# Program of Study Sequence

<table>
<thead>
<tr>
<th>Educational Level</th>
<th>Grade</th>
<th>CTE/Degree Major Courses</th>
<th>English</th>
<th>Mathematics</th>
<th>Science</th>
<th>Social Science</th>
<th>Other required Courses/Recommended Electives</th>
<th>Work-Based Learning Opportunities</th>
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<tbody>
<tr>
<td><strong>SECONDARY</strong></td>
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<tr>
<td>9</td>
<td></td>
<td>Computer Applications 1 &amp; 2</td>
<td>English I</td>
<td>Algebra I</td>
<td>Physical Science</td>
<td>World Cultures (Opt)</td>
<td>Foreign Language Skills USA (KEC)</td>
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<tr>
<td>10</td>
<td></td>
<td>Intro Business Accounting</td>
<td>English II &amp; Speech</td>
<td>Geometry</td>
<td>Biology or BSAA</td>
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<tr>
<td>11</td>
<td></td>
<td>KEC Business and Information Tech 1 KC Dual Credit for OS 125, OS 133, OS 135, OS 136</td>
<td>English III</td>
<td>Algebra II</td>
<td>Courses Required for Graduation</td>
<td>American History</td>
<td>Foreign Language Skills USA (KEC)</td>
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<tr>
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<td>English IV</td>
<td>Courses Required for Graduation</td>
<td>Courses Required for Graduation</td>
<td>Government Consumer Ed.</td>
<td>Foreign Language Skills USA (KEC)</td>
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<td>13 (Fall)</td>
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<td>OS 101 Beg Keybd, OS 122 Ref Mnl/Proof, OS 136 Presentation Graphics</td>
<td>Eng 109 Technical Writing</td>
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<td>Bus 101 Intro to business Skills USA</td>
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<td>SPE 100 Oral Communications</td>
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<td>Social Science Elective Humanities Elective</td>
<td>Business 130 Human Relations or Bus 150 Legal/Social Environment of Business Skills USA</td>
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<td>Summer</td>
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<td>OS 203 Adv Keyboarding</td>
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<td>Business 130 Human Relations or Bus 150 Legal/Social Environment of Business Skills USA</td>
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<td>14 (Fall)</td>
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<td>OS 124 Intro Mach Trans, OS 133 Spd Sheets/Excel, OS 135 DB/Access OS 138 QuickBooks</td>
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<td>* ACC 101 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)</td>
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<tr>
<td>14 (Spring)</td>
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<td>OS 107 Employment Strat., OS 246 Business Comm., OS 252 Office Procedures</td>
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<td>* ACC 101 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)</td>
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<td>ECO 100 Consumer Economics or ECO 260 Principles of Macroeconomics</td>
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<tr>
<td>15 (Fall)</td>
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<td>Classes and Electives Required for bachelor degree</td>
<td>Classes and Electives Required for bachelor degree</td>
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<td>15 (Spring)</td>
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<tr>
<td>16 (Fall)</td>
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<td>Continued Classes in Chosen Program of Study</td>
<td>Classes and Electives Required for bachelor degree</td>
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<td>Classes and Electives Required for bachelor degree</td>
<td>Classes and Electives Required for bachelor degree</td>
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<tr>
<td>16 (Spring)</td>
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<td>Classes and Electives Required for bachelor degree</td>
<td>Classes and Electives Required for bachelor degree</td>
<td>Classes and Electives Required for bachelor degree</td>
<td>Classes and Electives Required for bachelor degree</td>
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</table>

Kishwaukee Educational Consortium Dual Credit Classes

SHS_OS_AAS405
# Program of Study Sequence

**Community College**  Kishwaukee College  **High School**  Sycamore 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

<table>
<thead>
<tr>
<th>Educational Level</th>
<th>Grade</th>
<th>CTE/Degree Major Courses</th>
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<td>Government Consumer Ed.</td>
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<td>OS 102 Beg Keybd, OS 120 Business Filing, OS 122 Ref Man. Proof Reading, OS 125 MS Word</td>
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<td>13 (Spring)</td>
<td>OS 103 Int keybd, OS 111 Key Bd Skill Bldng, OS 127 Adv. Word, OS 156 Publisher</td>
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<td>Skills USA</td>
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<td></td>
<td>14 (Fall)</td>
<td>OS 133 Excel, OS 135 Access, OS 136 PowerPoint, OS 138 Quickbooks or Acc 108 Accounting</td>
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<td>14 (Spring)</td>
<td>OS 101 Employment Strat, OS 205 Office Equip, OS 252 Office Procedures BUS 120 Business math</td>
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<td>Career Opportunities</td>
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</table>
|                   | 15 (Spring) | | | | | | Degrees & Certifications Available:  
  • AAS 406  
  • Office Assisting 213 Office Clerk 455 |
|                   | 16 (Fall) | | | | | | |
|                   | 16 (Spring) | | | | | | |

Kishwaukee Educational Consortium Dual Credit Classes

SHS_OS_Cert213
# Program of Study Sequence

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<thead>
<tr>
<th>Community College</th>
<th>Kishwaukee College</th>
<th>High School</th>
<th>Sycamore High School</th>
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<tbody>
<tr>
<td><strong>Program of Study</strong>: Admin Asst/Secretarial Sci, Gen Office Systems Cert # 455 Office Clerk</td>
<td><strong>CIP Code</strong>: 52 - 0401</td>
<td><strong>Cluster</strong>: Business Management and Administration</td>
<td><strong>Pathway</strong>: Administrative Support</td>
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## Educational Level

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<tr>
<td>13 (Fall)</td>
<td>OS 103 Beg Keybd, OS 120 Business Filing, OS 136 Presentation Graphics, OS 125 MS Word</td>
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<td>Skills USA</td>
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<tr>
<td>13 (Spring)</td>
<td>OS 103 Int keybd, OS 107 Employment Strategies, OS 205 Office Equipment, OS elective</td>
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<td>OS 107 Adv. MS Word, OS 133 OS Excel, OS 156 MS Publisher, Skills USA</td>
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<td>Office Clerk 455</td>
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Kishwaukee Educational Consortium Dual Credit Classes

SHS_Os_Cert455