



# Administrative and Information Support

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

**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	<b>HS Courses:</b>		<b>Curricular Experiences:</b> <a href="#">Business Professional of America</a> <a href="#">DECA</a> <a href="#">Future Business Leaders of America</a>	<b>Extracurricular Experiences:</b> Academic Decathlon Educational Tours Language Immersion Programs School Newspaper Student Government UIL Academic Competitions Yearbook
	9th	<b>Core Courses:</b>	English I Algebra I Biology		
10th		<b>Career-Related Electives:</b>	Principles of Business, Marketing and Finance or Introductory Business Documents or Principles of Health Science Technology		<b>Service Learning Experiences:</b> Boys and Girls Clubs of America Boy Scouts of America Campus Service Organizations Community Service Volunteer Girl Scouts of the USA Peer Mentoring/Peer Tutoring
	11th	<b>Core Courses:</b>	English II Geometry Chemistry	World History Languages other than English II	
12th		<b>Career-Related Electives:</b>	Accounting I or Business Information Management I or Medical Terminology		
	11th	<b>Core Courses:</b>	English III Mathematical Models with Applications Physics	United States History	<b>Professional Associations:</b> <a href="#">Association for Healthcare Documentation</a> <a href="#">Business Forms Management Association</a> <a href="#">Institute of Certified Records Managers</a> <a href="#">National Association of Legal Assistants</a> <a href="#">National Association of Legal Secretaries</a> <a href="#">National Business Education Association</a> <a href="#">National Court Reporters Association</a> <a href="#">Phi Beta Lambda</a>
<b>Career-Related Electives:</b>		Business Information Management II or Accounting II or Business Management			
12th	<b>Core Courses:</b>	English IV Algebra II Environmental Systems	Government/Economics Fine Arts	<b>Career Options:</b> Medical Coder Claims Assistant Human Resource Assistant	
	<b>Career-Related Electives:</b>	Career Preparation			
On-the-Job Training	Administrative Assistant Billing, Cost and Rate Clerk Dispatcher NOTE: These experiences may be started and/or completed as part of the high school experience.		Information Assistant Receptionist	Records Processor Shipping and Receiving Clerk	<b>Career Options:</b> Clerical or Records Supervisor Facilities Manager Customer Service Representative
	Certificates	Coding Associates Internet and Computing Core NOTE: Students may earn all or part of these certificates as part of the high school experience.	Microsoft Office Specialist Office Proficiency Assessment	OSHA CareerSafe	
Postsecondary	Associate Degrees	<a href="#">Accounting</a> <a href="#">Court Reporter</a> <a href="#">International Business &amp; Trade</a>	<a href="#">Administration and Management</a> <a href="#">Enterprise Operation</a> <a href="#">Office Systems Technology</a>	<a href="#">Administrative Secretarial Services</a> <a href="#">Health Information Management</a>	<b>Career Options:</b> Business Representative Executive Assistant Management Analyst Virtual Office Administrator
	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.