

Partnership for College and Career Success  
Illinois Central College District – 2008-2009

**Certificates: Clerk Typist (A) 32 sem hr, Customer Service Professional (B) 34 sem hr,  
Data Entry Clerk (C) 7 sem hr, Word Processing Specialist (D) 38 sem hr**

High School:	Elmwood High School				Illinois Central College	
SUBJECT	9	10	11	12		
<b>English</b>	English I	English II	English III	English IV	Business Mathematics B,D	Fundamentals of Transcription A,D
<b>Math</b>	Algebra I	Geometry	Algebra II	Adv. Business Math	Basic Composition or Composition I A	Telephone Skills for the Office A,B,C,D
<b>Science</b>	Biology I	Physical Science	Biology II	Earth Science	Professional Development for Office Employees A,B,D	Fundamentals of Records Control A,B,D
<b>Social Science</b>		Geography	US History	Ancient World History	Bookkeeping/Accounting I A,B	Typing Speed Development to 50 NWPM A,C,D
<b>Other Required</b>		America Gov't/Mgmt Resources			PowerPoint D	Keyboarding/Word Processing III D
<b>Tech Emphasis</b>	Keyboarding I/Software Applications	Web Design	Office Assistant	Co-Op	Outlook D	Electronic Calculator Operation A
<b>Electives</b>	Spanish I Art I	Spanish II	Short Stories/Speech Accounting I	Child Development	Keyboarding/Word Processing I A,B	Job Orientation D
<b>Phys Ed</b>	PE/Health	PE/Driver's Ed	PE/CPR	PE	Keyboarding/Word Processing II A	Human Relations in Business A,B
					Typing Speed Development to 40 NWPM C,D	Integrated Office Projects B
					Machine Transcription and Spec-ialized Transcription D	Data Entry A,C,D
					Administrative Office Procedures B,D	Office Occupations Internship D
					Proofreading A,D	Principles of Management B
					Voice Recognition D	
					Legal Environment of Business B	
					Intro to Windows C	

Partnerships for College and Career Success—Combines high 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. College credit for high school coursework is possible through approved articulated courses agreements or dual credit courses.