

PREPARING FOR YOUR CAREER IN:

**OFFICE PROFESSIONAL
ASSOCIATE IN APPLIED SCIENCE DEGREE**

at ILLINOIS CENTRAL COLLEGE

Morton High School

<i>Subject</i>	9	10	11	12
English	<i>LA - 9</i>	<i>LA - 10 Speech</i>	<i>American Lit Writing 11-12</i>	<i>Expos Writing* Advanced Speech</i>
Math	<i>Algebra I</i>	<i>Geometry</i>	<i>Algebra II</i>	<i>Pre- Calculus</i>
Science	<i>Biology</i>	<i>Chemistry</i>	<i>Physics</i>	-----
Soc Sci	<i>World Geography</i>	<i>Civics</i>	<i>U.S. History</i>	-----
Other Required	<i>Arts/Lang</i>	<i>Arts/Lang Dr. Ed.</i>	<i>Consumer Education or Resource Mgt</i>	-----
Tech Emphasis	<i>Intro to Bus. Word Processing</i>	<i>Recordkeeping</i>	<i>Accounting I</i>	<i>Accounting II</i>
Electives	<i>Software App Entrepreneurship</i>	<i>Desktop Publishing</i>	<i>Business Law* Computer Programming</i>	<i>CHI</i>
Phys Ed	<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.

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



ILLINOIS CENTRAL COLLEGE

FALL		SPRING
13	<ul style="list-style-type: none"> • Business Mathematics • Basic Composition <u>or</u> Composition I • Professional Development for Office Employees • Typing Speed Development to 50 NWPM • Approved Elective • Humanities <p style="text-align: right;">16-17 Hrs</p>	<ul style="list-style-type: none"> • Fund. of Transcription • Electronic Calculator Operation • Fund. of Records Control • Typing Speed Dev. to 60 NWPM • Keyboarding/WP III • Electronic Spreadsheets <p style="text-align: right;">15 Hrs</p>

SUMMER:

FALL		SPRING
14	<ul style="list-style-type: none"> • Specialized Terminology & Transcription • Admin. Office Procedures • Database Management • Social Science • Approved Electives <p style="text-align: right;">18 Hrs</p>	<ul style="list-style-type: none"> • Human Relations in Bus. • Creating Professional Documents II • Lab Science or Math • Social Science • Communications Elective <p style="text-align: right;">16 Hrs</p>