


Career Cluster: Business, Management and Administration					CTE Program: Administrative Office Specialist			
Career Cluster Pathway: Administrative Support					Industry Certification: CERT1009 – ITS Device Configuration and Management (.2)			
 WALTON COUNTY SCHOOL DISTRICT Paxton School	12 CORE CURRICULUM COURSES				ADDITIONAL COURSES			
	LANGUAGE ARTS 3 credits	MATH 3 credits	SCIENCE 3 credits	SOCIAL STUDIES 3 credits	OTHER REQUIRED COURSES PHYSICAL EDUCATION (1.5 credit)	CAREER AND TECHNICAL EDUCATION COURSES	ELECTIVES	
MIDDLE 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. 							
	6 th	M/J Language Arts 1 or M/J Language Arts 1 Advanced	M/J Math 1 or M/J Math 1 Advanced	M/J Comprehensive Science 1 or M/J Comprehensive Science 1 Advanced	M/J World History or M/J World History Advanced	Physical Education (1.0 credit)	Computer Applications Business 1 (8200520) (.50 credit)	Art/2 D-1 or M/J Music Appreciation or Read 1 or Read 1 Adv or Intensive Reading or Intensive Math or M/J Pers/Career/ School Dev Skills
	7 th	M/J Language Arts 2 or M/J Language Arts 2 Advanced	M/J Math 2 or M/J Pre-Algebra	M/J Comprehensive Science 2 or M/J Comprehensive Science 2 Advanced	M/J Civics or M/J Civics Advanced	Physical Education (1.0 credit)	Coding Fundamentals (9009200) (.50 credit)	M/J 2D Studio Art 3 or Band 2 or AVID or Intensive Reading or Critical Thinking or Research 1
	8 th	M/J Language Arts 3 or M/J Language Arts 3 Advanced	Math 3 or Algebra 1 or Algebra 1 Honors	M/J Comprehensive Science 3 or M/J Comprehensive Science 3 Advanced	M/J US History & Career Planning or M/J US History & Career Planning Advanced or M/J World Geography or M/J World Geography Advanced	Physical Education (1.0 credit)	Info & Comm Tech 1 (9009110) (1.0 credit)	M/J 2D Studio Art 3 or Band 3 or AVID or Intensive Reading or Critical Thinking or Research 2
	High School Courses for 8 th Graders		Algebra 1 or Algebra 1 Honors					

HIGH SCHOOL AND POSTSECONDARY	Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.			
	HIGH SCHOOL	TECHNICAL COLLEGE PROGRAM(S)	STATE COLLEGE PROGRAM(S)	UNIVERSITY PROGRAM(S)
	Paxton School Administrative Office Specialist	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			
	MIDDLE SCHOOL to HIGH SCHOOL	High School to Technical College (PSAV) Con't. (Minimum # of clock hours awarded)	Technical College to State College 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)
	N/A	ITS Device Configuration and Management earns 3 credit hours toward Computer Information Technology Program or 3 credit hours toward Database Technology Program	18 college credit hours in AAS/AS Degree Program: Office Administration	64 college credit hours from AS in Business Administration to BS in Business, General or Business Administration & Management
High School to Technical College (PSAV)				
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				