

Focusing Education on the Future!



CAREER PATHWAY ADMINISTRATION & INFORMATION SUPPORT

Dual or Tech/Career Seal

People with careers in the Administration and Information Support pathway use technology to perform and coordinate the administrative activities of an office and to ensure that information is collected and disseminated to staff and clients. Skills learned in this pathway are beneficial for all high school students regardless of career choice or diploma type.

Major Courses

Students must take THREE pathway concentration courses and ONE additional pathway elective course.

Pathway Concentration Courses (3):

- Business Data Applications
- Business Document Processing
- Business Procedures
- Communications for Business
- Computer Applications (Required)
- Multimedia Presentation/Communication Technology

Pathway Elective Courses (1):

- Apprenticeship/Internship
- Business Essentials (formerly Business Management)
- Cooperative Business Education (CBE) Coop
- Fundamentals of Graphic Communications*
- Fundamentals of Web Design (formerly Web Page Design)
- Practicum B - Digital File Preparation*
- Principles of Accounting I
- Other Pathway Concentration Course

Other Recommended Courses

- Advanced Composition
- Modern Language
- Journalism
- Psychology
- Speech

Post-Secondary Degrees, Diplomas, & Certificates

Technical Colleges

- Administrative Office Technology
- Business Office Technology
- Computer Applications Specialist
- General Office Assistant
- Legal Assistant
- Microcomputer Specialist
- Microsoft Office Specialist

Colleges/Universities

- Business Administration
- Business Management
- Human Resources Management
- General Business
- Management Supervisory Development



Administrative Assistant
Administrative Support
Desktop Publisher
Receptionist
Court Reporter
Shipping & Receiving Personnel
Word Processor/Typist

Executive Assistant
Medical Front Office Assistant
Customer Service Assistant
Communications Equipment Operator
Stenographer
Records Processing
Legal Secretary/Paralegal

Office Manager
Information Assistant
Data Entry Specialist
Computer Operator
Dispatcher
Order Processor
Medical Transcriptionist

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EMPLOYMENT OUTLOOK

Through the year 2010, certain jobs found in this sector are expected to increase at a greater than average rate, including customer service representatives, paralegals, receptionists and information/records clerks. Jobs in medical records and desktop publishing will grow at a faster than average rate. Job opportunities for computer and data processing services will be excellent for most workers. Administrative and information support managers will be needed to coordinate an increasing amount of support work and ensure that technology is applied and running properly. Opportunities will be best for skilled and experienced workers.