



PROGRAM OF STUDY



Career Cluster: Education and Training

Career Cluster Pathway: Administration and

Administrative Support

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 Digitools Yearbook Family Health Child/Parent Development Consumer Decisions Work Based Learning CTE Grad Project	Considerable Preparation <ul style="list-style-type: none"> Assessment Specialist Career and Technical Education Administrator Curriculum Developer Education Administrators, Preschool and Child Care Center/Program Education Administrators, Elementary and Secondary* Extensive Preparation <ul style="list-style-type: none"> Education Administrators, Postsecondary Instructional Coordinators Superintendent College President College Dean 	
	10	English 2 or Honors English 2	US History	*Class of 2013 (add't 1.0 credit) Algebra II	Biology <u>or</u> AP Biology <u>or</u> Biotechnology <u>or</u> Horticulture <u>or</u> Natural Resources I			Elective courses (6.5)	LEADERSHIP FBLA ASB		
	11	English Electives or Business English	World History <u>or</u> Economics <u>or</u> Economics II	Pre-Calculus	or Calculus		Credits from Art Courses or CTE Equivalent	Credits from Health and Fitness Courses	Project Me and Other CAA requirements		TECH PREP ARTICULATIONS Digital Communications/Digitools – Grays Harbor College (3cr.)
	12	English Electives or Business English	World History <u>or</u> Economics <u>or</u> Economics II <u>and</u> 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.	CERTIFICATION MOS Certification		

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
	<p>To learn more about Apprenticeship, visit Labor and Industries website.</p> <p>This pathway does not currently have any active apprenticeships.</p>		<p><u>Curriculum and Instruction</u></p> <ul style="list-style-type: none"> • Argosy University-Seattle Campus • Central Washington University • City University • Eastern Washington University • Heritage University • Seattle Pacific University • Seattle University • University of Puget Sound • University of Washington-Seattle Campus <p><u>Education Administration and Supervision</u></p> <ul style="list-style-type: none"> • Central Washington University • City University • Eastern Washington University • Gonzaga University • Heritage University • Pacific Lutheran University • Seattle Pacific University • Seattle University • University of Puget Sound • University of Washington-Seattle Campus • Washington State University • Washington State University - Tri-Cities • Washington State University - Vancouver • Western Washington University • Whitworth College <p><u>Educational/Instructional Media Design</u></p> <ul style="list-style-type: none"> • City University • Eastern Washington University <p><u>Higher Education Administration</u></p> <ul style="list-style-type: none"> • Seattle University

*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>