



Business Management & Administration

Interests include: be an integral member of the team to assist in accomplishing the organization's goals.

Name:
 High School:
 Plan of Study: Administrative Assistant



Grade	English/ Language Arts	Math	Science	Social Studies/ Sciences	Career and Technical Courses Central to this Pathway	Other Required Courses, Electives	Student Organizations/ Community Service		
Career Interest Inventory Administered and Program of Study Initiate for all Learners									
9						<u>Required</u> <u>Suggested:</u> <ul style="list-style-type: none"> ▪ Accounting ▪ Algebra ▪ Business Math ▪ Computers and Keyboarding ▪ Psychology 			
10									
11									
College Placement Assessments- Academic/ Career Advisement Provided (Accuplacer, ACT, SAT, etc.) Did you participate a the Youth Apprenticeship program?									
12									
Articulation/ Dual Credit Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes							Occupations Relating to this Pathway		
General Education Courses					Program Courses			Associate Degree: Administrative Assistant Office Coordinator Administrative Coordinator Executive Assistant Project Coordinator	
13/14	Written Communication Intro to Ethics: Theory and App.	Math with Business Applications Intro to Psychology	Economics Social Problems	Oral/Interpersonal Communications	<ul style="list-style-type: none"> ▪ Microsoft Excel ▪ Microsoft Access ▪ Customer Service ▪ Business Proofreading and Editing ▪ Keyboarding 2 ▪ Microsoft Word 2 ▪ 10-Key by Touch 	<ul style="list-style-type: none"> ▪ Modern Office Technologies ▪ Professional Development For the Administrative Assistant ▪ Information Storage Management ▪ Machine Transcription ▪ Integrated Microsoft Applications 	<ul style="list-style-type: none"> ▪ Meeting, Travel & Event Planning ▪ Document Management ▪ Keyboarding 3 ▪ Telecommunication Skills ▪ Desktop Publishing 	<ul style="list-style-type: none"> ▪ Accounting Fundamentals ▪ International Business Practice Firm ▪ Administrative Assistant Internship ▪ Elective 	Bachelor's Degree: Supervisor Project Manager Sales Manager Purchasing Agent Personnel Director Advertising Specialist Marketing Director Human Resources Specialist Team Leader
15/16 NTC is currently working on articulation agreements with post-secondary institutions. Check out the transfer guides with Lakeland (Specialized Administration) (Business Management) Silver Lake (Management) Upper Iowa (Business Administration) at: www.ntc.edu/transferinfo/									