


Career Cluster: Business, Management and Administration	CTE Program: Secondary: Administrative Office Specialist (8212500) Postsecondary: Medical Administrative Specialist (B070300)
Career Cluster Pathway: Administrative Support	Industry Certification: Secondary: CERTI009 – ITS Device Configuration and Management (.2) CERTI012 – ITS Python (.2) MICRO017 – MOS Master (.2) Postsecondary: AMEDT004 –Registered Medical Assistant (RMA)

 WALTON COUNTY SCHOOL DISTRICT Paxton School	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 or English 1 Honors	Algebra 1A or Geometry Honors	Physical Science or Biology Honors	Online Required Course or Other Student Choice Elective	Physical Education (1 credit) / HOPE (PE Variation)	Digital Information Technology 8207310	Elective Practical/Fine Arts
	10th	English II or English II Honors	Algebra 1B or Algebra 2 Honors	Biology or Chemistry Honors	World History or World History Honors	Practical Arts or Fine Arts course (1 credit)	Administrative Office Technology 1 8212110	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
	11th	English III or English III Honors	Geometry or Pre-Calc or Math for College Readiness	Enviro Science or AP Enviro Sci or Physics or Anat & Phys	American History or American History Honors	Personal Finance (Online Course)	Business Software Applications 1 8212120	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
	12th	English IV or English IV Honors	Math for College Readiness or Calculus	Anat & Phys or AP Enviro Science	American Gov/Econ or American Govt/Econ Honors	Student Choice Elective	Digital Design 1 8209510	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)
	George Stone Technical College Administrative Office Specialist ECTC Computer Systems & Information Technology	NWFSC Business Administration, AS Computer Programming and Analysis, AS Pensacola State College Business Administration, AS	UWF General Business, BSBA Computer Science, BS TROY/FL Region General Business – Global Business, B.S.B.A.
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) ITS Device Configuration and Management earns 3 credit hours toward Computer Information Technology Program or 3 credit hours toward Database Technology Program ITS Python earns 3 credit hours toward Computer Programming and Analysis Program MOS Master earns 3 credit hours toward Office Administration Program	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 a non-traditional program for Males.		2020 Regional Hourly Wage Range: (entry and mean) Business Operations Specialists: \$22.96 - \$35.58 General and Operations Managers: \$21.32 - \$42.18 First-Line Supervisors of Office & Administrative Support Workers: \$16.08 - \$23.11	
Program of Study Graduation Requirements: http://www.fldoe.org/academics/graduation-requirements Wage Information provided by Florida Department of Economic Opportunity – Bureau of Workforce Statistics and Economic Research – http://www.floridajobs.org/workforce-statistics/publications-and-reports/labor-market-information-reports/regional-demand-occupations-list			