Key
High School Academic
High School Career & Technical
PCC Dual Credit Articulated Courses
Certificate
AAS Degree
University

Community School (Merlo Station HS)

Office Systems

Business & Management Pathway

This program of study should serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this plan are only recommended coursework and should be individualized coursework to meet each learner's educational and career goals.

Education Levels	Grade	English / Language Arts	Math	Science	Social Studies / Sciences	Other Required Courses Electives Recommended Electives Learner Activities	*Career and Technical Courses and/or Degree	
HS	9	English 9/10	Alegbra 1	Biology	Street Law	PE 1/Health	Computer Applications I	DIPLOMA
	10	English 9/10	Geometry	Chemistry	Modern World History	PE 2/Health	Computer Applications 2	
	11	English 11/12	Algebra 2	Additional Science Course	United States History	Arts/Foreign Lang/Tech Education/Electives	Introduction to Business	
	12	English 11/12	Arts/Foreign Lang/Tech Education/Electives	Arts/Foreign Lang/Tech Education/Electives	Government/ Economics	Arts/Foreign Lang/Tech Education/Electives	Introduction to Business	

	TERM	PROGRAM OF STUDY					Certificates/Degrees/Occupations	
	FIRST TERM	CAS 123 Production Keyboarding	CAS 133 Basic Computer Skills/Microsoft Office	BA 111 Introduction to Accounting	OS 131 10-Key on Calculators	MTH 30 Business Math	Certificate Administrative Assistant	

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Education Levels	Grade	English / Language Arts	Math	Science	Social Studies / Sciences	Other Required Courses Electives Recommended Electives Learner Activities	*Career and Technical Courses and/or Degree
PCC	SECOND TERM	CAS 170 Beginning Excel	OS 220 Business Editing Skills	OS 240 Filing and Records Management	CAS 216 Beginning Word	OS 245 Office Systems and Procedures	Intended to meet business career needs for entry-level administrative assistants, secretaries, receiptionists, file clerks and data entry personnel. Workers in these positions may perform a wide variety of duties such a working with office technology to produce and file business documents, greeting the public, planning and scheduling, accounting and creating web pages.
	THIRD TERM	CAS 220 Project Management: Beginning MS Project	CAS 246 Integrated Computer Projects	WR 121 English Composition	BA 285 Human Relations-Organizations	BA 205 Solving Communication Problems with Technology	
	FOURTH TERM	CAS 103 Intro to Windows	CAS 104 Basic Internet	CAS 109 Beginning PowerPoint	CAS 121A Beginning Keyboarding		

TERM	PROGRAM OF STUDY					Certificates/Degrees/Occupations
FIRST TERM	CAS 122 Keyboarding for Speed and Accuracy	CAS 133 Basic Computer Skills/MS Office	BA 111 Introduction to Accounting	OS 131 10-Key on Calculators	MTH 30 Business Math	Associate of Applied Science Degree Administrative Office Professional
SECOND TERM	CAS 170 Beginning Excel	OS 220 Business Editing Skills	OS 240 Filing and Records Management	CAS 216 Beginning Word	OS 245 Office Systems and Procedures	

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PCC	THIRD TERM	CAS 220 Project Management: Beginning MS Office	CAS 171 Intermediate Excel	WR 121 English Composition	BA 285 Human Relations-Organizations	BA 205 Solving Communication Problems with Technology	Coordinates various office suport services and frequently supervises office support staff. Establishes short-range and long-range plans for the office. This degree requires excellent communication and organizational skills. Students who successfully complete the AAS Administrative Office Professional degree will develop skills and knowledge appropriate to an entry-levvel office position as an administrative assistant leading to manaerial responsibilities.
	FOURTH TERM	BA 101 Introduction to Business	CAS 217 Intermediate Word	BA 206 Management Fundamentals	CAS 111 Beginning Website	BA 226 Business Law	
	FIFTH TERM	BA 224 Human Resources Management	BA 228 Computer Accouting Applications	CAS 246 Integrated Computer Projects	OS 280F Cooperative Education	General Education	
	SIXTH TERM	General Education	General Education	General Education	Elective	Elective	
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