

**PREPARING FOR YOUR CAREER IN:**

**ACCOUNTING CLERK INTERNSHIP**  
Associate in Applied Science Degree 65-66 Semester Hours Minimum

**at ILLINOIS CENTRAL COLLEGE**

*Morton High School*

<i>Subject</i>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>English</b>	<i>LA-9</i>	<i>LA-10 Speech</i>	<i>Am. Lit Writing 11/12</i>	<i>Adv. Speech Expos. Writing*</i>
<b>Math</b>	<i>Algebra I</i>	<i>Geometry</i>	<i>Algebra II</i>	-----
<b>Science</b>	<i>Biology</i>	<i>Chemistry</i>	<i>Physics</i>	-----
<b>Soc Sci</b>	<i>World Geography</i>	<i>Hist. III Civics</i>	<i>U.S. History</i>	<i>Economics</i>
<b>Other Required</b>	<i>Arts/Lang</i>	<i>Arts/Lang Dr. Ed.</i>	<i>Consumer Ed.</i>	-----
<b>Tech Emphasis</b>	<i>Keyboarding I Keyboarding II</i>	<i>Recordkeeping Word Proc.</i>	<i>Accounting I Sports Mktg.</i>	<i>Accounting II</i>
<b>Electives</b>	<i>Entrepreneurship Software App</i>	<i>Desktop Publishing</i>	<i>Comp. Prog.</i>	<i>CHI</i>
<b>Phys Ed</b>	<i>PE/Health</i>	<i>PE</i>	<i>PE</i>	<i>PE</i>

**\*Dual credit with ICC**

**Tech Prep – Combines secondary school College Prep and Technology Prep courses with a specific curriculum of study at Illinois Central College resulting in an Associate of Applied Science degree. A 2 year apprenticeship or Bachelor degree program would complete a 2 + 2 + 2 sequence. College Credit for high school coursework is possible through approved articulated course agreements or dual credit courses. See college catalog for details.**

**ILLINOIS CENTRAL COLLEGE**

<b>FALL</b>		<b>SPRING</b>
<b>13</b>	<ul style="list-style-type: none"> <li>• Bookkeeping/Accounting <u>or</u> Financial Accounting</li> <li>• Business Mathematics</li> <li>• Basic Composition <u>or</u> Composition I</li> <li>• Professional Development for Office Employees</li> <li>• Social Science Requirement</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Accounting <u>or</u> Managerial Acctg.</li> <li>• Telephone Skills/Office</li> <li>• Fund. of Transcription</li> <li>• Electronic Calculator</li> <li>• Fund./Records Control</li> <li>• Keyboarding/Word Processing III</li> </ul>
<b>15-16 Hrs.</b>		<b>16 Hrs.</b>

**SUMMER:**

	<b>FALL</b>	<b>SPRING</b>
<b>14</b>	<ul style="list-style-type: none"> <li>• Payroll Accounting</li> <li>• Electronic Spreadsheets on a Microcomputer</li> <li>• Office Occupations Intern</li> <li>• Approved Elective</li> <li>• Communications Req.</li> <li>• Humanities Req.</li> </ul>	<ul style="list-style-type: none"> <li>• Human Relations in Business</li> <li>• Approved Elective</li> <li>• Accounting Elective</li> <li>• Laboratory Science <u>or</u> Mathematics Req.</li> <li>• Social Science Req.</li> </ul>
	<b>18 Hrs.</b>	<b>16 Hrs.</b>

**FOR INFORMATION CONTACT YOUR HIGH SCHOOL COUNSELOR OR TECH PREP FOR CENTRAL ILLINOIS CONSORTIUM AT ICC (309) 694-5266.**

