

HIGH SCHOOL-TO-COLLEGE PATHWAY

PATHWAY: OFFICE ADMINISTRATION				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/PP WITH MOS Certification in Word & PP
						Project Management I		
	10	English II	Math II	Biology	Civics & Economics	Microsoft Excel & Access		
	11	English III	Math III	Physics	US History I	OST 134 Text Entry & Formatting		Personal Finance
12	English IV	4 th Math Course	Elective	US History II	OST 131 Keyboarding		OST 164 Text Editing Applications	
COMMUNITY COLLEGE PLAN								
Year 13								
POSTSECONDARY	Fall Semester	ACA 111 College Student Success	CIS 110 Intro to Computers	ENG 111 Writing & Inquiry	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	OST 134 Text Entry & Formatting	OST 137 Office Software Appl	OST 153 Office Finance Solutions	
	Year 14							
	Fall Semester	BUS 121 Business Math	BUS 137 Princ. of Management	Humanities/Fine Arts Elective	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.	Social Science Elective	WBL 111 Work-Based Learning			

REQUIRED CREDIT HOURS FOR DEGREE: 66

HOURS REMAINING TO COMPLETE DEGREE: 55

RED ARTICULATED CREDIT: 6 HOURS

Yellow Recommended CTE: 5 HOURS

OCCUPATIONS: Administrative Assistant, Administrative Secretary, Clerk Typist, Department Secretary, Office Assistant, Staff Assistant.
AVERAGE SALARY: \$32,840 in 2014