

Career Plan of Study

Administrative Assistant – 1050 hours

Administrative Support

Student Name _____

Date _____

Student Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

This plan of study should serve as a guide, along with other career planning materials, as you continue your career path.

Program Requirements	Major Courses	Date Completed	Hours	Major Courses	Date Completed	Hours
	BT00182 – Fundamentals of Technology (1 OK Promise credit)		136	BT00011 - Accounting I		230
	BMAC 101 - Computer Fundamentals I** BMAC 201 - Computer Fundamentals II			BMAF 100 - Business Math Part 1 BMAF 105 - Business Math Part 2 BMAF 200 - Fundamental Accounting I** BMAF 201 – Fundamental Accounting II		
	BT0014 - Fund of Admin Tech (1 OK Promise credit)		204	BT00049 – Office Administration & Management (1 OK Promise credit)		180
	BMAC 001 - Telephone Etiquette BMAC 102 - MS Word** BMAC 104- MS Excel** BMAC 103- Office Procedures **			BMAC 302 – Management Fundamentals I BMAC 303 – Management Fundamentals II BMAC 304 – Customer Service		
	BT00114 - Admin Tech II (1 OK Promise credit)		180	BT00110 – Admin & Info Support Capstone		120
	BMAC 106 - MS Access**			BMAC 400 – Admin & Info Support Capstone		
	BMAC 206 - MS PowerPoint**					
	BMAC 208 - Cloud Computing					
	** or Brainbench certification score >2.75					

Note: HS students who begin in Aug will complete the following courses their 1st year: Fundamentals of Technology, Fund of Admin Tech and Admin Tech II

Career Enhancement	Work-based Learning Options		BrainBench Certifications BrainBench (R) = Required; (E) = Elective					
	Activity	Date	Test	Date	Test	Date	Test	Date
	Job-Shadowing		Computer Fund (R)		Data Entry/ 10 key (R)		Office Management (R)	
	Internship/Mentorship		Telephone Etiquette (R)		Business Math (R)		Customer Assistance (E)	
	OJT		Office Procedures (R)		Accts Rec/Billing Fundamentals (R)			
			MS Word (R)		Accts Payable Fundamentals (R)			
			MS Excel (R)		Interpersonal Communications (R)			
			MS Access Fund (R)		MS Office Fundamentals (R)			
			MS PowerPoint (R)		Managing People (R)			