

## HIGH SCHOOL-TO-COLLEGE PATHWAY

PATHWAY: <b>OFFICE ADMINISTRATION</b>					ASSOCIATE OF APPLIED SCIENCE DEGREE				
HIGH SCHOOL PLAN									
SECONDARY	GRADE	English	Math	Science	Social Studies	Required Courses or Recommended CTE Electives		Career and Technical Courses	
	9	English I	Math I	Earth Science	World History	*Health/PE		Microsoft Word/PPT with Certification in Word, PPT, & Excel	
						*Career Mgmt./Personal Finance/PLTW		Project Management I	
	10	English II	Math II	Biology	Civics & Economics	Microsoft Excel with Certification in Word, PPT, & Excel		OST 184 Records Management	
	11	English III	Math III	Physics	US History I	OST 134 Text Entry & Formatting		Personal Finance	
	12	English IV	4 <sup>th</sup> Math Course	Elective	US History II	OST 131 Keyboarding		OST 164 Text Editing Applications	
Internship/Apprenticeship									
COMMUNITY COLLEGE PLAN									
Year 13									
POSTSECONDARY	Fall Semester	ACA 111 College Student Success	Humanities/Fine Arts Elective	ENG 111 Writing & Inquiry OR ENG 110 Freshman Comp.		MAT 110 Math Measurement	OST 131 Keyboarding	OST 164 Text Editing Applications	OST 184 Records Management
	Spring Semester	BUS 110 Intro to Business	BUS 125 Personal Finance	ENG 114 Prof. Research & Reporting OR ENG 115 Oral Communication		OST 134 Text Entry & Formatting		OST 137 Office Software Appl	Social Science Elective
	Year 14								
POSTSECONDARY	Fall Semester	ACC 120 Principles of Financial Acct. I	BUS 137 Princ. of Management	OST 136 Word Processing		OST 181 Intro to Office Systems		OST 286 Professional Develop.	
	Spring Semester	BUS 151 People Skills	BUS 260 Business Communication	OST 289 Admin. Office Mgmt.	BUS 121 Business Math	WBL 111 Work-Based Learning	ACC 150 Accounting Software Application		

**REQUIRED CREDIT HOURS FOR DEGREE: 67**

**HOURS REMAINING TO COMPLETE DEGREE: 50**

**RED ARTICULATED CREDIT: 6 HOURS**

**Yellow Recommended CTE: 11 HOURS**

**OCCUPATIONS:** Administrative Assistant, Administrative Secretary, Clerk Typist, Department Secretary, Office Assistant, Staff Assistant.  
**AVERAGE SALARY:** \$32,840

Upon completion of the pathway, the students will be awarded an **Office Administration Certificate** from SCC