Program of Study Sequence

Community College   Kishwaukee College   High School   DeKalb High School

Program of Study: Admin Asst/Secretarial Sci, Gen Office Systems AAS # 406   CIP Code   52 - 0401

Cluster   Business Management and Administration   Pathway   Administrative Support

Educational Level	Grade	CTE/Degree Major Courses	English	Mathematics	Science	Social Science	Other required Courses/Recommended Electives	Work-Based Learning Opportunities
SECONDARY	9	Keyboarding and Formatting 1 & 2	Humanities English I	Algebra I	Earth and Space Science	World Geography (Opt)	Foreign Language Skills USA (KEC)	Industrial Cooperative Education 11 or 12
SECONDARY	10	Computer Applications 1 & 2	Humanities English II & Speech	Geometry	Biology	World Geography (Opt)		Industrial Cooperative Education 11 or 12
SECONDARY	11	KEC Business and Information Tech 1 KC Dual Credit for OS 125, OS 133, OS 135, OS 136	Humanities English III	Algebra II	Courses Required for Graduation	United States History Survey	Foreign Language Skills USA (KEC) Leadership Skills Related Business Classes	Industrial Cooperative Education 11 or 12
SECONDARY	12	EC Business and Information Tech 2 KC Dual Credit for OS 270	Humanities English IV	Courses Required for Graduation	Courses Required for Graduation	Government		Industrial Cooperative Education 11 or 12
POSTSECONDARY	13 (Fall)	OS 101 Beg Keybd, OS 122 Ref Man/Proof, OS 136 Presentation Graphics	Eng 109 Technical Writing				Bus 101 Intro to business Skills USA	
POSTSECONDARY	13 (Spring)	OS 103 Int keybd, OS 111 Keybd Skill Blding, OS 127 Adv Word Pro, OS 205 Office Equipment	SPE 100 Oral Communications			Social Science Elective Humanities Elective	Business 130 Human Relations or Bus 150 Legal/social Environment of Business Skills USA	
POSTSECONDARY	Summer	OS 203 Adv Keyboarding						
POSTSECONDARY	14 (Fall)	OS 124 Intro Mach Trans, OS 133 Spd Sheets/Excel, OS 135 DB/Access OS 138 QuickBooks					* ACC 108 in place of OS 138, CIS 115 Int Fund. CIS 118 Website Development, CIS 122 WEB Site Creation Software. Foreign Lang Elect. Skills USA (KEC)	
POSTSECONDARY	14 (Spring)	OS 107 Employment Strat., OS 246 Business Com., OS 252 Office Procedures				ECO 100 Consumer Economics or ECO 260 Principles of Macroeconomics	Psy 102 Intro to Psychology, SOC 170 Intro to Sociology, PHL 101 Intro to Philosophy or HUM 119 Humanities I	Degrees & Certifications Available: • AAS 406 • Office Assisting 213 Office Clerk 455
POSTSECONDARY	15 (Fall)	Continued Classes in Chosen Program of Study	Classes and Electives Required for bachelors degree	Classes and Electives Required for bachelors degree	Classes and Electives Required for bachelors degree	Classes and Electives Required for bachelors degree	Career Opportunities • Administrative Assistant • Data Entry • General Clerical/Office Adm. • Mail Room Clerk • Office Manager • Receptionist • Sales Support • Transcriptionist	Degrees & Certifications Available: • AAS 406 • Office Assisting 213 Office Clerk 455
POSTSECONDARY	15 (Spring)	Continued Classes in Chosen Program of Study	Classes and Electives Required for bachelors degree	Classes and Electives Required for bachelors degree	Classes and Electives Required for bachelors degree	Classes and Electives Required for bachelors degree		
POSTSECONDARY	16 (Fall)	Continued Classes in Chosen Program of Study	Classes and Electives Required for bachelors degree	Classes and Electives Required for bachelors degree	Classes and Electives Required for bachelors degree	Classes and Electives Required for bachelors degree		
POSTSECONDARY	16 (Spring)	Continued Classes in Chosen Program of Study	Classes and Electives Required for bachelors degree	Classes and Electives Required for bachelors degree	Classes and Electives Required for bachelors degree	Classes and Electives Required for bachelors degree		

Kishwaukee Educational Consortium Dual Credit Classes

DHS_OS_AAS405

Program of Study Sequence

Community College **Kishwaukee College**   High School **DeKalb High School**

Program of Study: Gen. Office/Clerical 7 Typing Serv. Office Systems Cert # 213 Office Assisting   CIP Code 52 - 0408

Cluster Business Management and Administration   Pathway Administrative Support

Educational Level	Grade	CTE/Degree Major Courses	English	Mathematics	Science	Social Science	Other required Courses/Recommended Electives	Work-Based Learning Opportunities
SECONDARY	9	Keyboarding and Formatting 1 & 2	Humanities English I	Algebra I	Earth and Space Science	World Geography (Opt)	Foreign Language Skills USA (KEC)	
	10	Computer Applications 1 & 2	Humanities English II & Speech	Geometry	Biology	World Geography (Opt)		Industrial Cooperative Education 11 or 12
	11	KEC Business and Information Tech 1 KC Dual Credit for OS 125, OS 133, OS 135, OS 136	Humanities English III	Algebra II	Courses Required for Graduation	United States History Survey	Foreign Language Skills USA (KEC) Leadership Skills Related Business Classes	
	12	EC Business and Information Tech 2 KC Dual Credit for OS 270	Humanities English IV	Courses Required for Graduation	Courses Required for Graduation	Government		
POSTSECONDARY	13 (Fall)	OS 101 Beg Keybd, OS 120 Business Filing, OS 122 Ref Man. Proof Reading, OS 125 MS Word					Skills USA	
	13 (Spring)	OS 103 Int keybd, OS 111 Key Bd Skill Blding, OS 127 Adv. Word, OS a56 Publisher					Skills USA	
	14 (Fall)	OS 133 Excel, OS 135 Access, OS 136 PowerPoint, OS 138 Quickbooks or Acc 108 Accounting					Skills USA	
	14 (Spring)	OS 107 Employment Strat, OS 205 Office Equip, OS 252 Office Procedures BUS 120 Business math					Skills USA	
	15 (Fall)						Career Opportunities • Administrative Assistant • Data Entry • General Clerical/Office Adm. • Mail Room Clerk • Office Manager • Receptionist • Sales Support • Transcriptionist	Degrees & Certifications Available: • AAS 406 • Office Assisting 213 Office Clerk 455
	15 (Spring)							
	16 (Fall)							
	16 (Spring)							

Kishwaukee Educational Consortium Dual Credit Classes

DHS_OS_Cert213

Program of Study Sequence

Community College   Kishwaukee College   High School   DeKalb High School

Program of Study: Admin Asst/Secretarial Sci,Gen Office Systems Cert # 455 Office Clerk   CIP Code   52 - 0401

Cluster   Business Management and Administration   Pathway   Administrative Support

Educational Level	Grade	CTE/Degree Major Courses	English	Mathematics	Science	Social Science	Other required Courses/Recommended Electives	Work-Based Learning Opportunities
SECONDARY	9	Keyboarding and Formatting 1 & 2	Humanities English I	Algebra I	Earth and Space Science	World Geography (Opt)	Foreign Language Skills USA (KEC)	Industrial Cooperative Education 11 or 12
	10	Computer Applications 1 & 2	Humanities English II & Speech	Geometry	Biology	World Geography (Opt)		
	11	KEC Business and Information Tech 1 KC Dual Credit for OS 125, OS 133, OS 135, OS 136	Humanities English III	Algebra II	Courses Required for Graduation	United States History Survey	Foreign Language Skills USA (KEC) Leadership Skills Related Business Classes	
	12	EC Business and Information Tech 2 KC Dual Credit for OS 270	Humanities English IV	Courses Required for Graduation	Courses Required for Graduation	Government		
POSTSECONDARY	13 (Fall)	OS 101 Beg Keybd, OS 120 Business Filing, OS 136 Presentation Graphics, OS 125 MS Word					Skills USA	
	13 (Spring)	OS 103 Int keybd, OS 107 Employment Stratagies, OS 205 Office Equipment, OS elective					OS 107 Adv. MS Word, OS 133 OS Excel, OS 156 MS Publisher, Skills USA	
	14 (Fall)							
	14 (Spring)							
	15 (Fall)						Career Opportunities • Administrative Assistant • Data Entry • General Clerical/Office Adm. • Mail Room Clerk • Office Manager • Receptionist • Sales Support • Transcriptionist	
	15 (Spring)							
	16 (Fall)							Degrees & Certifications Available: • AAS 406 • Office Assisting 213 Office Clerk 455
	16 (Spring)							

Kishwaukee Educational Consortium Dual Credit Classes

DHS_OS_Cert455