



Information Support Career Pathway

Education Planning Guide for Middle School and Beyond



This Career Pathway, 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 **Business and Marketing Career Cluster**. The career pathway 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.

EDUCATION LEVELS	GRADE	English/ Language Arts	Social Studies	Science	Math	Other Required Courses Other Electives Recommended Electives Learner Activities Leadership Activities	Career & Technical Courses And/or Degree Major Courses	Auburn School District Graduation Requirements			
								Credit Requirements (24.0 credits total):			
<i>Interest Inventory Administered and Plan of Study Initiated for all Learners</i>											
MS	8	Successfully complete required coursework for 6th, 7th and 8th grade, and these electives →			STEM Fundamentals of IT						
	SECONDARY	9	Language Arts	(.5) World Studies or AP Human Geography	Science (1.0) Next Gen or Biology	Algebra I	(2.0) Credit from Fine Arts or Course Equivalencies (1.5) Credits From Fitness Courses	Orientation or Career Choices	Digitools*	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 <u>Additional Requirements:</u> • High School and Beyond Plan • Culminating Project/Portfolio • Certificate of Academic Achievement or Approved Alternative	
		10	Language Arts	Global Issues (.5) or AP Euro	Science (1.0) Next Gen or Chemistry	Geometry		(.5) 10th Grade Health	Minimum of two years of the same world language are required for students planning to enroll at a four-year university		Microsoft Office Specialist 1*
		11	American Literature 1, 2	U. S. History or AP U. S. History	Chemistry	Advanced Algebra and Trig					Microsoft Office Specialist 1*, 2*
		<i>College Placement Assessments-Academic/Career Advisement Provided</i>									
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*, 4*			
<p><i>*Students who earn a "C" or better in the above (*) courses may be eligible for college credit. See page 3 for more information. **Credits may be applied in a chosen career pathway.</i></p>											





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POST SECONDARY	<p>The Post-High School program options listed below for this Career Pathway represents 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.</p>	
	Apprenticeship Opportunities	<p>To learn more about apprenticeships in this program, go to: Apprenticeship Registration & Tracking Examples: Professional Educational Secretary, School Secretary, Secretary, Administrative Clerk</p>
	Earn Certificate and Enter Workforce	<p>To learn more about certificate programs, go to: Renton Technical College , Green River College , Highline College Examples: Administrative Office Management, Executive Assistant, Legal Secretary, Medical Receptionist, Computer Applications, Office Support, Business Applications Specialist, Administrative Assistant, Project Administration</p>
	Military	<p>To learn more about Military education and training programs, go to: todaysmilitary.com , defense.gov</p>
	Associate Degree Transitions	<p>To learn more about Associate degrees, go to: Green River College , Highline College , Renton Technical College Examples: Administrative Office Management, Computer Applications, Supervision and Management, Administrative Assistant, Business Applications Specialist, Administrative Management, Associate of Business</p>
	4 year University	<p>To learn more about Bachelor and beyond degrees, go to: University of Washington , Washington State University , Central Washington University , Western Washington University Examples: Business Administration, IT and Administrative Management, Business Administration—Management Information Systems</p>

Students intending to earn an Associate Degree and transition to a 4-year University can use the below section to list appropriate classes.

COURSE CODE	CREDIT	COURSE NAME	COURSE CODE	CREDIT	COURSE NAME





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The Information Support Career Pathway prepares individuals to perform the duties of administrative assistants, secretaries and transcriptionists. Students develop proficiency in using word processing, spreadsheet, database, and 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>

<u>Occupation</u>	<u>Washington State Projected Openings 2016-2026</u>	<u>Earnings</u>
Executive Secretaries and Administrative Assistants	372	\$53,591 yr.
Medical Records and Health Information Technicians	207	\$39,690 yr.
Office and Administrative Support Workers	344	\$36,479 yr.
File Clerk	92	\$31,241 yr.
Receptionists and Information Clerks	1,070	\$29,962 yr.
Medical Secretary	616	\$39,680 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 "C" or better:

<u>High School Course</u>	<u>Credits Possible</u>	<u>College</u>	<u>College Course</u>
Digitools	5	Green River Community College	BUS E 101
	1	Renton Technical College	APP 105
MOS 1, 2, 3, 4	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 content 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 Career Pathway, contact an instructor, a school counselor or a career specialist.

