

REVISED 3-04

**Tech Prep Pathway
Administrative Assistant/Office Professional**

Post Secondary CIP Code 52.0402

**Lincoln Land
Community College**

Associate in Applied Science

Hillsboro High School

Subject/Grade	9th		10th		11th		12th		Freshman	Sophomore
	Semester	Semester	Semester	Semester	Semester	Semester	Semester	Semester		
English	Fresh Eng. Grammar	Fresh Lit	Soph Comp	Oral Comm	Am Lit to 1860	Am Lit after 1860	Creative Writing	Adv. Sr. Comp	COM 100 COM 104/111	BUS 104 SPE 104/101
Math	Algebra I		Geometry		Algebra II				BUS 105 ACC 100/103	
Science	Physical Science w/lab		Biology w/lab							Elect 3-4 hrs (BIO 101 or HLT 205 recom)
Social Science			World Geography		American History		Am Govt	Consumer Ed		POS 101/201
P.E./Health	P.E. 9	Health	P.E. 10		P.E. 11		P.E. 12			
Other			Driver's Ed		Sociology		Cons. & Res. Mgt.		Elective 2-3 hrs~	Elective 3 hrs~
Technical Emphasis			Word Processing I	Computer Application	*Info Proc I		*Info Proc II		CAS 121*	CAS 140
					Accounting I		Accounting II		BUS 121	CTC 120
							Co-Op		OST 111	OST 225
									CAS 130	OST 226
									OST 220	OST 240
									OST 200	

[*] Articulated Credit if proficiency requirements are fulfilled. (Secondary course designated by asterisk(s) corresponds with post-secondary course designated by same asterisk(s).) -Choose electives from: BUS 101, BUS 102, BUS 204, BUS 230, BUS 231, CAS 150, CAS 151, CAS 152, CAS 160, CAS 161, CAS 162, ECO 131, ECO 132, PSY 101, SOC 101, OST 219

Bold - Generally required for H.S. graduation

Student: _____

SSN #: _____

