



Administrative and Information Support

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

Cluster Overview: Business, Management, and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business, Management, and Administration career opportunities are available in every sector of the economy.

SUGGESTED COURSEWORK

EXTENDED LEARNING EXPERIENCES

High School	9th	Core Courses	English I Algebra I Biology	World Geography Languages other than English I Health/PE or Equivalent	Curricular Programs: Business Professional of America	Extracurricular Experiences: UIL Language Tutor Math Tutor School Class Officer School Newspaper Yearbook
		Career-Related Electives	Career Accounting I			
	10th	Core Courses	English II Geometry Chemistry	World History Languages other than English II Business Computer Information Systems I**		
		Career-Related Electives	Banking and Financial Systems			
	11th	Core Courses	English III Mathematical Models Physics	United States History Communication Applications PE or Equivalent		
		Career-Related Electives	Business Computer Information Systems II			
	12th	Core Courses	English IV Algebra II Environmental Systems	Government/Economics Fine Arts		
		Career-Related Electives	Business Education Career Preparation I			
Postsecondary	On-the-Job Training	Receptionist Information Assistant	Administrative Assistant Shipping and Receiving Clerk	Billing, Cost and Rate Clerks Records Processor Dispatchers	Career Options: Medical Coder Claims Assistant Human Resource Assistant	Professional Associations: American Association for Medical Transcription 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
	Certificates	Microsoft Office Specialist (MOS) / Internet and Computing Certificate (IC3) / OSHA CareerSafe NOTE: These certification programs are available at JHS for qualified students with a grade average of 80 or better and a good citizen status of less than 3 tardies and/or 3 unexcused absences during either semester. Exam fees are paid by the Career and Technology Department for qualified students.				
	Associate's Degrees	Administration and Management Enterprise Operation Office Systems Technology	Administrative Secretarial Services Health Information Management International Business and Trade	Accounting Court Reporter		
Bachelor's Degrees	Accounting Administrative Systems Public Administration	Office Systems Administration Bilingual Office Administration	Community Urban Planning Administrative Management	Career Options: Business Representative Executive Assistant	Management Analyst Virtual Office Administrator	
Graduate Degrees	Accounting Marketing	General Management Information Technology	Human Resource Management	Career Options: Public Administrator	Office Manager	

* May substitute for the required credit for Physical Education
 ** Satisfies the required credit for Technology Applications
 *** May substitute for the required credit for Health Education

Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses, if possible.

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 2007. All plans should meet high school graduation requirements as well as college entrance requirements. Students may select other elective courses for personal enrichment purposes.