



**Central Lyon Administrative Assistant
Program of Study
Career Cluster: Accounting**



Subject	High School						WITCC			
	Freshman Year	Sophomore Year	Junior Year		Senior Year		Fall	Spring	Fall	Spring
			Fall	Spring	Fall	Spring				
Math	Algebra I	Geometry	Algebra II		Advanced Math or Calculus		Certificate Cost Accounting Entrepreneurship Payroll Clerk		Two Year Associate of Applied Science	
English	English I	English II	English III and Speech		Grammar/Novel/Lit/ Journalism		One Year Diploma Accounting (Bookkeeping) and Office Support Accounting Health Office Coordinator Entrepreneurship Technology and Office Assistant		Accounting Specialist Administrative Assistant Legal Medical Administrative Office Management Technical Business Management	
Science	Physical Science	Biology	Chemistry		Physics		NCC			
Humanities Social Sciences	Consumer Economics	World History	US History		American Government	Sociology or Psychology	Fall	Spring	Fall	Spring
Foreign Language	Spanish I	Spanish II	Spanish III & Spanish IV optional but encouraged.			Diploma		Associate of Applied Science		
Electives	Health and Physical Education		Fine Arts: Band, Choir, Art, Drama							
Foundational Career	8th Career Exploratory/ Computer Applications	Career Choices			Work Study		Clerical Accounting Administrative Secret.		Accounting Administrative Office Mgt.	
Career Specialty		Advanced Computer Applications/ Web Page	<i>Accounting*/ Automated Accounting</i>		Business Law/ Business Marketing					

*Courses in *italics* are articulated courses and may be available at your local high school.

Statewide Articulation—Iowa Community Colleges