



YADKIN COUNTY SCHOOLS  
**HIGH SCHOOL-TO-COLLEGE PATHWAY**  
LEARN TODAY, LEAD TOMORROW



**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/Publisher WITH MOS Certification in Word & PP
						Principles of Business and Finance	Microsoft Excel and Access
	10	English II	Math II	Biology	Civics & Economics	Personal Finance	Elective
	11	English III	Math III	Physics	US History I	Business Management	Elective
12	English IV	4 <sup>th</sup> Math Course	e-Commerce I	US History II	OST 131 Keyboarding	OST 164 Text Editing Applications	

**COMMUNITY COLLEGE PLAN**

POSTSECONDARY	Year 13								
	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