


Career Cluster: Business Management & Administration				CTE Program: Administrative Office Specialist 8212500				
Career Cluster Pathway: Administrative & Information Support Career Path				Industry Certification: MICRO069 MOS Bundle, MICRO017 Microsoft Office 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	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 							
	9th	English 1 or higher	Algebra 1 or higher	Earth Space Science or Agriscience Foundations	Elective: Intro to Information Tech (on-line)	Physical Education (1 credit) (Not required for ACCEL Program)	Digital Information Technology	
	10th	English 2 or higher	Geometry or higher	Biology	World History	Practical Arts or Fine Arts course (1 credit)	Administrative Office Tech 1	
	11th	English 3 or higher	Algebra II or higher	Chemistry	American History	Elective	Business Software Applications 1	Other elective course appropriate for student's career and education plan.
	12th	English 4 or higher	Pre-Calculus or Higher	Elective	American Gov't & Economics	Elective or Dual Enrollment	Administrative Office Tech 2	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)		
	WTC: Administrative Office Specialist (PSAV)	College of Central Florida: <i>Business Administration (AS)</i> <i>Office Administration-Office Management (AS)</i> <i>Office Administration-Medical Office Administration (AS)</i> <i>Office Administration-Legal Office Specialization (AS)</i>				UCF- B.A. Business Administration UNF- Coggin College of Business- various majors and minors St. Leo University- B.A. Business Administration UF- B.S. or B.A. Business Administration		
CAREER	Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)							
	Information Technology Assistant, Front Desk Specialist, Assistant Digital Assistant	Business Administrator, Office Manager, Administrative Services Manager (TOL)				Sales Manager, Business Teacher, Business Manager, Office Manager		

Articulation and CTE Dual Enrollment Opportunities				
CREDIT	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;">WTC</p> <p style="text-align: center;">Administrative Office Specialist 90 Hours</p> <p>By completing the secondary program, the students will receive 90 hours towards 1050-hour program. No method of proving competency is necessary.</p>	<p>Secondary Courses/ Certifications:</p> <p>Digital Information Technology Administrative Office Technology 1 Business Software Applications 1 Administrative Office Technology 2 Microsoft Office Specialist: Word Microsoft Office Expert: Word Microsoft Office Expert: Excel Microsoft Office Specialist: Excel Microsoft Office Specialist: PowerPoint Microsoft Office Specialist: Access</p>	<p>College of Central Florida:</p> <p>For completion of 3 courses in the secondary program, a student can earn credits toward the following AS degrees:</p> <p><u>Office Administration – Legal Office Specialist, A.S.</u> OST1100 Introduction to Word (3 credits) Method of Competency: <i>Articulation Exam or Microsoft Word Certification</i> OST2717 Advanced Word (3 credits) Method of Competency: <i>Microsoft Expert Word Industry Certification</i> CGS1100 Microcomputer Applications (3 credits) Method of Competency: <i>Microsoft Word, PowerPoint, Access, and Excel Certifications</i> CGS2103 Spreadsheet Applications (3 credits) Method of Competency: <i>Microsoft Expert Excel Certification</i> CGS 2540 Database Management (3 credits) Method of Competency: <i>Microsoft Office Master Certification</i> <u>Office Administration- Medical Office Specialist, A.S.</u> OST1100 Introduction to Word (3 credits) Method of Competency: <i>Articulation Exam or Microsoft Word Certification</i> OST2717 Advanced Word (3 credits) Method of Competency: <i>Microsoft Expert Word Industry Certification</i> CGS1100 Microcomputer Applications (3 credits) Method of Competency: <i>Microsoft Word, PowerPoint, Access, and Excel Certifications</i> CGS 2540 Database Management (3 credits) Method of Competency: <i>Microsoft Office Master Certification</i> <u>Office Administration – Office Management, A.S</u> OST1100 Introduction to Word (3 credits) Method of Competency: <i>Articulation Exam or Microsoft Word Certification</i> OST2717 Advanced Word (3 credits) Method of Competency: <i>Microsoft Expert Word Industry Certification</i> CGS1100 Microcomputer Applications (3 credits) Method of Competency: <i>Microsoft Word, PowerPoint, Access, and Excel Certifications</i> CGS2103 Spreadsheet Applications (3 credits) Method of Competency: <i>Microsoft Expert Excel Certification</i> CGS 2540 Database Management</p>

			<p>(3 credits) Method of Competency: <i>Microsoft Office Master Certification Business Administration, A.S.</i></p> <p>CGS1100 Microcomputer Applications (3 credits) Method of Competency: <i>Microsoft Word, PowerPoint, Access, and Excel Certifications</i></p> <p>CGS2103 Spreadsheet Applications (3 credits) Method of Competency: <i>Microsoft Expert Excel Certification</i></p>	
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Career and Technical Student Association

FBLA

Internship/Work Experience Recommendations

Local medical offices, financial institutions, legal and sale

Program of Study Graduation Requirements: <http://www.fldoe.org/academics/graduation-requirements>