



**Central Lyon Administrative Assistant
Program of Study
Career Cluster: Administrative Assistant**



Subject	High School						WITCC			
	Freshman Year	Sophomore Year	Junior Year		Senior Year		Fall	Spring	Fall	Spring
			Fall	Spring	Fall	Spring				
Math	Algebra I	Geometry	Algebra II		Advanced Math or Calculus		Certificate Cost Accounting Entrepreneurship Payroll Clerk One Year Diploma Accounting (Bookkeeping) and Office Support Accounting Health Office Coordinator Entrepreneurship Technology and Office Assistant		Two Year Associate of Applied Science Accounting Specialist Administrative Assistant Legal Medical Administrative Office Management Technical Business Management	
English	English I	English II	English III and Speech		Grammar/Novel/Lit/ Journalism					
Science	Physical Science	Biology	Chemistry		Physics		NCC			
Humanities Social Sciences	Consumer Economics	World History	US History		American Government	Sociology or Psychology	Fall	Spring	Fall	Spring
Foreign Language	Spanish I	Spanish II	Spanish III & Spanish IV optional but encouraged.			Diploma Clerical Accounting Administrative Secret.		Associate of Applied Science Accounting Administrative Office Mgt.		
Electives	Health and Physical Education		Fine Arts: Band, Choir, Art, Drama							
Foundational Career	8th Career Exploratory/ Computer Applications	Career Choices	Advanced Computer Applications		Work Study					
Career Specialty		Advanced Computer Applications	Accounting/ Automated Accounting		Web Page/ Office Technology					