



Administrative and Information Support



Cluster Overview: Careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

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

Student's Name: _____ **Date:** _____
School: Mabank High School **Grade:** 9th 10th 11th 12th AR
Primary Endorsement: Business & Industry **Additional Endorsements:** Arts & Humanities
 Public Service STEM
Parent's Signature: _____ **Student's Signature:** _____

SUGGESTED COURSEWORK

EXTENDED LEARNING EXPERIENCES

Middle School	8th	HS Courses:	Algebra I Art I Health	Spanish I Touch Systems Data Entry	<i>Curricular Experiences:</i> Business Professional of America DECA	<i>Extracurricular Experiences:</i> Academic Decathlon Educational Tours Language Immersion Programs School Newspaper Student Government UIL Academic Competitions Yearbook
High School	9th	<i>Core Courses:</i>	English I Algebra I or Geometry Biology	World Geography Languages other than English I Physical Education		
		<i>Career-Related Electives:</i>	Principles of Business, Marketing and Finance Business Information Management I			
	10th	<i>Core Courses:</i>	English II Geometry or Alg II IPC or Chemistry	World History Languages other than English II		
		<i>Career-Related Electives:</i>	Business Information Management II			
	11th	<i>Core Courses:</i>	English III Algebra II, Math Models, or Pre-Cal Physics	United States History Languages other than English III		
		<i>Career-Related Electives:</i>	Accounting I (ACNT1303 & ACNT1304) and Business Law (BMGT1341)			
	12th	<i>Core Courses:</i>	English IV Alg II, Pre-Calculus, AP Calculus, AP Statistics Science Elective	Government/Economics Fine Arts Languages other than English IV		
		<i>Career-Related Electives:</i>	Accounting II (ACNT1311 & ACNT1313) Stats & Business Decision Making Practicum in Business Management			
Practicum and/or Work-Based		Administrative Assistant Billing, Cost and Rate Clerk Dispatcher NOTE: These experiences may be started and/or completed as part of the high school experience.	Information Assistant Receptionist	Records Processor Shipping and Receiving Clerk	<i>Career Options:</i> Medical Coder Claims Assistant Human Resource Assistant	<i>Professional Associations:</i> Association for Healthcare Documentation 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
	Certificates	Coding Associates Internet and Computing Core NOTE: Certificates and licensure may be earned while in high school and may lead to a Performance Acknowledgement.	Microsoft Office Specialist Office Proficiency Assessment	OSHA CareerSafe		
Postsecondary	Associate Degrees	Accounting Court Reporter International Business & Trade	Administration and Management Enterprise Operation Office Systems Technology	Administrative Secretarial Services Health Information Management	<i>Career Options:</i> Clerical or Records Supervisor Facilities Manager Customer Service Representative	
	Bachelor Degrees	Accounting Administrative Management Administrative Systems	Bilingual Office Administration Community Urban Planning	Office Systems Administration Public Administration	<i>Career Options:</i> Business Representative Executive Assistant Management Analyst Virtual Office Administrator	
	Graduate Degrees	Accounting General Management	Human Resource Management Information Technology	Marketing	<i>Career Options:</i> Public Administrator Office Manager	

COLLEGE CREDIT OPPORTUNITIES -- High School
 Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses (Tech Prep), if possible. List those courses that count for college credit on your campus.

This program of study (POS) serves as a guide, along with other college and career planning materials, for pursuing college and career goals. POS developed 2017. A Business & Industry endorsement as defined in 19 TAC 74.13(f)(2)(A) requires a coherent sequence of courses for four or more credits in career and technical education (CTE) that consists of at least two courses in the least one advanced CTE same career cluster, including at course, which includes any course that is the third or higher course in a sequence. The final courses in the sequence must be obtained from one of the Business Management and Administration career cluster.