

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

**Associate in Applied Science: Office Professional**

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 Math Basic Composition or Composition I Professional Development for Office Employees Bookkeeping/Accounting I PowerPoint Outlook Humanities  Machine Transcription and Specialized Terminology Administrative Office Procedures Data Base Management Systems Typing Speed Development to 50 NWPM Proofreading Voice Recognition Social Science Approved Elective	Fundamentals of Transcription Telephone Skills for the Office Fundamentals of Records Control Typing Speed Development to 40 NWPM Keyboarding/Word Processing III Electronic Spreadsheets Social Science  Human Relations in Business Integrated Office Projects Data Entry Communication: Process and Practice Lab Science/Math Approved Elective
<b>Math</b>	Algebra I	Geometry	Algebra II	Adv. Business Math		
<b>Science</b>	Biology I	Physical Science	Biology II	Earth Science		
<b>Social Science</b>		Geography	US History	Ancient World History		
<b>Other Required</b>		American Gov't/Mgmt Resources				
<b>Tech Emphasis</b>	Keyboarding I/Software Applications	Accounting I	Accounting II	Co-Op		
<b>Electives</b>	Spanish I Art I	Spanish II	Foods I & II Short Stories/Speech	Food Service		
<b>Phys Ed</b>	PE/Health	PE/Driver's Ed	PE/CPR	PE		

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.