



Name _____

Learner ID _____

School/College/University Durand / Highland Community College A.A.S. or Cert Information Systems

updated 12-18-13

Business, Management and Administration: Administrative and Information Support

Career Pathway Plan of Study for ► Learners ► Parents ► Counselors ► Teachers/Faculty

This Career Pathway Plan of Study (based on the Administrative and Information Support Pathway of the Business, Management and Administration Career Cluster) can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. *This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.

EDUCATION LEVELS	GRADE	English/ Language Arts	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	*Career and Technical Courses and/ or Degree Major Courses for Administrative and Information Support Pathway	SAMPLE Occupations Relating to This Pathway	
Interest Inventory Administered and Plan of Study Initiated for all Learners									
SECONDARY	9	English 9, 9B	Algebra I, Geometry	Lab Physical Science	World History	PE, & Computer Concepts	Intro. To Business, Intro. To Accounting, IPIE, Nut, & Cul. I, Web Page Design	<ul style="list-style-type: none"> ► Administrative Assistant ► Communications Equipment Operator ► Computer Operator ► Court Reporter ► Customer Service Assistant ► Data Entry Specialist ► Desktop Publisher ► Dispatcher ► Executive Assistant ► Information Assistant ► Legal Secretary ► Library Assistant and Order Processor ► Medical Front Office Assistant ► Medical Transcriptionist ► Office Manager ► Paralegal ► Receptionist ► Records Processing Assistant ► Shipping and Receiving Clerk ► Stenographer ► Typist ► Word Processor 	
	10	English 10, 10B, Speech	Geometry, Tech. Geometry, Algebras II	Biology, Environmental Science	U.S. History	PE & Health and Drivers Ed.	Web Page & Interactive Media Development I, Business Law, Accounting I, CAD, Business & Bakery, IPIE		
	11	English 11, 11B	Math 11, Algebra II, College Algebra		Foundations in Government	PE & Consumer & Careers, Anat. & Psy.	Accounting I, II Honors, Computer Operations & Programming Honors, Business & Bakery		
	College Placement Assessments-Academic/Career Advisement Provided								
	12	English 12, 12B				PE	Cooperative Education, Business & Bakery,		
Articulation/Dual Credit Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.									
POSTSECONDARY	Year 13	Comm 101 or BUSN 141 or ENGL 121, COMM 214 or ENGL 122	MATH 162 or above		PSY 160	OCED 250, INFT 160 or 250 or 202	Office Admin Emphasis: ACCT 105, BMAC 142, BUSN 121 or 124, 125, ECON 111 or BUSN 225, INFT 115, 122, 132, 133, 137, 142, 147, 150, OFF 151, 152, 156, 161, 162, 163, 255		
	Year 14								
	Year 15								
	Year 16								