

“Drawing Board” for a Tech Prep Program

Business CLUSTER				
<i>Ohio High School</i>				
Subject	9 th Grade	10 th Grade	11 th Grade	12 th Grade
MATH	Algebra I	Geometry	Algebra II	Math IV
ENGLISH/ SPEECH	English I	English II Speech	English III	English IV-Life Long Skills Honors English
SCIENCE	Biology	Science Elective	Physics	Chemistry
SOCIAL STUDIES/ FINE ARTS	World History	World Geography	US History	Government Consumer Education
(COMPUTER) TECHNOLOGY	Computer Tech I Computer Tech II	Desktop Publishing Computer Tech III/IV	Desktop Publishing Computer Tech III/IV	Desktop Publishing Computer Tech III/IV
OTHER	PE	PE	PE Psychology Sociology	PE Psychology Sociology
TECHNICAL CORE	Business Concepts I Business Concepts II	Business Concepts I Business Concepts II	Office Procedures	

Office & Administrative Services (Career Major)			
<i>Sauk Valley Community College</i>			
Freshman		Sophomore	
	BUS 106- Business Math- 3 hrs.	Mathematics- 3 hrs.	
ENG 101- Composition I- 3 hrs.	BUS 107- Business Correspond- ence-3 hrs.		Communicat ions-3 hrs.
		Physical/Life Science-3 hrs.	
	Social/ Behavioral Science-3 hrs.		Humanities/ Fine Arts- 3 hrs.
CIS 109- Intro. to Micro- comp.-3 hrs.			
PSY 100- Orientation- 1 hr.	*Major Field Requirement/ Elective or OAS 130- 1 hr.	OAS 241- Word Processing Concepts- 2 hrs.	Major Field Requirement or OAS 251- Office Methods- 3 hrs.
ACC 100- Basic Accounting- 4 hrs.	Major Field Requirement- 3 hrs.	OAS 233, 234, 235- Calculating Machines I-III- 3 hrs.	*Major Field Require- ments- 4 hrs.

TECHNICAL CORE		Anat. & Physiology/ Comp.Anat	Accounting I & II	Accounting I & II
WACC OPPORTUNITY, INTERNSHIP EXP., DUAL CREDIT				

**OAS 105, 106, 107, & 108- Document Processing Intermediate I-IV- 4 hrs.	OAS 202, 203, 204, & 205- Document Processing Advanced I-IV- 4 hrs.	BUS 231- Occupational Seminar I- 1 hr.	BUS 232- Occupational Seminar II-1 hr.
		BUS 235- Internship I- 3 hrs.	BUS 236- Internship II- 3 hrs.

Recommended High School Electives:

Keyboard, Computer Application, Business, Accounting courses

Relevant Articulated/Dual Courses (if available):

ACC 100-4 hrs.
 CIS 137-1 hr.
 OAS 103- 2 hrs.
 OAS 104- 2 hrs.

SVCC Associate in Applied Science Degree:

Office and Administrative Services(OAS) degrees:

- **Administrative Assistant**
- **Legal Office Assistant**
- **Medical Office Assistant**

SVCC OAS Certificates:

- **Administrative Assistant**
- **Desktop Publishing Specialist**
- **Financial Services Representative**
- **Legal Office**
- **Medical Office**
- **Office Assistant**
- **Word Processing**

Cluster Related Careers:

General Office Clerk-\$ 21,000-23,050
 Secretary-\$ 25,000-27,250
 Executive Secretary-\$ 31,000-33,840
 Medical Assistant-\$ 21,000-23,750
 Law Clerks-\$ 30,000-31,680
 Paralegal-\$ 38,000-39,750
 Administrative Service Manager-\$ 43,000-45,750

****Students keyboarding and document processing skills/experience will determine appropriate course(s).
 (Basic keyboarding skills are a prerequisite to OAS 103 and/or OAS 104 at Sauk Valley Community College)**