



Northumberland High School

Plan of Study

Student Name: _____
 School: [Northumberland High School](http://www.northumberland.k12.va.us)
 Date: _____

Cluster: Business, Management, & Administration Pathway: Administration and Information Support

*This Career Pathway Plan of Study (based on the Interactive Media Pathway of the Information Technology Career Cluster) can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. *This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.*

EDUCATION LEVELS	GRADE	English/ Language Arts	Mathematics	Science	Social Studies/ Science	Other Required Courses Recommended Electives Learner Activities	Recommended Career and Technical Courses Source: Administrative Planning Guide www.doe.virginia.gov/VDOE/Instruction/CTE/apg/	SAMPLE – Occupations Relating to This Pathway: www.doe.virginia.gov/VD OE/ Instruction/CTE/careerclusters/ www.careerclusters.org www.cteresource.org/cpg/
Graduation Requirements: http://www.doe.virginia.gov/2plus4in2004/index.shtml								
MIDDLE	7	Language Arts & Reading	Pre-Algebra or Algebra I	Life Science	Social Studies	Health/P.E. Art or Chorus	NOTE: Use state course titles No CTE Courses offered at Middle School for this pathway	<ul style="list-style-type: none"> ▶ <u>Administrative Assistant</u> ▶ <u>Communications Equipment Operator</u> ▶ <u>Computer Operator</u> ▶ <u>Court Reporter</u> ▶ <u>Customer Service Assistant</u> ▶ <u>Data Entry Specialist</u> ▶ <u>Desktop Publisher</u> ▶ <u>Dispatcher</u> ▶ <u>Executive Assistant</u> ▶ <u>Information Assistant</u> ▶ <u>Legal Secretary</u> ▶ <u>Library Assistant and Order Processor</u> ▶ <u>Medical Front Office Assistant</u> ▶ <u>Medical Transcriptionist</u> ▶ <u>Office Manager</u> ▶ <u>Paralegal</u> ▶ <u>Receptionist</u> ▶ <u>Records Processing Assistant</u> ▶ <u>Shipping and Receiving Clerk</u> ▶ <u>Stenographer</u> ▶ <u>Typist</u> ▶ <u>Word Processor</u>
	8	English 8	Algebra I or Geometry	Physical Science	Civics & Economics	Health P.E. Art, Chorus, or Foreign Language		
<p>Career Assessment: Administration of a career assessment instrument is appropriate at the middle school level to help students and their parents plan for high school (Virginia's Career Planning System or other assessment product).</p>								
SECONDARY	9	English 9	Algebra I or Geometry or Algebra II	Earth Sciences	World Geography	Health & PE (2 years) Foreign Language (3 years)	Keyboarding (6152) – (DE) RCC AST 101/102	<ul style="list-style-type: none"> ▶ <u>Medical Front Office Assistant</u> ▶ <u>Medical Transcriptionist</u> ▶ <u>Office Manager</u> ▶ <u>Paralegal</u> ▶ <u>Receptionist</u> ▶ <u>Records Processing Assistant</u> ▶ <u>Shipping and Receiving Clerk</u> ▶ <u>Stenographer</u> ▶ <u>Typist</u> ▶ <u>Word Processor</u>
	10	English 10	Geometry or Algebra II or Math Analysis	Biology	World History 10 (Advance Diploma)		Spanish IV – (DE) RCC SPA 201/202	
	11	English 11	Algebra II or Math Analysis or RCC MTH 163/270 or MTH 164/290 or Computer Math (Standard Diploma)	Chemistry (Advance Diploma) or Ecology (Standard Diploma)	US/VA History or AP US/VA History	Other Electives to Complement Pathway (Core Academic and CTE):	Business Management (6135 – (DE) RCC BUS 100//236	
	12	English 12 or AP English 12 or (DE) RCC Eng 111/112	Math Analysis or RCC MTH 163/270 or MTH 164/290	Physics (Advance Diploma) or Adv Biology (Advance Diploma) or AP Biology (Advance Diploma)	US/VA Government or AP US/VA Government		Accounting (6320) – (DE) RCC ACC 111	
High school courses in the pathway offered locally for college credit should be coded: DE (Dual Enrollment) and/or VC (Validated Credit)								
<p>List related certifications/credentials approved by VDOE and offered locally: http://www.doe.virginia.gov/VDOE/Instruction/CTE/apg/ (Go to Section 9.)</p> <p>Virginia Workplace Readiness Assessment (NOCTI) IC3 Certification (Certport) Microsoft Office Specialist (MOS)</p>						<p>Additional Learning Opportunities: CTSO Organization(s): <input type="checkbox"/> DECA <input type="checkbox"/> FBLA <input type="checkbox"/> FCCLA <input type="checkbox"/> FFA <input type="checkbox"/> FEA <input type="checkbox"/> HOSA <input type="checkbox"/> SkillsUSA <input type="checkbox"/> TSA</p>		
<p>Work-Based Learning: <input type="checkbox"/> Career Research <input type="checkbox"/> Cooperative Education <input checked="" type="checkbox"/> Internship <input checked="" type="checkbox"/> Mentorship <input checked="" type="checkbox"/> Job Shadowing <input type="checkbox"/> Service Learning Project <input type="checkbox"/> Student Apprenticeship</p>								
Postsecondary: Placement Assessments such as COMPASS & SAT II						College Entrance Exams such as ACT & SAT		

POSTSECONDARY	SAMPLE POSTSECONDARY PROGRAMS RELATED TO THIS CAREER PATHWAY Individual plans must include locally agreed upon courses at the postsecondary level (See page 2)			
	Pathway	Associate Degree, College Certificate, or Apprenticeship	Bachelors Degree	Postgraduate Degree
	Administrative Support	Certificate		

College: [Rappahannock Community College](#)

School Division(s): [Northumberland County Public Schools](#)

Postsecondary: Placement Assessments such as COMPASS & SAT II

POSTSECONDARY - COMMUNITY COLLEGE or APPRENTICESHIP - Determined Locally	Semester	English	Mathematics	Science	Social Studies	Required Courses or Recommended Electives				
	POSTSECONDARY PLAN OF STUDIES MUST INCLUDE POSTSECONDARY ACADEMIC, CTE, AND OTHER ELECTIVE COURSES APPROPRIATE FOR AN ASSOCIATE DEGREE.									
	Year 1 1 st Semester	ENG 111 College Composition I	Math 146 Elementary Statistics			AST 101 Keyboarding I	BUS 100 Introduction to Business	ITE 115 Intro to Computer Concepts & Apps	SDV 106 Preparation for Employment	
	Year 1 2 nd Semester					AST 102 Keyboarding II	BUS 236 Communication in Management	AST 141 Word Processing I & AST 243 Office Administration I	ITE 140 Spreadsheet Software	
	Year 2 1 st Sem									
Year 2 2 nd Sem										
College courses offered locally in the high school for college credit should be coded: DE (Dual Enrollment) and/or VC (Validated Credit)										

Related Industry Certifications Available:
Applicants must meet the general admission requirements of the college.
Students are required to earn a C or better in all courses to be awarded the Administrative Support Certificate.

Additional Suggested Learning Opportunities:
Work-Based Learning:
 Cooperative Education Internship Mentorship
 Job Shadowing Service Learning Project Registered Apprenticeship

UNIVERSITY
 University/College: Rappahannock Community College
 Degree or Major: Administrative Support Certificate
 Number of Articulated CC Credits: 32

Notes: