

PATHWAY: OFFICE ADMINISTRATION 2020-2021							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 Project Management I		Microsoft Word/PowerPoint and Excel
	10	English II	Math II	Biology	Civics & Economics	OST 131 Keyboarding (FA)		OST 134 Text Entry & Formatting (SP)
	11	English III	Math III	Physics	US History I	OST 164 Office Editing (FA)		
	12	English IV	4th Math Course	Elective	US History II	OST 184 Records Management (FA)		BUS 151 People Skills (SP)
COMMUNITY COLLEGE PLAN								
Year 13								
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 Office Editing	OST 184 Records Management
Spring Semester	BUS 110 Introduction to Business	BUS 125 Personal Finance	ENG 114 Prof. Research & Reporting OR ENG 115 Oral Communication		OST 134 Text Entry & Formatting	OST 137 Office Applications I	Social Science Elective	
Year 14								
Fall Semester	ACC 120 Principles of Financial Accounting I		BUS 137 Principles 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 Communications		OST 289 Admin. Office Mgmt.	BUS 121 Business Math	WBL Work-Based Learning	ACC 150 Accounting Software Applications	

REQUIRED CREDIT HOURS FOR DEGREE: 67

HOURS REMAINING TO COMPLETE DEGREE: 50

Red Articulated Credit: 3 HOURS

Yellow Recommended CCP: 14 HOURS

CAREER OPPORTUNITIES: Administrative Assistant, Administrative Specialist, Department Secretary, Office Assistant, Staff Assistant, Receptionist, Administrative Technician, Financial Support Assistant
AVERAGE SALARY: \$32,460

Upon Completion of the pathway, the student will be awarded an Office Administration Certificate from SCC.