Name _____

Learner ID _____

School/College/University _____

Business, Management and Administration: Administrative and Information Support
Career Pathway Plan of Study for ▶Learners ▶Parents ▶Counselors ▶Teachers/Faculty

*This Career Pathway Plan of Study (based on the Administrative and Information Support Pathway of the Business, Management and Administration Career Cluster) can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. *This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.*

EDUCATION LEVELS	GRADE	English/ Language Arts	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	*Career and Technical Courses and/or Degree Major Courses for Administrative and Information Support Pathway	SAMPLE Occupations Relating to This Pathway
	Interest Inventory Administered and Plan of Study Initiated for all Learners							
SECONDARY	9							▶ Administrative Assistant ▶ Communications Equipment Operator ▶ Computer Operator ▶ Court Reporter ▶ Customer Service Assistant ▶ Data Entry Specialist ▶ Desktop Publisher ▶ Dispatcher ▶ Executive Assistant ▶ Information Assistant ▶ Legal Secretary ▶ Library Assistant and Order Processor ▶ Medical Front Office Assistant ▶ Medical Transcriptionist ▶ Office Manager ▶ Paralegal ▶ Receptionist ▶ Records Processing Assistant ▶ Shipping and Receiving Clerk ▶ Stenographer ▶ Typist ▶ Word Processor
	10							
	11							
	College Placement Assessments-Academic/Career Advisement Provided							
	12							
	Articulation/Dual Credit Transcripted-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.							
POSTSECONDARY	Year 13							
	Year 14							
	Year 15							
	Year 16							

Project funded by the U.S. Department of Education (VO51B020001)