



ADMINISTRATIVE SERVICES

- Program of Study -

Career Cluster: Administrative Services and Administration

Career Pathway: Administrative Support

This Academic Plan is based upon the state requirements needed for an Advanced Diploma. Academic course names may vary among school districts.

Grade	1 st Course	2 nd Course	3 rd Course	4 th Course	5 th Course	6 th Course (CTE)
9 th Grade	English I	Algebra I	Biology	Health / Computer Literacy	Physical Education	Office Management I (old Business Software Applications 2021)
10 th Grade	English II	Geometry	Chemistry or Geoscience	World History	Physical Education	Office Management II (old Office Management I 2021)
11 th Grade	English III	Algebra II	Science Course or Elective ¹	US History	Foreign Language ² or Elective ¹	Office Management III ³ (old Office Management II ³ 2021)
12 th Grade	English IV	Senior Level Math Course	Elective ¹	US Government	Foreign Language ² or Elective ¹	Office Management Advanced Studies

¹ Electives may include arts and humanities courses or other career and technical education courses that relate to the program of study.

² Foreign Language courses are recommended if a student is planning on entering a university. (See individual university admission policies)

³ CTE Assessments will be administered during the completion level CTE course.

Career and Technical Student Organizations	Work-Based Learning	CTE Assessments
FBLA	Job Shadowing / Internship / Work Experience / Career Days / Career Fairs / Field Trips / Guest Speakers	1) End of Program Technical Assessment for Administrative Services 2) Workplace Readiness Skills Assessment (for Employability Skills Standards)

Postsecondary Options	State Articulation Agreements for CTE College Credit								
College of Southern Nevada / Great Basin College / Nevada State College / Truckee Meadows Community College / University of Nevada, Las Vegas / University of Nevada, Reno / Western Nevada College	<p>Secondary Program Requirements Student must earn the state Certificate of Skill Attainment in Administrative Services.</p> <p>Postsecondary Credit Options</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">College of Southern Nevada</td> <td style="width: 10%;">12 Credits</td> <td style="width: 33%;">Truckee Meadows Community College</td> <td style="width: 10%;">16 Credits</td> </tr> <tr> <td>Great Basin College</td> <td>9 Credits</td> <td></td> <td></td> </tr> </table>	College of Southern Nevada	12 Credits	Truckee Meadows Community College	16 Credits	Great Basin College	9 Credits		
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High Wage - High Skill - High Demand Careers	State Recognized Industry Certifications
Administrative Assistant / Office Manager / Accounting Clerk / Executive Assistant / Legal Secretary	Refer to the Governor's Office of Workforce Innovation's Nevada Eligible Industry Credentialing List