



## High School to College Pathway (Freshman)

Pathway: <b>Office Administration 2020-2021</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/PowerPoint w/ Certifications
						*Career Management/PLTW		
	10	English II	Math II	Biology	Founding Principles of the USA & NC: Civic Literacy	Project Management I		Microsoft Excel w/ Certification
						Project Management I		
11	English III	Math III	Physical Science	Economics & Personal Finance	OST 131 Keyboarding (FA)		OST 134 Text Entry & Formatting (SP)	
					OST 164 Office Editing (FA)			
12	English IV	4th Math Course		American History	OST 184 Records Management (FA)		BUS 151 People Skills (SP)	
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 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.



## High School to College Pathway (Sophomore, Junior, Senior)

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	Microsoft Word/PowerPoint w/ Certifications	
						*Career Management/PLTW		
	10	English II	Math II	Biology	Civics & Economics	Project Management I	Microsoft Excel w/ Certification	
	11	English III	Math III	Physical Science	American History I	OST 131 Keyboarding (FA)	OST 134 Text Entry & Formatting (SP)	
OST 164 Office Editing (FA)								
12	English IV	4 <sup>th</sup> Math Course		American History II	OST 184 Records Management (FA)	BUS 151 People Skills (SP)		
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 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								
Postsecondary	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.