


Career Cluster: Business Management & Administration				CTE Program: Administrative Office Specialist (B070330) @ CTC				
Career Cluster Pathway: Business				Industry Certification: MICRO069 Microsoft Bundle (3 of 5), INTUT001 QuickBooks, ADOBE022 Adobe Certified Associate Photoshop CC, TAFLP001 Accredited Legal Professional, NATHA003 Certified Medical Administrative Assistant (CMAA), MICRO017 Microsoft Office Specialist Master				
		16 CORE CURRICULUM CREDITS				8 ADDITIONAL CREDITS		
		ENGLISH 4 credits	MATH 4 credits	SCIENCE 3 credits, 2 with lab	SOCIAL STUDIES 3 credits	OTHER REQUIRED COURSES FINE ARTS (1 credit) PHYSICAL EDUCATION (1 credit)	CAREER AND TECHNICAL EDUCATION COURSES Other Requirements: Pass FSA, Algebra I EOC, and 30% of EOC exam for Biology, Algebra 2, Geometry and US History	RECOMMENDED ELECTIVES (ALIGNED WITH COMMUNITY COLLEGE & STATE UNIVERSITY SYSTEM PROGRAMS)
HIGH SCHOOL	<ul style="list-style-type: none"> Students are encouraged to begin planning for careers and postsecondary options by exploring resources at mycareershines.org. Students are also encouraged to participate in dual enrollment courses which may be used to satisfy high school graduation or Bright Futures Gold Seal Vocational Scholars course requirements. One course within the 24 credit program must be an online course. Cumulative GPA of 2.0 on a 4.0 scale for 24 credit program State approved industry certifications leading to college credit may substitute for up to two credits of math and one credit of science. 							
	9 th	<i>English 1 or Honors (1)</i>	<i>Algebra I or Geometry Honors (1)</i>	<i>Earth/Space Science or Biology Honors (1)</i>	<i>Elective</i>	HOPE (1credit)) (Not required for ACCEL Program) or Elective	Digital Information Technology (1) (PA Requirement)	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
	10 th	<i>English 2 or Honors (1)</i>	<i>Geometry or Honors or Algebra 2 (1)</i>	<i>Biology or Chemistry Honors (1)</i>	<i>World History or Honors or AP (1)</i>	.5 DL/.5 Elective OR Elective	CTE Elective	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
	Students are encouraged to take the ACT, SAT or PERT during 11 th grade. Scores on the FSA, and EOC's should determine college readiness.							
	11 th	<i>English 3 or Honors, DE or AP (1)</i>	<i>Algebra 2, Pre-Calculus, DE Math or AP or AICE Math (1)</i>	<i>Chemistry, Physics, Environmental or Marine or DE or AP (1)</i>	<i>American History or Honors DE or AP (1)</i>	Practical Arts or Fine Arts course (1 credit) OR Elective	CTE Elective	Other elective course appropriate for student's career and education plan.

	12th	<i>English 4 for College Readiness, DE or AP (1)</i>	<i>Adv. Algebra, Math for College Readiness or DE or AP Math (1)</i>	<i>Physics or DE or AP OR Elective (1)</i>	<i>American Govt./Economics or Honors of AP (1)</i>	Elective	CTE Elective	Other elective course appropriate for student's career and education plan.
POSTSECONDARY	Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.							
	TECHNICAL CENTER PROGRAM(S)	COMMUNITY COLLEGE PROGRAM(S)				UNIVERSITY PROGRAM(S)		
	Administrative Office Specialist B070330 – (1050 hrs.) PSAV vocational certificate	Business Administration and Management – (64 cr.), AS – FL Southwestern State College Paralegal, AS, (64 Cr.) - FSW Small Business Mgmt.- (24 cr.), CCC – FSW State College Business Administration-(36 cr.), AA- Keiser University Business Certificate-(37 cr.), CCC – Rasmussen College Business Administration and Management – (66 cr.), AS articulated to BS – State College of Florida				Business Supervision & Mgmt.- BAS - (120 cr.) – FSW General Business – (120 cr.), B.S.B.A. – UCF Business Management – (181 cr.), BS – Rasmussen College Management – (120 cr.), BS – Gulf Coast University		
CAREER	Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)							
	(DOL) Executive Secretary Information Technology Assistant Front Desk Specialist Administrative Office Assistant Customer Service Representative Receptionist (DOL) Legal Secretary (DOL) Medical Secretary (DOL) Paralegals and Legal Assistants	(DOL) Administrative Services Managers (HSHW) Bookkeeping, Accounting and Auditing Clerks First Line Supervisor of Administrative and Office Support Workers – HSHW Medical Records and Health Information Technicians Business Operations Specialists, All Other (HSHW)				(DOL) Financial Managers (HSHW) Human Resources Specialist (HSHW) Management Analysts (HSHW) Medical and Health Services Managers (HSHW) Personal Financial Advisors (HSHW)		
CREDIT	Articulation and CTE Dual Enrollment Opportunities							
	Secondary to Technical Center (PSAV) (Minimum # of clock hours awarded)	Secondary to College Credit Certificate or Degree (Minimum # of clock or credit hours awarded)				PSAV/PSV to AAS or AS/BS/BAS (Statewide and other local agreements may be included here)		

	<p style="text-align: center;"><u>CTC</u></p> <p style="text-align: center;">Secondary Digital Information Technology 8207310 TO OCP A of <u>PSAV B070330 Administrative Office Specialist</u></p> <p>OCP A - Information Technology Assistant – OTA0040 OCP B - Front Desk Specialist – OTA0041 OCP C - Assistant Digital Production Designer – OTA0030 OCP D - Administrative Office Specialist – OTA0043</p>	<p style="text-align: center;"><i>Gold Standard Statewide</i></p> <p>MICRO069 certification – Microsoft Office Specialist (MOS) Bundle (3 of 5) = 3 cr. toward Office Administration AS MICRO017 certification – Microsoft Office Specialist Master = 3 cr. toward Office Administration AS</p> <p style="text-align: center;"><i>PSAV to Statewide AS</i></p> <p>Completion of PSAV 1050 hr. programs in (1) Office Admin. Specialist, (2) Legal Admin. Specialist or (3) Medical Admin. Specialist = 18 credits toward AS in Office Administration (64 cr.)</p> <p><u>FL Southwestern State College: High School or PSAV Program</u> (up to 6 cr.) toward AS in Business Administration and Management or Paralegal Studies or Accounting (64 cr)</p>	<p>Regionally Accredited AS Degree Program (60 cr.) to BS Applied Science (60 cr.) = (120 cr.)</p> <p>AS in Business Administration (64 cr.) to BS in General Business or Business Management & Administration (132 cr.) – State Universities</p> <p>AS in Business Administration to BS in Business Supervision & Management (121 cr.) - FSW</p>
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INDUSTRY CERTIFICATIONS

All certifications students have the opportunity to take while in this POS:
MICRO069 Microsoft Bundle (3 of 5)
INTUT001 QuickBooks,
ADOBE022 Adobe Certified Associate (ACA), Visual Communication with Adobe - Photoshop CC
TAFPL001 Accredited Legal Professional
NATHA003 Certified Medical Administrative Assistant (CMAA)
MICRO017 Microsoft Office Specialist Master

Career and Technical Student Association

Skills USA

Internship/Work Experience Recommendations

Shadow, internship, volunteer or work in local businesses within the community, Cooperative OJT

Reviewed May 1, 2016 and updated annually. See your Counselor for the most recent plan as student schedules will vary based on the needs of the student. Find detailed graduation requirements at: <http://www.fldoe.org/academics/graduation-requirements>