

## High School to College Pathway

PATHWAY: <b>OFFICE ADMINISTRATION-FINANCE 2020-2021</b>						ASSOCIATE OF APPLIED SCIENCE DEGREE	
HIGH SCHOOL PLAN							
<b>SECONDARY</b>	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	<b>Microsoft Word/PowerPoint and Excel</b>
	10	English II	Math II	Biology	Civics & Economics	OST 131 Keyboarding (FA)	
	11	English III	Math III	Physics	US History I	ACC-120 (FA) Prin. Of Financial Accounting	ACC 150 (SP) Acct Software Application
	12	English IV	4 <sup>th</sup> Math Course	Elective	US History II	OST 184 Records Management (FA)	BUS 121 (SP) Business Math
COMMUNITY COLLEGE PLAN							
Year 13							
<b>Fall Semester</b>	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
<b>Spring Semester</b>	BUS 110 Introduction to Business	BUS 125 Personal Finance	ENG 114 Prof. Research & Reporting OR ENG 115 Oral Communication	OST 134 Text Entry & Formatting	<b>OST 137 Office Applications I</b>	Social Science Elective	
Year 14							
<b>Fall Semester</b>	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	
<b>Spring Semester</b>	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-Finance Certificate from SCC.