

**Cluster – Business, Management and Administration Services**  
**Pathway – Administrative Support**  
**Program of Study – Office Administration**

**Sample Plan of Study**

|  | 9 <sup>th</sup> Grade  | 10 <sup>th</sup> Grade   | 11 <sup>th</sup> Grade                              | 12 <sup>th</sup> Grade  |
|--|--|--|---|---|
| <b>Smart Core</b>  | English I or Pre-AP  | English II or Pre-AP   | English III or AP                                   | English IV or AP  |
|  | Algebra I or Geometry  | Geometry or Algebra II   | Algebra II or<br>Trigonometry<br>Pre- AP Calculus   | AP Calculus<br>College Algebra<br>AP Statistics                   |
|  | Physical Science   | Biology<br>Pre-AP Chemistry<br>Applied Biology/Chemistry   | Chemistry<br>Physics<br>Principles of<br>Technology | AP Biology<br>AP Chemistry<br>AP Physics<br>Earth & Space Science |
|  | Civics   | World History  | US History  | Economics   |
| <b>Foundation Courses</b><br>Career Orientation<br>Computer Technology<br>Keyboarding<br><br><b>Graduation Requirements</b><br>English 4 units<br>Math 4 units<br>Science 3 units<br>Social Studies 3 units<br>Fine Arts ½ unit<br>Health and Safety ½ unit<br>Oral Communication ½ unit<br>Physical Education ½ unit<br>Career Focus 6 units<br><br><b>Arkansas Challenge</b><br>Foreign Language 2 units | <b>Program of Study Support Courses</b><br>EAST/Workforce Technology<br>Internship<br>Workplace Readiness<br><br><b>Support Courses</b><br>Foreign Language<br>Word Processing<br><br><b>Extended Learning Opportunities</b><br>Future Business Leaders of America (FBLA)<br>Jobs for Ark Grads (JAG)<br>Job Shadowing<br><br>Youth Apprenticeship<br>Dawson Business Youth Apprenticeship Program | <b>Office Administration Core Courses</b><br>Computerized Business Applications<br>or Computer Applications I & II<br>Office Management<br>Computerized Accounting I<br>Or Office Education Cooperative<br><br><b>Office Administration Electives</b><br>Business Communications<br>Business Education<br>Business Law<br>Computerized Accounting II<br>Enterprise Management I & II<br>International Business<br>Senior Technology Seminar<br><br><b>Office Administration Industry Certifications</b><br>MCAS, IC3, Adobe, MOS, WISE Financial Literacy<br><br><b>Related Programs of Study</b><br>Management<br>Accounting<br>Business Finance<br>Insurance<br>Securities and Investments<br>Banking Services |   |   |
| <b>Postsecondary Opportunities</b>   |  |  |   |   |
| <b>Major</b>   | <b>Postsecondary School</b>  |  | <b>Certificate/Degree Program</b>                   |   |
| Administrative Office Technology   | UA Monticello<br>EACC Forrest City   |  | Certificate<br>Associate's                          |   |
| Administrative Services  | BRTC Pocahontas<br>ASU Mtn. Home, SAU Magnolia, UA Little Rock<br>SAU Magnolia, UCA Conway   |  | Certificate<br>Associate's<br><br>Bachelor's        |   |
| Administrative Technology  | NAC Harrison   |  | Certificate   |   |
| Office Administration  | NPCC Hot Springs<br>OTC Malvern  |  | Certificate & Associate's                           |   |
| Administrative Assistant/Tech  | UA Fort Smith  |  | Certificate & Associate's                           |   |
| Administrative Specialist  | MSCC West Memphis  |  | Certificate   |   |

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| Administrative Information Proc     | UA Monticello  | Certificate  |
| Administrative Professional         | UA Ft. Smith   | Associate's  |
| Administrative Support              | NAC Harrison, SEAC Pine Bluff  | Certificate  |
| Automated Office Technology         | OTC Malvern  | Certificate  |
| Business Administration & Mgmt      | ANC Blytheville  | Certificate and Associate's  |
| Business Data Processing            | NAC Harrison, RMCC Mena  | Certificate  |
| Business Information Tech           | OZC Melbourne<br>OTC Malvern, RMCC Mena  | Certificate and Associate's<br>Associate's   |
| Business Services                   | UACC Batesville  | Associate's  |
| Business Support Services           | OZC Melbourne  | Certificate  |
| Business Systems                    | ASU Jonesboro  | Associate's, Bachelor's  |
| Clerical                            | PTC North Little Rock  | Certificate  |
| Clerical Assistant                  | NPCC Hot Springs   | Certificate  |
| Clerical Services                   | UACC Batesville  | Certificate  |
| Clerical Skills                     | NAC Harrison, NPCC Hot Springs   | Certificate  |
| Data Entry                          | SAUT Camden  | Certificate  |
| Data Processing                     | SAUT Camden<br>UA Monticello   | Certificate<br>Associate's   |
| Data Processing Applications        | NWACC Bentonville  | Associate's  |
| Data Processing Machine Oper        | PCCUA Helena   | Certificate  |
| Database Administration             | UA Ft. Smith   | Certificate  |
| Database Applications               | RMCC Mena  | Certificate  |
| Office Administration               | SEAC Pine Bluff, UA Ft. Smith<br>UA Ft. Smith, UA Monticello, NAC Harrison,<br>HSU Arkadelphia, ASU Mtn. Home<br>UA Monticello | Certificate<br>Associate's<br><br>Bachelor's   |
| Office Administration<br>Technology | ANC Blytheville  | Associate's  |
| Office Assistant                    | UA Ft. Smith   | Certificate  |
| Office Management                   | CCCUA DeQueen  | Certificate  |
| Office Occupations                  | SACC El Dorado   | Certificate and Associate's  |
| Office Specialist                   | ASU Mtn. Home  | Certificate  |
| Office Support                      | UA Monticello  | Certificate  |
| Office Support/Word Processing      | MSCC West Memphis  | Certificate  |
| Office Systems                      | SEAC Pine Bluff  | Certificate  |
| Office Technology                   | ANC Blytheville<br>EACC Forrest City<br>PCCUA Helena<br>PTC North Little Rock<br>RMCC Mena                                     | Certificate, Associate's<br>Certificate<br>Certificate, Associate's<br>Certificate<br>Certificate, Associate's |
| Office Technology & Clerical        | PTC North Little Rock  | Certificate  |
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