Administrative Support Program of Study

Education Planning Guide for Middle School and Beyond

This program of study, along with other career planning materials, serves as a guide to assist students in the Auburn School District in developing a relevant middle-to-high school plan that will prepare them for further education and/or employment in the Education and Training career cluster. The program of study outlined below can be individualized to meet each learner's education and career goals. It allows students to earn high school credits while completing coursework in middle school, earn college credits while completing coursework within high school, and apply those credits toward attainment of a college certificate and/or degree. It is important to share and review this plan with a parent/guardian and school counselor.

Auburn SD Component of Program of Study

Grade	English	Social Studies	Science	Math	Health/ Fitness	Arts	Career and Technical	Related Electives	Auburn School District Graduation Requirements
Middle School	Successfully complete required coursework for 6th, 7th and 8th grade, and these electives →						STEM Fundamentals of IT		Credit Requirements (24.0 credits total): 4.0 credits - English 3.0 credits - Social Studies 3.0 credits – Math 3.0 credits - Science 1.5 credits – Fitness 0.5 credits – Health 2.0 credits – Arts ** 2.0 credits – World Language ** 1.0 credits – Career and Technical 4.0 credits - Electives
9	Language Arts	World Studies (.5) or AP Human Geography	Science (1.0) Next Gen or Biology	Algebra I		2.0 Credit from Fine Arts or Course Equivalencies	**Digitools***	Orientation or Career Choices	
10	Language Arts	Global Issues (.5) or AP Euro	Science (1.0) Next Gen or Chemistry	Geometry	10th Grade Health (.5)		**Microsoft Office Specialist 1***	Minimum of two years of the same world language are required for students planning to enroll at a four-year university	Additional Requirements: • High School and Beyond Plan • Culminating Project/Portfolio • Certificate of Academic Achievement or Approved Alternative
11	American Literature 1, 2	U. S. History or AP U. S. History	Chemistry	Advanced Algebra and Trig	1.5 Credits From Fitness Courses		**Microsoft Office Specialist 1, 2***		
12	Senior English Electives	Civics (.5) and Elective (.5) or AP American Government (1.0)	Physics or AP Biology or AP Chemistry	AP Statistics or Pre-Calculus			**Microsoft Office Specialist 3***		

***Students who earn a "B" or better in these courses may be eligible for college credit. See page 2 for more information.** **Credits may be applied in a chosen career pathway

Post - High Program of Study

Apprenticeship Opportunities	Earn a Certificate and Enter the Workforce	Earn an Associate's Degree and transition to a 4-year university or enter the workforce	Earn a 4-year college degree, and then enter the workforce
To learn more about apprenticeships in this program, go to: Apprenticeship Registration & Tracking Professional Educational Secretary School Secretary Secretary Administrative Clerk	Renton Technical College Administrative Office Management Executive Assistant Legal Secretary Medical Receptionist Computer Applications Green River Community College Office Support Business Applications Specialist Highline Community College Administrative Assistant Project Administration	Renton Technical College Administrative Office Management Computer Applications Supervision and Management Green River Community College Administrative Assistant Business Applications Specialist Highline Community College Administrative Management Associate of Business	University of Washington Business Administration Washington State University Business Administration Central Washington University IT and Administrative Management Western Washington University Business Administration— Management Information Systems

The Post-High School program options listed above for this Program of Study represent just some examples of options available within the Puget Sound area, including programs where agreements for dual credit exist between the college and school district. For other options available related to this program of study, visit your career center or the websites of local colleges.

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The Administrative Support Program of Study prepares individuals to perform the duties of administrative assistants, secretaries and transcriptionists. Students develop proficiency in using word processing, spreadsheet, database, publishing and presentation software. They use the computer to manage data, work with numbers, and write reports and gain a solid foundation in business principles.

Occupational Information

The following represent occupations within this field and their average annual earnings and openings based on data from the Washington State Employment Security Department. For more information about these and other occupations within this field, go to https://esd.wa.gov/labormarketinfo

Occupation	Washington State Projected Openings 2016-2026	Earnings
Executive Secretaries and Administrative Assistants	560	$56,220 yr.
Medical Records and Health Information Technicians	490	$42,630 yr.
Office and Administrative Support Workers	500	$41,220 yr.
File Clerk	150	$37,490 yr.
Receptionists and Information Clerks	2,190	$33,140 yr.
Medical Secretary	880	$41,370 yr.

Post-High School Connections

The following courses within this program of study may be eligible for college credit at several local colleges if students earn a "B" or better:

High School Course	Credits Possible	College	College Course
Digitools	5	Green River Community College	BUS E 101
	1	Renton Technical College	APP 105
MOS 1, 2, 3	13	Green River Community College	BUS E 100, BUS E 111, BUS E 112
	20	Highline Community College	BTECH 106, BTECH 111, BTECH 208, BTECH 217
	20	Renton Technical College	ACCT 132, APP 115, APP 116, APP 117, APP 120, APP 121, APP 125, APP 126, APP 145, APP146

Industry Certification Options

Industry certification provides a documented record of achievement of proficiency in meeting industry standards in a program area. Microsoft Office Specialist (MOS) certification is available to students in the various computer applications including Word, Excel, PowerPoint and Access. See your Career and Technical Education teacher for more information.

Student Leadership Development

Technology Student Organization supports the development of information technology skills. Programs and activities are tailored to the specific career interest of students and includes technical skills, basic scholastic and communication skills, human relations and employability skills, with a strong emphasis on technology.

For additional leadership opportunities at your high school, please contact a Career and Technical Education teacher.

Scholarship Opportunities

For local, state, and national scholarship opportunities, please visit your counseling and/or career center, Career Cruising www.CareerCruising.com, WOIS www.wois.org, thecareermap.org or Fast Web www.FastWeb.com.

For more information about this Program of Study, contact an instructor, a school counselor or a career specialist.