



Administrative and Information Support

Career Goal (O*NET Code): Office Manager (43-6011), Information Clerk (43-4171), Dispatcher (43-5032), Medical Secretary (43-6013), Paralegal (23-2011).

Cluster Overview: Business, Management, and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business, Management, and Administration career opportunities are available in every sector of the economy.

SUGGESTED COURSEWORK

EXTENDED LEARNING EXPERIENCES

High School	9th	Core Courses	English I Algebra I Biology	World Geography Languages other than English I Health/PE or Equivalent	Curricular Programs: Business Professional of America DECA Future Business Leaders of America Career Learning Experiences: Career Preparation (Paid/Unpaid) Job Shadowing Internship	Extracurricular Experiences: Academic Decathlon UIL Language Tutor Math Tutor School Class Officer School Newspaper Yearbook Service Learning Experiences: Boys and Girls Clubs of America Boy Scouts of America Community Service Volunteer Girl Scouts of the USA
		Career-Related Electives	Introduction to Business AND Keyboarding or Recordkeeping AND Medical Terminology or Accounting I			
	10th	Core Courses	English II Geometry Chemistry	World History Languages other than English II Business Computer Information Systems I**		
		Career-Related Electives	Administrative Procedure I or Banking and Financial Systems AND Business Law			
	11th	Core Courses	English III Mathematical Models Physics	United States History Communication Applications PE or Equivalent		
		Career-Related Electives	Business Computer Information Systems II or Court Reporting I or Business Management AND Financial Planning or Word Processing Applications			
12th	Core Courses	English IV Algebra II Environmental Systems	Government/Economics Fine Arts			
	Career-Related Electives	Accounting II or Administrative Procedures II or Court Reporting II or related Career Preparation program* or Independent Study or Business Communications				
Postsecondary	On-the-Job Training	Receptionist Information Assistant	Administrative Assistant Shipping and Receiving Clerk	Billing, Cost and Rate Clerks Records Processor Dispatchers	Professional Associations: American Association for Medical Transcription Business Forms Management Association Institute of Certified Records Managers National Association of Legal Assistants National Association of Legal Secretaries National Business Education Association National Court Reporters Association Phi Beta Lambda	
	Certificates	Certified Coding Associates Microsoft Office Specialist (MOS)	Internet and Computing Core Certification (IC3) Office Proficiency Assessment and Certification 8 (OPAC) OSHA CareerSafe	Medical Coder Claims Assistant Human Resource Assistant		
Postsecondary	Associate's Degrees	15 hours Core Curriculum Cluster Foundation Business Communications (BUSI 2X04) OR Business Correspondence in Communications (POFT 2X12) OR Communications in Management (BMGT 1X05) OR Communication Skills for Managers (BMGT 1X45) Business Computer Applications (BCIS 1X05) OR Micro-Computer Applications (COSC 1X01) OR Computer Applications I (POFI 1X01) Integrated Software Applications I (ITSC 1X09) OR Introduction to Computers (ITSC 1X01) Principles of Accounting - Financial (ACCT 2X01) OR Introduction to Accounting (ACNT 1X03) Principles of Accounting- Managerial (ACCT 2X02) OR Introduction to Accounting II (ACNT 2X04) Business Principles (BUSI 1X01) OR Principles of Business (BUSG 1X01) Business Ethics (BMGT 1X41) Principles of Management (BMGT 1X27) Coop/Practicum POS Specific Courses Office Procedures (POFT 1X09) OR Records and Information Management (POFT 1X19) Advanced Word Processing (POFT 2X40) OR Advanced Spreadsheets (ITSW 2X34) OR Advanced Database (ITSW 2X37) Introduction to Keyboarding (POFT 1X27) OR Skillbuilders I (POFT 2X03) OR Beginners Keyboarding (POFT 1X29) OR Intermediate Keyboarding (POFT 2X01) OR Advanced Keyboarding (POFT 2X33) Business Math (POFT 1X21) OR Business Math & Machine (POFT 1X25) Introduction to Word Processing (ITSW 1X01) OR Word Processing (POFT 2X01) Introduction to Spreadsheets (ITSW 1X04) OR Spreadsheets (POFT 1X49) Introduction to Presentation Graphic Software (ITSW 1X10) OR Business Presentation (POFT 1X28) Digital Publishing I (ARTC 1X13) OR Desktop Publishing (POFI 2X31) Introduction to Database (ITSW 1X07) Business English (POFT 1X01) Human Relations (HRPO 1X11)			Career Options: Clerical or Records Supervisor Facilities Manager Customer Service Representative	Certifications, Licenses & Credentials IC3 (Introduction to Computer global standard) MCAS (Microsoft Certified Application Specialist)
		Bachelor's Degrees	Accounting Administrative Systems Public Administration	Office Systems Administration Bilingual Office Administration	Community Urban Planning Administrative Management	
	Graduate Degrees	Accounting Marketing	General Management Information Technology	Human Resource Management	Career Options: Public Administrator Office Manager	

* May substitute for the required credit for Physical Education
 ** Satisfies the required credit for Technology Applications
 *** May substitute for the required credit for Health Education

Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses, if possible.

This plan of study serves as a guide, along with other career planning materials, for pursuing a career path and is based on the most recent information as of 2007. All plans should meet high school graduation requirements as well as college entrance requirements. Students may select other elective courses for personal enrichment purposes.