



SD Program of Study

Administrative Services Pathway

This plan of study should serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.

	GRADE	English	Math	Science	Social Studies/ Sciences	SD Required Electives	Career & Technical Education Courses	SAMPLE Career Options Relating to This Pathway		
Interest Inventory Administered and Plan of Study Initiated for all Students										
SECONDARY	9	* English I	* Algebra I	* Physical Science	* World History * Geography	* PE/Health * Fine Art Elective	Computer Applications Intro to Business Foundations of CTE Multimedia Design	<input type="checkbox"/> Administrative Assistant <input type="checkbox"/> Customer Service Representative <input type="checkbox"/> Executive Assistant <input type="checkbox"/> Office Manager <input type="checkbox"/> Project Coordinator		
	10	* English II	* Geometry	* Biology I		2 units total - any combination of: * World Language or	Business Math Desktop Publishing Advanced Computer Applications			
	Academic/Career Advisement Provided - College Placement Assessments									
	11	* English III	* Algebra II	* Chemistry	* American History	* Computer Studies or Approved Career & Technical Education	Entrepreneurship Database Programming Office & Admn Technology Business Management			
12	* English IV	Calculus	College Science Elective	* U.S. Government * Psychology Sociology	* Personal Finance or * Economics	Business Communications Accounting I Business Law *Capstone Experience				
The general course identified in this Program of Study are those required as part of S.D. Advanced Pathway to Graduation.										
POSTSECONDARY	Year 13	Written and Oral Communications	College Level Math	Natural Sciences	Social Studies/ Sciences	Computer Literacy				
	Year 14	Written Communications	Information Literacy			Wellness for Life Arts & Humanities				
	Year 15									
	Year 16									
◀ Blue Text - College Level - Dual Credit † Red Text - Courses can be articulated to Postsecondary Education Underlined Text - Industry Certification Available * Classes available through Virtual School ✦ Recommended academic										