

“Drawing Board” for a Tech Prep Program

Business CLUSTER				
<i>Rock Falls High School</i>				
Subject	9 th Grade	10 th Grade	11 th Grade	12 th Grade
MATH	Alg. IA Alg. I Geometry	Alg. 1B Geometry Adv. Alg.	Geometry Adv. Alg. Pre-Calc.	Pre-Calc.
ENGLISH/ SPEECH	English 1	English 2 Speech	Junior English	Senior English
SCIENCE	Bio. 1	E/G Science	Bio. II or Chem. 1	
SOCIAL STUDIES/ FINE ARTS	Civics	W. Geog. W. History	American History	Am. Govt. Cons. Ed Economics
(COMPUTER) TECHNOLOGY	Intro to Bus Tech	Comp Concepts 1	Comp Concepts 2	
OTHER	PE 1 / Health	PE 2/ Dr. Ed.	PE 3	PE 4
TECHNICAL CORE			Accounting I	Accounting II
TECHNICAL CORE		Business Web Design	Business Law	Sports Marketing

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.
**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.

WACC OPPORTUNITY, INTERNSHIP EXP., DUAL CREDIT			
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		BUS 235- Internship I- 3 hrs.	BUS 236- Internship II- 3 hrs.
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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)