.pcc.edu/resources/careers/resource-centers/
START LAB https://www.pcc.edu/resources/orientation/documents/orientation-schedule.pdf
ESOL PROGRAM ADVISORS http://www.pcc.edu/prepare/esol/sylvania/
ESOL PROGRAM http://www.pcc.edu/prepare/esol/
INTERNATIONAL ADVISORS http://www.pcc.edu/about/international/
DISABILITY SERVICES http://www.pcc.edu/resources/disability/
OFFICE OF AFFIRMATIVE ACTION AND EQUITY http://www.pcc.edu/about/affirmative-action/
DIVERSITY TRAINING http://www.pcc.edu/about/affirmative-action/training.html
TRANSFER INFORMATION http://www.pcc.edu/programs/university-transfer/
SOU BAS BUSINESS MANAGEMENT TRANSFER INFORMATION http://www.pcc.edu/programs/university-transfer/transfer-guides/SOUBAS.html
OIT BAS TECHNOLOGY AND MANAGMENT TRANSFER INFORMATION http://www.oit.edu/distance-education/programs/technology-management
OREGON TRANSFER GUIDES http://www.pcc.edu/programs/university-transfer/transfer-guides/
OUT OF STATE TRANSFER GUIDES http://www.pcc.edu/programs/university-transfer/transfer-guides/out-of-state.html

Certification of Assurance

Directions: After filling in all the appropriate fields in this form, including the fields on this page, print out a copy of this Certification of Assurance page and acquire all the appropriate signatures. All signatures must be on one form. Mail complete, signed Assurance form to Ilene Spencer at: ODE, 255 Capitol St. NE, Salem, OR 97310

Name of CTE POS	Enter name of CTE POS
Name of Secondary School	Enter name of secondary school
Name of Community College	PORTLAND COMMUNITY COLLEGE

SECONDARY LOCAL SUPPORT and CERTIFICATE OF ASSURANCE	I have reviewed this CTE Program of Study (CTE POS) Renewal form for continued adherence to CTE POS quality standards, and support its renewal. I agree that this CTE POS continues to comply with requirements for secondary CTE POS, including appropriate CTE certification for teachers, the rules and regulations for Public Law 101-392, and the requirements contained in the Oregon State Plan for Career and Technical Education I agree to furnish CTE data as requested by the Oregon Department of Education.	
Secondary School District Administrator Signature		**Date:**
Administrator's Name	Enter local administrator's name	

LOCAL SUPPORT and CERTIFICATE OF ASSURANCE	The program advisory committee has been involved in the design and development of this CTE Program of Study.	
Advisory Committee Signature		**Date:**
Advisory Committee Member's name	Enter Advisory Committee member's name	

POST-SECONDARY LOCAL SUPPORT AND CERTIFICATE OF ASSURANCE	This community college has been involved in the continued development of this CTE Program of Study and agrees to continue collaboration. I agree to furnish CTE data as requested by the Office of Community College and Workforce Development.	
Community College Dean or CTE Administrator's Signature		**Date:**
Community College Dean or CTE Administrator's Name	Enter CC administrator's name	

For CTE Regional Coordinator Use Only

Recommended Status:
☐ **RECOMMENDED FOR STATE APPROVAL (Perkins Eligible)**
☐ **DISAPPROVED (and returned for revision)**

Expiration Date: _____

Approval Date: _____

_____
CTE Regional Coordinator Signature

For ODE/OCCWD Use Only

Approval Status:
☐ **FINAL ODE APPROVAL (Perkins Eligible)**
☐ **FINAL CCWD APPROVAL**

Expiration Date: _____

Date: _____

_____
EII Education Specialist Signature

Date: _____

_____
OCCWD Education Specialist Signature