

PREPARING FOR YOUR CAREER IN:

**OFFICE PROFESSIONAL
ASSOCIATE IN APPLIED SCIENCE DEGREE**

at ILLINOIS CENTRAL COLLEGE

MIDLAND HIGH SCHOOL

| <i>Subject</i> | 9 | 10 | 11 | 12 |
|-----------------------|-----------------------|--------------------|----------------------|---------------------|
| English | English I | English II | English III | English IV |
| Math | Pre-Alg. or Bus. Math | Alg. I or Pre-Alg. | Geometry or Alg. I | Alg. II or Geometry |
| Science | Earth Science | Biology | Chemistry | Elective |
| Soc Sci | Geography | Elective | US History | Elective |
| Other Required | Health | Driver Ed. | Consumer Ed. | |
| Tech Emphasis | Keyboarding XP I | XP II | Software Application | Accounting I |
| Electives | | | | Co-Op |
| Phys Ed | Required | Required | Required | Required |

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> |