## 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.

### Interest Inventory Administered and Plan of Study Initiated for all Learners

Courses with advanced standing and/or transcripted credit are indicated in RED.

<table>
<thead>
<tr>
<th>EDUCATION LEVELS</th>
<th>GRADE</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>Learner Activities</th>
<th>*Career and Technical Courses and/or Degree Major Courses for Administrative and Information Support Pathway: Office Support Specialist</th>
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</thead>
</table>

**SECONDARY**

| | 9 | | | | | | | | |
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| 10 | | | | | | | | |
| 11 | | | | | | | | |

College Placement Assessments-Academic/Career Advisement Provided

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

<table>
<thead>
<tr>
<th>WITC OFFICE SUPPORT SPECIALIST</th>
<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>Accounting Principles; MS Access A; MS Excel A; MS Word; MS PowerPoint; MS Outlook; Document Formatting; Proofreading for the Office; Computer and Business Technologies; Professional Profile; Administrative Office Procedures; Information Management</th>
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<tbody>
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<td>Year 13</td>
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<td>Year 14</td>
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**Advanced Standing Option**

Transcripted Credit Option

**Master’s Required**

Year 15

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.

PRIVATE: Upper Iowa University, Fayette, IA or Online Programs

Year 16

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

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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