

# 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 postsecondary entrance requirements.

	GRADE	English	Math	Science	Social Studies/ Sciences	SD Required Electives	Career & Technical Education Courses	SAMPLE Career Options Relating to This Pathway	
Personal Learning Plan (PLP) initiated for all students, academic and career advisement and appropriate assessment.									
<b>SECONDARY</b>	9	* English/Language Arts I (01001)	* Algebra I (02052)	* Physical Science (03159)	* World History-Overview (04051) * World Geography (04001)	* PE/Health  * Fine Art Elective	Computer Applications (10004) Intro to Business (12051)  Foundations of CTE (22150) Multimedia Design (10203)	<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/Literature II (01051) *Speech (01151)	* Geometry (02072)	* Biology (03051)		1 unit total - any combination of:  * World Language or	Business Math (02154) Desktop Publishing (11152)  Advanced Computer Applications (10005)		
	11	*English/Comp III (01102) *American Literature (01054)	* Algebra II (02056)	* Chemistry (03101)	* U.S. History-Comprehensive (04101)	* Capstone Service Learning or  Approved Career & Technical Education	Entrepreneurship (12053) Database Programming (10053)  Office/Business Technology (12003)		
	12	* English/Language Arts IV (01004)	Pre-Calculus (02110) or Trigonometry (02103)	College Science Elective	* U.S. Government-Comprehensive (04151) * Psychology (04254)	* Personal Finance (22210) or *Economics (04201)	Business Communications (12009) Business Law (12054) *Capstone Experience		
<b>POSTSECONDARY</b>	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								
<b>CAREER CLUSTER CERTIFICATES</b>		Concepts of Entrepreneurship and Management (A*S*K) Concepts of Finance (A*S*K) Fundamental Business Concepts (A*S*K)						OSHA 10 Hour	
		Fundamental Marketing Concepts (A*S*K)  Safety Certification—General Industry							

Orange Text - College Level - Dual Credit

\* Classes available through Virtual School

<sup>2</sup> Recommended academic