



Administration & Administrative Support Pathway

Education and Training 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 (may adjust yearly as needed) [Minimum– 8.5 elective credits needed for graduation]	Grade Graduation Credit Requirements	
	Grade 9	<ul style="list-style-type: none"> English 9 (1.0) -OR- Enriched English 9 (1.0) 	<ul style="list-style-type: none"> Algebra I (1.0) 	<ul style="list-style-type: none"> Earth Science (0.5) 	<ul style="list-style-type: none"> US History (0.5) 	<ul style="list-style-type: none"> Level I Physical Education (0.5) Health 9 (0.5) 	<ul style="list-style-type: none"> Microsoft Office Suite (TC) (0.5) Accounting I (0.5) 	<ul style="list-style-type: none"> 9-12 9-12 4.0 Required 2.0 Elective 6.0 Total	
	Grade 10	<ul style="list-style-type: none"> English 10 (1.0) -OR- Enriched English 10 (1.0) 	<ul style="list-style-type: none"> Geometry (1.0) -OR- Enriched Geometry (1.0) 	<ul style="list-style-type: none"> Biology (1.0) 	<ul style="list-style-type: none"> World Studies (1.0) -OR- AP European Studies (1.0) 	<ul style="list-style-type: none"> Level II Physical Education (0.5) 	<ul style="list-style-type: none"> Parents and Children (TC) (0.5) Families First (1.0) 	<ul style="list-style-type: none"> 9-12 4.5 Required 1.5 Elective 6.0 Total	
	Grade 11	<ul style="list-style-type: none"> English 11 (1.0) -OR- AP Language & Composition (1.0) 	<ul style="list-style-type: none"> Algebra II (1.0) -OR- Enriched Algebra II/Trigonometry (1.0) 	<ul style="list-style-type: none"> Any elective that satisfies the Physical Science graduation requirement [Physics (1.0) Recommended] 	<ul style="list-style-type: none"> Government (0.5) -OR- AP United States Government and Politics (0.5) 	<ul style="list-style-type: none"> Level III Physical Education (0.5) 	<ul style="list-style-type: none"> Preparation for College & Business Communications (1.0) 	<ul style="list-style-type: none"> 11-12 4.0 Required 2.0 Elective 6.0 Total	
	Grade 12	<ul style="list-style-type: none"> English 12 (1.0) -OR- AP Literature & Composition (1.0) 	<ul style="list-style-type: none"> Precalculus (1.0) -OR- AP Statistics (1.0) 	<ul style="list-style-type: none"> See post-secondary education institution for science requirements. 	<ul style="list-style-type: none"> AP Psychology (1.0) -OR- Psychology (0.5) -And- Sociology/Social Issues (0.5) AP Economics (0.5) -OR- Economics (0.5) 		<ul style="list-style-type: none"> History of Philosophy B (0.5) Careers With Children (TC) (0.5) 	<ul style="list-style-type: none"> 11-12 2.5 Required 3.0 Elective 5.5 Total	
Course Code Key (see course catalog for further details)			28 Credits Possible		Other Related Courses and Activities (curricular, co-curricular, and extra-curricular)				
AP Advanced Placement AS Advanced Standing TC Transcribed Credit YO Youth Options (0.5) Course is worth 0.5 credit (0.75) Course is worth 0.5 credit (non-TC) or 0.75 credit (TC) (1.0) Course is worth 1.0 credit			Credits Required Grades 9-12..... 15.0 Minimum Electives 8.5 Credits for Graduation 23.5		<ul style="list-style-type: none"> Grammar Usage and Mechanics (0.5) World Languages (1.0) Anthropology (0.5) Leadership Experience (Youth Leadership EC, Community Experience, etc.) Career and Technical Student Organizations (FFA, FBLA, DECA, FCCLA, SkillsUSA) History of Philosophy A (0.5) Tutoring/Counseling Experiences Forensics Other Co-curricular opportunities 				



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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.

Post-Secondary Options

Baccalaureate Degree

Most careers in this pathway require a baccalaureate degree in education. Sample baccalaureate degree programs are listed below:

University of Wisconsin-Eau Claire

- Elementary Education
- K-12 Special Subjects
- Secondary Education
- Special Education

University of Wisconsin-Green Bay

- Early Childhood
- Middle Childhood -Early Adolescence
- Early Adolescence-Adolescence
- Broadfield LA, Science, Social Studies

University of Wisconsin-La Crosse

- Early Childhood-Middle Childhood
- Middle Childhood -Early Adolescence
- Early Adolescence-Adolescence

University of Wisconsin-Stout

- Art Education
- Early Childhood Education
- Science
- Family and Consumer Sciences
- Marketing and Business
- Special Education
- Technology Education

Graduate Programs

Certificate/License

Chippewa Valley Technical College

Most careers in this pathway require graduate-level degrees. Sample graduate degree programs are listed below

University of Wisconsin-Eau Claire

- Director of Special Education and Pupil Services Licensure Program

University of Wisconsin-Superior

- Educational Administration: Principal, Director of Instruction, Special Education/Pupil Services, Superintendent, School Business Administrator

University of Wisconsin-Stout

- Career and Technical Education

University of Minnesota

- Multicultural College Teaching and Learning
- Educational Administration
- Evaluation Studies

In addition to completing an approved graduate program, most careers in this pathway also require a license from the Department of Public Instruction

Adult Apprenticeship, On-the-Job Training or Other

Employment Options

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| • Administrator | • Education Researcher | • Supervisor and Instructional Coordinator |
| • Assessment Specialist | • Instructional Media Designer | • Test and Measurement Specialist |
| • CareerTech Administrator | • Principal | |
| • College Dean | • Superintendent | |
| • College President | | |
| • Curriculum Developer | | |

Careers