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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:  <https://www.bls.gov/>   * 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 I  Writing  Language Arts | Algebra I  or Pre-Algebra | Biology I  or Earth Science  or Physical Science | Geography  or World History | Art, Foreign Language  Driver'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:  FBLA  DECA |
| **10** | English II  Writing  Language Arts  Speech or  Oral Communications | Geometry  or Algebra I | Chemistry  or Biology I | U.S. Government\*  or Consumer Ed\* | Art, Foreign Language  Driver's ED\*, Music,  Health\*, or P.E. | \*\*Information Processing I, \*\*Computer Concepts & Software Applications, \*\*Information Technology Multimedia | |
| **11** | English III  Writing  Language Arts | Algebra II  or Geometry | Chemistry  or Biology I  or Physics | U.S. History | Art, Foreign Language  Driver'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 IV  COMP/Research\*  \*\*Speech/Oral Communication\* | Pre-Calculus  or Trigonometry | Chemistry II  or Anatomy/Phys.  or Physics | Sociology\*  or \*\*Psychology\* | Art, Foreign Language  Driver'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 7-5-19 |