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| This Career Pathway Plan of Study should serve as a guide, along with other career planning materials, as learners continue on a career path.Courses within this plan are recommended coursework for the Office Administration and Technology program. |
| **Education****Levels** | **Grade** | **English** | **Math** | **Science** | **Social Studies/ Sciences** | **Other Required Courses or Recommended Electives** | **Career & Technical Courses and/or Degree Major Courses** | **Employment Opportunities & Career Ladder** | For further information about pursuing a career in Office Administration and Technology, visit:**SWIC.edu*** Take placement testing at SWIC in spring of junior year to help you select classes you may need senior year to prepare you to enter college.
* Information about Management

occupations can be found at:http://www.bls.gov/ooh/office-and-administrative-support/home.htm* Check with your counselor to explore course offerings available at your area career center.
* Completion of dual credit/enrollment courses if offered with the partnering community college but is not essential for program admission.
* Consider retaking ACT/SAT during junior year if score is too low.
* **Certificate Programs:**- Office Technology Assistant I- Office Technology Assistant II- Virtual Assistant- Microsoft Office Specialist- Administrative Office Support- Office Support Technology
 |
| **Secondary** | **9** | English IWritingLanguage Arts | Algebra Ior Pre-Algebra | Biology Ior Earth Scienceor Physical Science | Geographyor World History | Art, Foreign LanguageDriver's ED\*, Music,Health\*, or P.E. | \*\*Information Processing I, \*\*Keyboarding, \*\*Information Technology Multimedia | The Office Administration and Technology program prepares students for employment as:  * Administrative Assistant
* Office Assistant
* Legal Office Specialist
* Medical Office Specialist
* Accounting Office Specialist
* Software Specialist
* Clerk Typist
* General Office Clerk
* Office Assistant

Student Organizations:FBLADECA |
| **10** | English IIWritingLanguage ArtsSpeech orOral Communications | Geometryor Algebra I | Chemistryor Biology I | U.S. Government\*or Consumer Ed\* | Art, Foreign LanguageDriver's ED\*, Music,Health\*, or P.E. | \*\*Information Processing I, \*\*Computer Concepts & Software Applications, \*\*Information Technology Multimedia |
| **11** | English IIIWritingLanguage Arts | Algebra IIor Geometry | Chemistryor Biology I or Physics | U.S. History | Art, Foreign LanguageDriver's ED\*, Music,Health\*, or P.E. | \*\*Information Processing II, \*\*Web Page Design, \*\*Interactive Media Dev., \*\*Web Essentials, \*\*Digital Media, \*\*Info Technology Multimedia |
| *Complete College Placement Testing* |
| **12** | \*\*English IVCOMP/Research\*\*\*Speech/Oral Communication\* | Pre-Calculusor Trigonometry | Chemistry IIor Anatomy/Phys.or Physics | Sociology\*or \*\*Psychology\* | Art, Foreign LanguageDriver's ED\*, Music,Health\*, or P.E. | \*\*Information Processing II, \*\*Web Page Design, \*\*Interactive Media Dev., \*\*Web Essentials, \*\*Digital Media, \*\*Info Technology Multimedia |
| **Postsecondary** | *Successfully completed dual credit/enrollment courses do not have to be repeated at postsecondary level.* |
| Refer to:[**SWIC.edu**](http://www.swic.edu)for Office Administration and Technology program requirements | Completion of the AAS degree in the Office Administration & Technology program requires 64-66 credit hours. These courses may be completed in two years for full-time students. Student Organizations:PBL  |
| \*One Semester\*\*Dual Credit/Dual Enrollment opportunities- students must meet college requirements to enroll. |  Revised 10-24-17 |