### Business, Management and Administration: Administrative and Information Support: Office Support Specialist

**Career Pathway Plan of Study for ▶ Learners ▶ Parents ▶ Counselors ▶ Teachers/Faculty**

This Career Pathway Plan of Study (based on the Administrative and Information Support Pathway of the Business, Management and Administration 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.

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<tr>
<th>EDUCATION LEVEL</th>
<th>ENGLISH/ LANGUAGE ARTS</th>
<th>MATH</th>
<th>SCIENCE</th>
<th>SOCIAL STUDIES/ SCIENCES</th>
<th>OTHER REQUIRED COURSES</th>
<th>OTHER ELECTIVES</th>
<th>RECOMMENDED ELECTIVES</th>
<th>LEARNER ACTIVITIES</th>
<th>SUPPORT PATHWAY: Office Support Specialist</th>
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**SAMPLE Occupations Relating to This Pathway**

- Administrative Assistant
- Communications Equipment Operator
- Computer Operator
- Court Reporter
- Customer Service Assistant
- Data Entry Specialist
- Desktop Publisher
- Dispatcher
- Executive Assistant
- Information Assistant
- Legal Secretary
- Library Assistant and Order Processor
- Medical Front Office Assistant
- Medical Transcriptionist
- Office Manager
- Paralegal
- Receptionist
- Records Processing Assistant
- Shipping and Receiving Clerk
- Stenographer
- Typist
- Word Processor

**Articulation/Dual Credit Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.**

**WITC OFFICE SUPPORT SPECIALIST**

<table>
<thead>
<tr>
<th>Year</th>
<th>Written Communication; Oral/Interpersonal Communication</th>
<th>Math with Business Applications</th>
<th>Introduction to Psychology</th>
<th>Job Quest</th>
<th>Advanced Standing Option</th>
<th>Transcribed Credit Option</th>
<th>Master's Required</th>
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<tbody>
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**Advanced Standing Option**

- **Private:** Upper Iowa University, Fayette, IA or Online Programs

**Transcribed Credit Option**

- WITC has articulation agreements with the following institutions for students who graduate from WITC with a Technical Diploma in Office Support Specialist. Students should check with the institution they wish to transfer to for specific courses and credits that transfer.

**Master's Required**

- Credits may transfer to other institutions. Check with admissions advisors at institutions for specific course and/or credit transfers.

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