



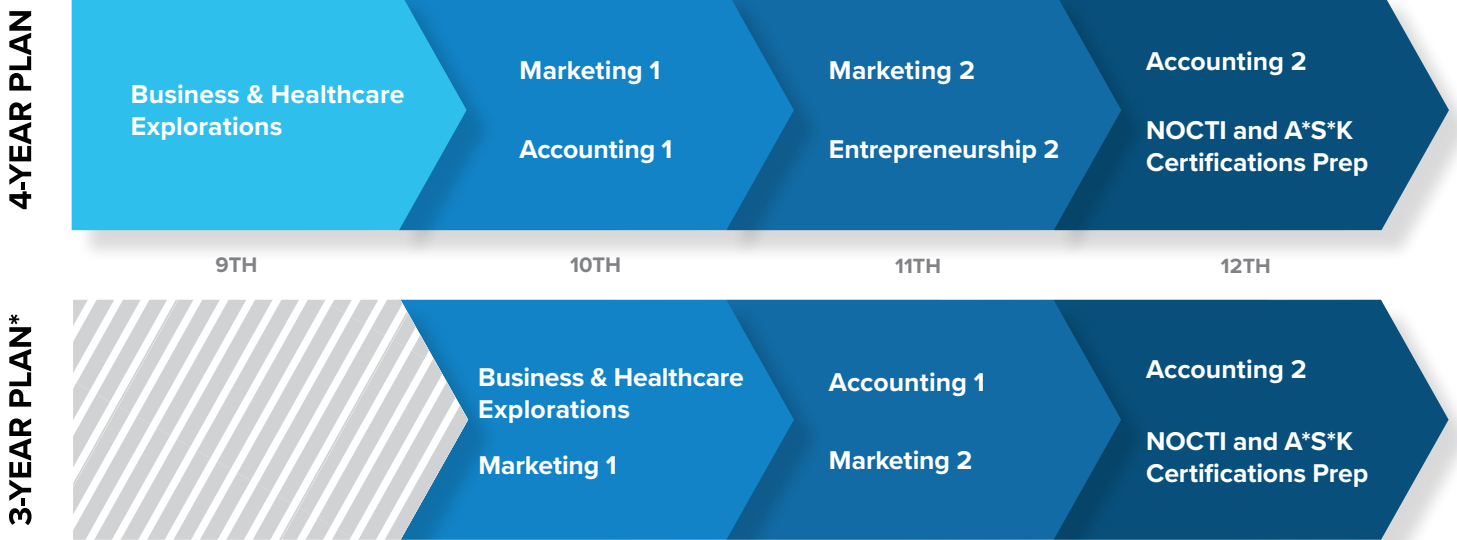
# Your Student's Head Start on Career Goals and College Aspirations



## BUSINESS MANAGEMENT AND ADMINISTRATION ADMINISTRATIVE SUPPORT PATHWAY

The Destinations **Administrative Support Pathway** prepares students to work in an office setting and create spreadsheets; manage databases; prepare presentations, reports, and documents; and engage with customers and coworkers.

### SAMPLE COURSE PROGRESSION



#### Possible Careers

- Administrative Assistant
- Court Reporter
- Customer Service Representative
- Data Entry Specialist
- Legal Secretary
- Medical Secretary
- Medical Transcriptionist
- Records Processing Assistant
- Shipping and Receiving Clerk
- Stenographer
- Word Processor
- Typist

#### Industry-Recognized Credentials

- Destinations programs prepare students for the:
- National Occupational Competency Testing Institute Business Information Processing Exam
  - A\*S\*K Business Institute Fundamental Business Concepts Exam
  - Microsoft® Office Specialist Certification
  - ACT National Career Readiness Certifications

#### Success Beyond High School

- Destinations graduates may pursue:
- Business administration certificate
  - Associate's degree in business fundamentals
  - Bachelor's degree in business

### DID YOU KNOW?\*

**ADMINISTRATIVE ASSISTANTS CAN EARN**

**\$35,330/YR**

**12% JOB GROWTH EXPECTED BY 2022**

**PARALEGALS CAN EARN**

**\$46,990/YR**

**17% JOB GROWTH EXPECTED BY 2022**

\*Program may be accelerated depending on student goals and abilities and course availability. \*\*Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-15 Edition*.



# BUSINESS MANAGEMENT AND ADMINISTRATION

## ADMINISTRATIVE SUPPORT PATHWAY

### COURSE DESCRIPTIONS

#### **BUSINESS AND HEALTHCARE EXPLORATIONS**

This course is designed as an exploration of two career clusters. Students will get an introduction to these fields so they can better assess which pathway to pursue. In this course, students explore basic concepts in the broad areas of business and healthcare as well as career options in each area. In addition to studying concepts of entrepreneurship, accounting, and marketing, students explore these concepts on scales that range from a single person to nations. The second part of this course introduces students to the various disciplines within the health sciences, including toxicology, clinical medicine, and biotechnology. Students explore the importance of diagnostics and research in the identification and treatment of diseases.

#### **MARKETING 1**

Students find out what it takes to market a product or service in today's fast-paced business environment. They learn the fundamentals of marketing using real-world business examples. They learn about buyer behavior, marketing research principles, demand analysis, distribution, financing, pricing, and product management.

#### **MARKETING 2**

Students build on the skills and concepts learned in Introduction to Marketing 1 to develop a basic understanding of marketing principles and techniques. By the end of the course, they will have developed their own comprehensive marketing plan for a new business.

#### **ACCOUNTING 1**

This course covers the essentials of network security, including compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identity management; and cryptography, mobile device security, and virtualization. The use of case studies allows students to explore real-world security scenarios, and hands-on projects allow students to apply what they have learned.

#### **ACCOUNTING 2**

This course provides students with a foundation in the mechanics of accounting, as well as the opportunity to apply accounting concepts to real-world situations and make informed business decisions. Students explore case studies of companies such as TOMS®, iTunes®, American Eagle®, McDonald's, and Google. Students master valued skills such as critical thinking, technology use, and commercial technology. Students become equipped to work with Microsoft® Excel®, Peachtree®, QuickBooks®, and Automated Accounting Online. The course includes units on careers in accounting, ethics, global awareness, financial literacy, and forensic accounting.

#### **ENTREPRENEURSHIP 2**

Students build on the business concepts they learned in Introduction to Entrepreneurship 1. They learn about sales methods, financing and credit, accounting, pricing, and government regulations. They refine their technology and communication skills in speaking, writing, networking, negotiating, and listening. They enhance their employability skills by preparing job-related documents, developing interviewing skills, and learning about hiring, firing, and managing employees. Students develop a complete business plan and a presentation for potential investors.

#### **NOCTI AND A\*S\*K CERTIFICATIONS PREP**

These courses prepare students for exams that test basic skills in professional areas. They include practice tests and strategies for showing the skills and knowledge they have acquired.