People with careers in the Administration and Information Support pathway use technology to perform and coordinate the administrative activities of an office and to ensure that information is collected and disseminated to staff and clients. Skills learned in this pathway are beneficial for all high school students regardless of career choice or diploma type.

**Major Courses**

Students must take THREE pathway concentration courses and ONE additional pathway elective course.

**Pathway Concentration Courses (3):**
- Business Data Applications
- Business Document Processing
- Business Procedures
- Communications for Business
- Computer Applications (Required)
- Multimedia Presentation/Communication Technology

**Pathway Elective Courses (1):**
- Apprenticeship/Internship
- Business Essentials (formerly Business Management)
- Cooperative Business Education (CBE) Coop
- Fundamentals of Graphic Communications*
- Fundamentals of Web Design (formerly Web Page Design)
- Practicum B - Digital File Preparation*
- Principles of Accounting I
- Other Pathway Concentration Course

**Other Recommended Courses**

- Advanced Composition
- Modern Language
- Journalism
- Psychology
- Speech

**Post-Secondary Degrees, Diplomas, & Certificates**

<table>
<thead>
<tr>
<th>Technical Colleges</th>
<th>Colleges/Universities</th>
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</thead>
<tbody>
<tr>
<td>Administrative Office Technology</td>
<td>Business Administration</td>
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<tr>
<td>Business Office Technology</td>
<td>Business Management</td>
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<tr>
<td>Computer Applications Specialist</td>
<td>Human Resources Management</td>
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<tr>
<td>General Office Assistant</td>
<td>General Business</td>
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<tr>
<td>Legal Assistant</td>
<td>Management Supervisory Development</td>
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<td>Microcomputer Specialist</td>
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<tr>
<td>Microsoft Office Specialist</td>
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**Employment Outlook**

Through the year 2010, certain jobs found in this sector are expected to increase at a greater than average rate, including customer service representatives, paralegals, receptionists and information/records clerks. Jobs in medical records and desktop publishing will grow at a faster than average rate. Job opportunities for computer and data processing services will be excellent for most workers. Administrative and information support managers will be needed to coordinate an increasing amount of support work and ensure that technology is applied and running properly. Opportunities will be best for skilled and experienced workers.

* Pre-requisites noted in course descriptions.