


Career Cluster: Business Management and Administration					CTE Program: Secondary: Administrative Office Specialist Postsecondary: Medical Administrative Specialist			
Career Cluster Pathway: Administrative Support					Industry Certification: Secondary: PROSO016 – CIW Internet Business Associate (.1) MICRO069 –Microsoft Bundle (must pass 3 of 6) (.2) MICRO017- Microsoft Master (.2) Postsecondary: AMEDT004 –Registered Medical Assistant (RMA)			
	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"> • 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. • Students should talk with their counselors about the availability and requirements of AP and Dual courses which are paid for by Walton County School District while you are enrolled in high school. The college credit hours may be used in your Post-secondary education. • Students are also encouraged to participate in CTE dual enrollment courses which may be used to satisfy high school graduation or Bright Futures Gold Seal Vocational Scholars course requirements. Three courses are required within one program for BF – GSV. • Students are encouraged to begin planning for careers and postsecondary options by exploring resources at mycareershines.org. 							
	9th	English 1	Algebra 1	Physical Science	World History	Physical Education (1 credit) / HOPE (PE Variation)	Digital Information Technology 8207310 (OCP A)	Elective Practical/Fine Arts
	10th	English II	Geometry	Biology	American History	Practical Arts or Fine Arts course (1 credit)	Administrative Office Technology 1 8212110 (Must complete BSA for OCP B)	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
	11th	English III	Algebra 2	Earth/Space Science	American Government /Economics	Personal Finance (Online Course)	Business Software Applications 1 8212120 (OCP B)	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
	12th	English IV	Math for College Readiness/ Pre-calculus	Chemistry or Physics	Psychology	Student Choice Elective	Digital Design 1 8209510 OCP C OR CTE AOS Dual (ECTC)	Student Choice Elective

POSTSECONDARY	Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.		
	TECHNICAL COLLEGE PROGRAM(S)	STATE COLLEGE PROGRAM(S)	UNIVERSITY PROGRAM(S)
	ECTC Administrative Office Specialist Medical Administrative Specialist	NWFSC Business Administration AS Gulf Coast State College Business Administration AS Pensacola State College Business Administration AS	UWF General Business, B.S.B.A. TROY/FL Region General Business – Global Business, B.S.B.A. Florida State University Business Administration, B.S.
CAREER	Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)		
	Administrative Assistant Communications Equipment Operator Computer Operator Court Reporter Customer Service Assistant Data Entry Specialist Desktop Publisher	Dispatcher Executive Assistant Information Assistant Legal Secretary Library Assistant and Order Processor Medical Front Office Assistant Medical Transcriptionist Office Manager	Paralegal Receptionist Records Processing Assistant Shipping and Receiving Clerk Stenographer Typist Word Processor
CREDIT	Articulation and CTE Dual Enrollment Opportunities		
	Secondary to Technical College (PSAV) (Minimum # of clock hours awarded) Dual Administrative Office Specialist: 150 Clock hours toward AOS program (with Micro069 certification) or Dual Administrative Specialist: 150 Clock hours toward Medical Administrative Specialist program: 150 Clock hours (with Micro069 certification) Microsoft Office Bundle or Microsoft Office Specialist Master shall articulate three (3) college credit hours to the AAS/AS Degree in Office Administration.	Technical College to State College Degree (Minimum # of clock or credit hours awarded) 18 college credit hours in AAS/AS Degree Program: Office Administration	PSAV/PSV to AAS or AS/BS/BAS (Statewide and other local agreements may be included here) 64 college credit hours from AS in Business Administration to BS in Business, General or Business Administration & Management
Career and Technical Student Association			
Future Business Leaders of America (FBLA); Business Professionals of America (BPA); Phi Beta Lambda (Postsecondary)			
Non-traditional Program Status: Administrative Office Specialist is not a non-traditional program for either gender.		Salary Range: (entry and exit salaries) Receptionist & Information Clerks: \$19,070 - \$39,350 Data Entry Keyers: \$20,030 - \$44,140 Office & Administrative Support Workers, All Other: \$19,240 - \$54,600 Executive Secretaries & Executive Administrative Assistants: \$33,830 – \$79,500 First-Line Supervisors of Office & Administrative Support Workers - \$31,770 - \$85,320	
Program of Study Graduation Requirements: http://www.fldoe.org/academics/graduation-requirements Salary Information provided by US Dept. of Labor – Bureau of Labor Statistics – State of Florida (May 2015) http://www.bls.gov/oes/current/oes_fl.htm#29-0000			