



# Administrative Support Pathway

## Business, Management and Administration Career Cluster



This Program of Study plan should serve as a guide in the development of secondary and post-secondary course planning for students. Courses listed within this plan are only recommended and are indicative of the courses needed to complete a Program of Study. The following items need to be considered:

- Courses in the arts and humanities are valued by post-secondary institutions for their cognitive benefits and in communicating and expressing the ideas and emotions of the human spirit.
- Post-secondary institutions have varying course requirements for admission including World Languages.

High School	Grade	English	Math	Science	Social Studies	Other Required Courses	Pathway Electives Recommended	Credit Review	
	Required Credits	4.0	3.0	3.0	3.0	2.0	Recommended Sequence for Pathway <i>(may adjust yearly as needed)</i> [Minimum– 8.5 elective credits needed for graduation]	Grade	Graduation Credit Requirements
Grade 9	<ul style="list-style-type: none"> <li>English 9 (1.0) -OR- Enriched English 9 (1.0)</li> </ul>	<ul style="list-style-type: none"> <li>Algebra I (1.0)</li> </ul>	<ul style="list-style-type: none"> <li>Earth Science (0.5)</li> </ul>	<ul style="list-style-type: none"> <li>US History (0.5)</li> </ul>	<ul style="list-style-type: none"> <li>Level I Physical Education (0.5)</li> <li>Health 9 (0.5)</li> </ul>	<ul style="list-style-type: none"> <li>Microsoft Office Suite (TC) (0.5)</li> <li>Entrepreneurship (TC) (0.5)</li> <li>Desktop Publishing (0.5)</li> </ul>	<ul style="list-style-type: none"> <li>9-12</li> <li>9-12</li> <li>9-12</li> </ul>	4.0 Required 2.0 Elective 6.0 Total	
Grade 10	<ul style="list-style-type: none"> <li>English 10 (1.0) -OR- Enriched English 10 (1.0)</li> </ul>	<ul style="list-style-type: none"> <li>Geometry (1.0) -OR- Enriched Geometry (1.0)</li> </ul>	<ul style="list-style-type: none"> <li>Biology (1.0)</li> </ul>	<ul style="list-style-type: none"> <li>World Studies (1.0) -OR- AP European Studies (1.0)</li> </ul>	<ul style="list-style-type: none"> <li>Level II Physical Education (0.5)</li> </ul>	<ul style="list-style-type: none"> <li>Accounting I (0.5)</li> <li>Personal Finance (TC) (0.5) -OR- Financial Fitness (0.5)</li> <li>Digital Applications (0.5)</li> <li>Yearbook I (1.0)</li> </ul>	<ul style="list-style-type: none"> <li>10-12</li> <li>10-12</li> <li>10-12</li> <li>9-12</li> <li>9-12</li> </ul>	4.5 Required 1.5 Elective 6.0 Total	
Grade 11	<ul style="list-style-type: none"> <li>English 11 (1.0) -OR- AP Language &amp; Composition (1.0)</li> </ul>	<ul style="list-style-type: none"> <li>Algebra II (1.0) -OR- Enriched Algebra II/Trigonometry (1.0)</li> </ul>	<ul style="list-style-type: none"> <li>Any elective that satisfies the Physical Science graduation requirement</li> </ul>	<ul style="list-style-type: none"> <li>Government (0.5) -OR- AP United States Government and Politics (0.5)</li> </ul>	<ul style="list-style-type: none"> <li>Level III Physical Education (0.5)</li> </ul>	<ul style="list-style-type: none"> <li>Accounting II (TC) (0.5)</li> <li>Marketing I (TC) (1.0)</li> </ul>	<ul style="list-style-type: none"> <li>10-12</li> <li>11-12</li> </ul>	4.0 Required 2.0 Elective 6.0 Total	
Grade 12	<ul style="list-style-type: none"> <li>English 12 (1.0) -OR- AP Literature &amp; Composition (1.0)</li> </ul>	<ul style="list-style-type: none"> <li>Precalculus (1.0) -OR- AP Statistics (1.0)</li> </ul>	<ul style="list-style-type: none"> <li>See post-secondary education institution for science requirements</li> </ul>	<ul style="list-style-type: none"> <li>Sociology/Social Issues (0.5)</li> <li>Psychology (0.5) -OR- AP Psychology (1.0)</li> <li>AP Economics (0.5) -OR- Economics (0.5)</li> </ul>	<ul style="list-style-type: none"> <li>Accounting III (TC) (0.5)</li> <li>Preparation for College &amp; Business Communications (1.0)</li> <li>Personal Law (0.5)</li> </ul>	<ul style="list-style-type: none"> <li>12</li> <li>11-12</li> <li>11-12</li> <li>12</li> <li>12</li> </ul>	2.5 Required 3.0 Elective 5.5 Total		
<b>Course Code Key (see course catalog for further details)</b>		<b>28 Credits Possible</b>			<b>Other Related Courses and Activities (curricular, co-curricular, and extra-curricular)</b>				
AP	Advanced Placement (0.5) Course is worth 0.5 credit	<b>Credits</b>			<ul style="list-style-type: none"> <li>Web Design Applications I (0.5)</li> <li>Health Occupations (0.5)</li> <li>Finance Youth Apprenticeship (1.0/yr)</li> </ul>	<ul style="list-style-type: none"> <li>Journalism I (1.0)</li> <li>Yearbook II (1.0)</li> <li>Library Assistant (0.5)</li> <li>World Languages</li> </ul>	<ul style="list-style-type: none"> <li>Marketing II (TC) (1.0)</li> <li>FBLA</li> <li>DECA</li> </ul>		
AP	Advanced Placement (0.75) Course is worth 0.5 credit	Required Grades 9-12 ..... 15.0							
AS	Advanced Standing (non-TC) or 0.75 credit	Minimum Electives..... 8.5							
TC	Transcripted Credit (TC)	<b>Credits for Graduation ..... 23.5</b>							
YO	Youth Options (1.0) Course is worth 1.0 credit								



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Advisement provided through Student Services office and post-secondary transfer credits determined by college admissions counselors.  
 Postsecondary credit transfer information also available at <http://www.uwsa.edu/tis>

*Please visit the web site of institutions listed below for any program updates.*

<b>Post-Secondary Options</b>	<b>Baccalaureate Degree</b>		<b>Associate Degree Programs</b>		<b>Certificate/License</b>	
	<u>University of Wisconsin – Stout</u> <ul style="list-style-type: none"> <li>• Business Administration</li> </ul>	<u>University of Wisconsin – Eau Claire</u> <ul style="list-style-type: none"> <li>• Business Administration</li> </ul>	<u>Chippewa Valley Technical College</u> <ul style="list-style-type: none"> <li>• Administrative Professional</li> <li>• Business Management</li> <li>• Health Information Technology</li> <li>• Marketing</li> <li>• Paralegal</li> </ul>		<u>Chippewa Valley Technical College</u> <ul style="list-style-type: none"> <li>• Customer Service Representative</li> <li>• Health Information Clerk</li> <li>• Records &amp; Information Management Specialist</li> </ul>	
	<b>Adult Apprenticeship, On-the-Job Training or Other</b>			<b>Employment Options</b>		
			<b>Careers</b>	<ul style="list-style-type: none"> <li>• Administrative Assistant</li> <li>• Communications Equipment Operator</li> <li>• Computer Operator</li> <li>• Court Reporter</li> <li>• Customer Service Assistant</li> <li>• Data Entry Specialist</li> <li>• Desktop Publisher</li> </ul>	<ul style="list-style-type: none"> <li>• Dispatcher</li> <li>• Executive Assistant</li> <li>• Information Assistant</li> <li>• Legal Secretary</li> <li>• Library Assistant and Order Processor</li> <li>• Medical Front Office Assistant</li> <li>• Medical Transcriptionist</li> </ul>	<ul style="list-style-type: none"> <li>• Office Manager</li> <li>• Paralegal</li> <li>• Receptionist</li> <li>• Records Processing Assistant</li> <li>• Shipping and Receiving Clerk</li> <li>• Stenographer</li> <li>• Typist</li> <li>• Word Processor</li> </ul>