



Cluster Overview: Careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

Administrative and Information Support

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

Student Name: _____

Grade: _____

School: _____

SUGGESTED COURSEWORK

EXTENDED LEARNING EXPERIENCES

Middle School	8th	HS Courses:	Touch Systems Data Entry	Curricular Experiences: Business Professional of America DECA	Extracurricular Experiences: Academic Decathlon Educational Tours Language Immersion Programs School Newspaper Student Government UIL Academic Competitions Yearbook
	9th	Core Courses:	English I Algebra I or Geometry Biology		
10th		Career-Related Electives:	Principles of Business, Marketing and Finance and Business Law		Career Learning Experiences: Career Preparation Job Shadowing Internship
	Core Courses:	English II Geometry or Alg II Chemistry	World History Languages other than English II		
High School	11th	Core Courses:	English III Algebra II or Pre-Cal Physics or Princ of Technology	United States History Professional Communications	COLLEGE CREDIT OPPORTUNITIES -- High School Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses (Tech Prep), if possible. List those courses that count for college credit on your campus.
		Career-Related Electives:	Business Information Management II or Medical Terminology		
	12th	Core Courses:	English IV Alg III, Pre-Calculus, or AP Calculus Science Elective	Government/Economics Fine Arts	
		Career-Related Electives:	Accounting II		
On-the-Job Training		Administrative Assistant Billing, Cost and Rate Clerk Dispatcher	Information Assistant Receptionist	Records Processor Shipping and Receiving Clerk	Professional Associations: Association for Healthcare Documentation 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
		NOTE: These experiences may be started and/or completed as part of the high school experience.			
Certificates		Coding Associates Internet and Computing Core	Microsoft Office Specialist Office Proficiency Assessment	OSHA CareerSafe	Career Options: Medical Coder Claims Assistant Human Resource Assistant
		NOTE: Students may earn all or part of these certificates as part of the high school experience.			
Postsecondary	Associate Degrees	Accounting Court Reporter International Business & Trade	Administration and Management Enterprise Operation Office Systems Technology	Administrative Secretarial Services Health Information Management	Career Options: Clerical or Records Supervisor Facilities Manager Customer Service Representative Business Representative Executive Assistant Management Analyst Virtual Office Administrator Public Administrator Office Manager
	Bachelor Degrees	Accounting Administrative Management Administrative Systems	Bilingual Office Administration Community Urban Planning	Office Systems Administration Public Administration	
	Graduate Degrees	Accounting General Management	Human Resource Management Information Technology	Marketing	

Students may select other elective courses for personal enrichment purposes.

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 2009. All plans meet high school graduation requirements as well as college entrance requirements.