

PROGRAM OF STUDY



Career Cluster: Business Management and Administration
Information Support

Career Cluster Pathway: Administration and

This Career Pathway Program of Study can serve as a guide along with other career planning materials as learners continue on a career path. Courses listed within this program are only recommended coursework and should be individualized to meet each learner's education and career goals. **Note:** Many items have links to external resources with more information.

REQUIRED CREDITS	GRADE	English/ Language Arts (4.0 credits)	Social Studies (2.5 credits)	Math (2.0 credits)*	Science (2.0 credits)	Fine Arts (1.0 credits)	Health/ Fitness (2.5 credits)**	Electives (6.5 credits)	Related Career & Technical/ Occupational (1.0 credits) Certificate and Tech Prep (notation on HS and TP alignment)	SAMPLE Occupations Relating To This Pathway (*indicates job in high demand) (🟢 indicates a "green" job)	
SECONDARY SAMPLE COURSE OFFERINGS	9	English 1 or Honors English 1	Pacific Northwest History (.5)	Algebra I Geometry	Integrated Science or Adv Int Science		Health (.5)		ASD CTE COURSE OPTIONS Digital Communications Digttools Intro to Banking and Finance Advanced Banking and Finance Marketing/School Store Business Communications Accounting I Accounting II Yearbook Work Based Learning CTE Grad Project LEADERSHIP FBLA Skills USA TECH PREP ARTICULATIONS Digital Communications/Digitools – Grays Harbor College (3cr.) CERTIFICATION MOS Certification Volunteer Tax preparer Work Readiness Credential	Little or No Preparation: <ul style="list-style-type: none"> • Mail Clerks and Mail Operators; Except Postal Service* • Office Machine Operators, Except computers* • Stock Clerk • Admin Support Workers • Telephone Operators Some Preparation: <ul style="list-style-type: none"> • Correspondence Clerk • Customer Service Representatives* • Data entry* • Medical Secretaries* • New Accounts Clerk • Office Clerks, general* • Order clerks • Receptionist • Secretaries, except legal, medical, executive* • Shipping, Receiving, and traffic clerks* • Switchboard operators* • Word Processors and typists Medium Preparation: <ul style="list-style-type: none"> • Bookkeeping, accounting, and auditing clerks* • Executive Secretaries and Administrative assistants* • File Clerks* • First-line supervisors/Managers of Office and Administrative support workers* • Interviews* • Payroll and timekeeping clerks • Public Relations Specialist • Tax Preparers 	
	10	English 2 or Honors English 2	US History	*Class of 2013 (add't 1.0 credit) <u>or</u> Algebra II <u>or</u>	Biology <u>or</u> AP Biology <u>or</u> Biotechnology <u>or</u> Horticulture <u>or</u> Natural Resources I			Elective courses (6.5)			
	11	English Electives or Business English	World History <u>or</u> Economics <u>or</u> Economics II	Pre-Calculus <u>or</u> Calculus <u>or</u>		Credits from Art Courses or CTE Equivalent		Credits from Health and Fitness Courses			Project Me and Other CAA requirements
	12	English Electives or Business English	World History <u>or</u> Economics <u>or</u> Economics II and CWP	CTE Equivalent (Students must pass a math competency test or have four years of math credits.)	Science Electives			**Successfully completing two years of physical education and one semester of health is required for high school graduation.			

Technical Certification <i>(instruction provided through certified training and/or testing centers)</i>	Apprenticeship Opportunities	2-yr or ATA Degree <i>(Find specific colleges at www.checkoutcollege.com)</i>	4 –yr Degree or Advanced Training	Considerable Preparation: <ul style="list-style-type: none"> • Budget Analysts* • Business and Marketing Education Teacher • General and Operations Managers • Management Analysts* • Public Relations Specialists Extensive Preparation: <ul style="list-style-type: none"> • Chief Executives* • Operations Research Analysts • Statisticians*
<p><u>Microsoft Office Specialist</u></p> <ul style="list-style-type: none"> • Word • PowerPoint • Outlook • Excel • Access <p><u>Accounting Technology/ Technician and Bookkeeping</u></p> <ul style="list-style-type: none"> • South Puget Sound Community College and various other technical and community colleges <p><u>Receptionist/Clerk</u></p> <ul style="list-style-type: none"> • South Puget Sound Community College and various other technical and community colleges <p><u>Court Reporting</u></p> <ul style="list-style-type: none"> • Court Reporting Institute/Cri Computer Training <p><u>General Office Occupations and Clerical Services</u></p> <ul style="list-style-type: none"> • South Puget Sound Community College and various other technical and community colleges <p><u>Business Computer</u></p> <ul style="list-style-type: none"> • Amasia College <p><u>Medical Administrative Assistant/Secretary</u></p> <ul style="list-style-type: none"> • Apollo College • Pima Medical Institute-Renton • Everest College <p><u>Administrative Assistant and Secretarial Science, General</u></p> <ul style="list-style-type: none"> • Various technical and community colleges <p><u>Financial Services</u></p> <ul style="list-style-type: none"> • South Puget Sound Community College and various other technical and community colleges 	<p>To learn more about Apprenticeship, visit Labor and Industries website.</p> <p>Follow these steps to learn about the specific apprenticeships available in this pathway:</p> <p>STEP 1: Link to Apprenticeship Registration and Tracking System</p> <p>STEP 2: Search by using key words below or the SOC code listed</p> <ul style="list-style-type: none"> • Administrative Assistant (43-6011) • Administrative Clerk (43-9061) • Automotive Partsman (43-5081) • Communication Technician (25-2041) • Customer Service Coordinator (43-4171) • Data Processor (43-9021) • Duplicating Equipment Operator (43-9071) • Education Paraprofessional (25-9041) • Energy Control Dispatcher (43-5032) • Food Service (35-2012) • Library Technician (25-4031) • Payroll Clerk (43-3051) • Professional Educational Secretary (43-6011) • School Secretary (43-6014) • Secretary (Clerical) (43-6014) • System Dispatch (43-5032) <p>STEP 3: Click “View” and scroll down to find contact name and program standards for qualifications and how to apply</p>	<p><u>Accounting Technology/ Technician and Bookkeeping</u></p> <ul style="list-style-type: none"> • Grays Harbor College and various other technical and community colleges <p><u>Administrative Assistant and Secretarial Science, General</u></p> <ul style="list-style-type: none"> • Various technical and community colleges <p><u>Customer Service Mgmt & Support/Call Center</u></p> <ul style="list-style-type: none"> • Clark College • Clover Park Technical College • Highline Community College • North Seattle Community College • Spokane Community College <p><u>Data Processing and Data Processing Technology/Technician</u></p> <ul style="list-style-type: none"> • Grays Harbor College and various other technical and community colleges <p><u>Executive Assistant/Executive Secretary</u></p> <ul style="list-style-type: none"> • Bellingham Technical College • Clark College • Everest College • Spokane Community College <p><u>Office Occupations/Receptionist/ Clerical</u></p> <ul style="list-style-type: none"> • Northwest Indian College • Grays Harbor College and various other technical and community colleges <p><u>Office Mgmt & Supervision</u></p> <ul style="list-style-type: none"> • Grays Harbor College and various other technical and community colleges <p><u>Office Automation/Data Entry/Word Processing</u></p> <ul style="list-style-type: none"> • Grays Harbor College and various other technical and community colleges <p><u>Paralegal</u></p> <ul style="list-style-type: none"> • Grays Harbor College and various other technical and community colleges 	<p><u>Washington 4-yr Private and Public Schools offer a variety of degrees related to Business Management and Administration:</u></p> <ul style="list-style-type: none"> • Accounting • Business (general) • Business Administration and Management • Communications, General Education – Business and Marketing • Enterprise management and Operation (general) • Finance • Human Resource Management • International Business • Mathematical Statistics and Probability • Public Relations and Organizational Communications <p><u>CTE Secondary Education Teacher</u></p> <ul style="list-style-type: none"> • Education Degree in a CTE program area with 2000 hours of related work experience • Industry Route Certificate requires 6000 hours of work experience in the field and completion of a state approved CTE Preparation Program along with passage of Basic Skills Math and English 	

*Data acquired from www.workforceexplorer.com, www.sbctc.edu, www.careerclusters.org, and www.edf.org/cagreenjobs,

Adapted from <http://www.nthurston.k12.wa.us/education/components/scrapbook/default.php?sectiondetailid=34988>