

**HOUSTON ISD – CAREER AND TECHNICAL EDUCATION FOUR YEAR CAREER PLAN**

**Focused Cluster**



**Career Pathway:**

# Administrative and Information Support

**Career Goal (O\*NET Code):** Office Manager (43-6011), Information Clerk (43-4171), Dispatcher (43-5032), Medical Secretary (43-6013), Paralegal (23-2011).

**Cluster Overview:** Business, Management, and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business, Management, and Administration career opportunities are available in every sector of the economy.

## SUGGESTED COURSEWORK

<b>High School</b>	9th	<b>Core Courses:</b>	English I Algebra I Biology	World Geography Languages other than English I Health/PE or Equivalent
		<b>Career-Related Electives:</b>	<i>Business Computer Information Systems I</i>	
	10th	<b>Core Courses:</b>	English II Geometry Chemistry	World History Languages other than English II Business Computer Information Systems I **
		<b>Career-Related Electives:</b>	<i>Business Computer Information Systems II</i>	
	11th	<b>Core Courses:</b>	English III Mathematical Models Physics	United States History Communication Applications PE or Equivalent
		<b>Career-Related Electives:</b>	<i>Business Image Management &amp; Multimedia</i>	
	12th	<b>Core Courses:</b>	English IV Algebra II Environmental Systems	Government/Economics Fine Arts
		<b>Career-Related Electives:</b>	<i>Career Preparation program</i>	

This plan of study serves as a guide, along with other career planning materials, for pursuing a career path and is based on the most recent information as of 2007. All plans should meet high school graduation requirements as well as college entrance requirements. Students may select other elective courses for personal enrichment purposes.

\*May substitute for the required credit for Physical Education

\*\*Satisfies the required credit for Technology Applications


\*\*\*May substitute for the required credit for Health Education

Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses, if possible.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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<p><b>Focused Cluster</b></p>  <p><i>Business, Management &amp; Administration</i></p>	<h1 style="text-align: center;">Administrative and Information Support</h1> <p><i>Professional Associations:</i> American Association for Medical Transcription. Business Forms Management Association, Institute of Certified Records Managers, National Association of Legal Assistants, National Association of Legal Secretaries, National Business Education Association, National Court Reporters Association, Phi Beta Lambda</p>			
<b>Extended Learning Experiences</b>				
<b>Curricular Learning Experiences:</b>	Business Professionals of America Future Business Leaders of America		DECA	
<b>Career Learning Experiences:</b>	Career Preparation (Paid/Unpaid) Job Shadowing		Internship	
<b>Extracurricular Experiences:</b>	Academic Decathlon Language Tutor School Class Officer		UIL Math Tutor School Newspaper Yearbook	
<b>Service Learning Experiences:</b>	Boy Scouts of America Girls Scouts of the USA		Community Service Volunteer Boys and Girls Clubs of America	
<b>Training and Certificates</b>				
<b>On-the-Job Training:</b>	Administrative Assistant Information Assistant Shipping and Receiving Clerk		Billing, Cost and Rate Clerks Receptionist Dispatchers Records Processor NOTE: These experiences may be started and/or completed as part of the high school experience.	
<b>Certificates:</b>	Certified Coding Associates Internet and Computing Core (C3) Office Proficiency Assessment and Certification (OPAC) NOTE: These experiences may be started and/or completed as part of the high school experience.		Microsoft Office Specialist (MOS) OSHA CareerSafe <b>Career Options:</b> Medical Coder Claims Assistant Human Resource Assistant	
<b>Postsecondary</b>				
<b>Associate's Degrees:</b>	Administration and Management Enterprise Operation Office Systems Technology	Administrative Secretarial Services Health Information Management	International Business & Trade Accounting Court Reporter	<b>Career Options</b> Clerical or Records Supervisor Facilities Manager Customer Service Representative
<b>Bachelor's Degrees:</b>	Accounting Administrative Systems Public Administration	Office Systems Administration Bilingual Office Administration	Community Urban Planning Administrative Management	<b>Career Options:</b> Public Administrator Management Analyst Virtual Office Administrator
<b>Graduate Degrees:</b>	General Management Information Technology	Accounting Marketing	Human Resource Management	<b>Career Options:</b> Office Manager Public Administrator