

Career Pathway* for Administration and Information Support

GRADE 9	GRADE 10	GRADE 11	GRADE 12
Core 40 Courses	Core 40 Courses	Core 40 Courses	Core 40 Courses
English 9 Algebra I Biology Physical Education Health / Computer ***	English 10 Geometry Chemistry or Physics World History Career Academic Sequence (chosen from below)	English 11 Algebra II Additional Science US History Career Academic Sequence (chosen from below)	English 12 Govt /Econ Career Academic Sequence (chosen from below)
Core 40 with Academic Honors	Core 40 with Academic Honors	Core 40 with Academic Honors	Core 40 with Academic Honors
World Language I	World Language II	World Language III	Additional Math Additional Science Fine Arts ****
Electives Chosen From Below	Electives Chosen From Below	Electives Chosen From Below	Electives Chosen From Below

RECOMMENDED COURSES FOR THE "CAREER ACADEMIC SEQUENCE" AND ELECTIVES

Highly Recommended One-Credit Courses	Highly Recommended Multi-Credit Career/Technical Courses	Other Recommended Courses and Experiences
Computer Applications Advanced** Desktop Publishing** Accounting I** (2 credit) Business Management** Entrepreneurship Business and Personal Law** Web Design** Personal Finance <i>Computer Applications and Digital Communication Tools OR the Business Middle School standards are prerequisites for the Administration and Information Support Career Pathway.</i>	Business Technology Lab I and II** Business Cooperative Experiences OR Professional Career Internship**	<i>Business</i> Career Planning and Success Skills Digital Communication Tools Accounting II Technical Business Communications Business Foundations Marketing Business College Level International Business <i>Social Studies</i> Psychology Sociology FACS Interpersonal Relationships

* Schools may choose to recommend that courses be taken in different years than indicated in this career pathway.

** Strongly recommended course for this career pathway

*** The computer course is required for students working toward the Indiana Minimum Diploma but is expected for All BMIT Pathways.

**** The fourth year of world language may be taken as an elective

Occupations Related to this Pathway	Level of Education Required						
	High School	On-the-Job Training	Apprenticeship Program	Proprietary School (Postsecondary Career School)	Community College	4-yr College	Advanced College Degree
Administrative Assistant/ Receptionist	X	X					
Legal Secretaries /Court Reporter	X	X		X	X		
Desktop Publisher	X	X					
Executive Assistant/Office Supervisor				X	X		
Information Assistant/Medical Front Office Assistant	X	X					
Medical Transcriptionist				X	X		
Paralegals				X	X		