

Program of Study Sequence

Community College Kishwaukee College

High School Genoa-Kingston 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	Computer Applications I Computer Applications II	English 100	Algebra I	Intro to Science	Geography I	Foreign Language Business Ed	
	10	Introduction to Business Desktop Publishing	English 200	Geometry	Biology	American Government		
	11	KEC Business and Information Tech 1 KC Dual Credit for OS 125, OS 133, OS 135, OS 136	Communication/English Elective	Algebra II	C Courses Required for Graduation	American History	Foreign Language Business Ed Consumer Ed Related Electives. Skills USA (KEC)	
	12	EC Business and Information Tech 2 KC Dual Credit for OS 270	Literature & Composition	Courses Required for Graduation	Courses Required for Graduation			
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	
	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	
	Summer	OS 203 Adv Keyboarding						
	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)	
	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	
	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
	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		
	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		
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

GKHS_OS_AAS405

Program of Study Sequence

Community College Kishwaukee College High School Genoa-Kingston 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	English 100	Algebra I	Intro to Science	Geography I	Foreign Language Business Ed		
	10	Computer Applications 1 & 2	English 200	Geometry	Biology	American Government			
	11	KEC Business and Information Tech 1 KC Dual Credit for OS 125, OS 133, OS 135, OS 136	Communication/English Elective	Algebra II	C Courses Required for Graduation	American History	Foreign Language Business Ed Consumer Ed Related Electives. Skills USA (KEC)		
	12	EC Business and Information Tech 2 KC Dual Credit for OS 270	Literature & Composition	Courses Required for Graduation	Courses Required for Graduation				
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 Bldg, 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

Program of Study Sequence

Community College Kishwaukee College

High School Genoa-Kingston 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	English 100	Algebra I	Intro to Science	Geography I	Foreign Language Business Ed		
	10	Computer Applications 1 & 2	English 200	Geometry	Biology	American Government			
	11	KEC Business and Information Tech 1 KC Dual Credit for OS 125, OS 133, OS 135, OS 136	Communication/English Elective	Algebra II	C Courses Required for Graduation	American History	Foreign Language Business Ed Consumer Ed Related Electives. Skills USA (KEC)		
	12	EC Business and Information Tech 2 KC Dual Credit for OS 270	Literature & Composition	Courses Required for Graduation	Courses Required for Graduation				
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 Strategies, 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:		Degrees & Certifications Available: • AAS 406 • Office Assisting 213 • Office Clerk 455
	15 (Spring)						• Administrative Assistant • Data Entry • General Clerical/Office Adm. • Mail Room Clerk • Office Manager • Receptionist • Sales Support • Transcriptionist		
	16 (Fall)								
16 (Spring)									

Kishwaukee Educational Consortium Dual Credit Classes