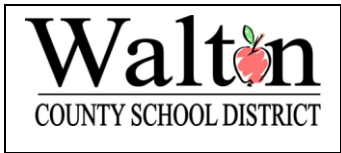


<b>Career Cluster: Business Management and Administration</b>	<b>CTE Program:</b> Secondary: <b>Administrative Office Specialist (8212500)</b> Postsecondary: <b>Medical Administrative Specialist (B070300)</b>
<b>Career Cluster Pathway: Administrative Support</b>	<b>Industry Certification:</b> Secondary: <b>MICRO069 –Microsoft Bundle (must pass 3 of 6) (.1)</b> <b>MICRO017- Microsoft Master (.1)</b> Postsecondary: <b>AMEDT004 –Registered Medical Assistant (RMA)</b>



### Walton High School

16 CORE CURRICULUM CREDITS					8 ADDITIONAL CREDITS		
<b>ENGLISH</b> 4 credits	<b>MATH</b> 4 credits	<b>SCIENCE</b> 3 credits, 2 with lab	<b>SOCIAL STUDIES</b> 3 credits	<b>OTHER REQUIRED COURSES</b> FINE ARTS (1 credit) PHYSICAL EDUCATION (1 credit)	<b>CAREER AND TECHNICAL EDUCATION COURSES</b>	<b>RECOMMENDED ELECTIVES</b> (ALIGNED WITH COMMUNITY COLLEGE & STATE UNIVERSITY SYSTEM PROGRAMS)	

<b>HIGH SCHOOL</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Students are encouraged to begin planning for careers and postsecondary options by exploring resources at <a href="http://mycareershines.org">mycareershines.org</a>.</li> </ul>							
	<b>9<sup>th</sup></b>	English 1 or English I Honors	Algebra 1 or Geometry	Physical Science or Biology or Biology Honors	AP Human Geography	PE/HOPE (1 credit) Personal Finance (online grad req.)	Digital Information Technology 8207310 (OCP A)	Student Choice Elective
	<b>10<sup>th</sup></b>	English II or English II Honors	Geometry or Geometry Honors or Liberal Arts or Algebra II or Algebra II Honors	Biology or Biology Honors or Chemistry Honors	World History or AP World 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.
	<b>11<sup>th</sup></b>	English III or AP English Lang/Comp	Math for College Readiness or Pre-Calculus or Algebra II	Earth-Space or Marine Science Honors or Anatomy & Physiology	US History or AP US History	Practical Arts or Fine Arts course (1 credit)	Business Software Applications 1 8212120 (OCP B)	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
	<b>12<sup>th</sup></b>	English IV or AP English Literature	Math for College Readiness or College Algebra or Statistics (DE)	Chemistry Honors or Anatomy & Physiology or AP Physics 1/2	American Government/ Economics or American Govt/Econ Honors	Psychology or Student Choice Elective	Digital Design 1 8209510 OCP C OR CTE AOS Dual (ECTC)	Student Choice Elective

<b>POSTSECONDARY</b>	<b>Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.</b>		
	<b>TECHNICAL COLLEGE PROGRAM(S)</b>	<b>STATE COLLEGE PROGRAM(S)</b>	<b>UNIVERSITY PROGRAM(S)</b>
	<b>ECTC</b> Administrative Office Specialist Medical Administrative Specialist	<b>NWFSC</b> Business Administration, AS <b>Pensacola State College</b> Business Administration AS	<b>UWF</b> General Business, BSBA <b>TROY/FL Region</b> General Business – Global Business, B.S.B.A.
<b>CAREER</b>	<b>Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)</b>		
	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
<b>CREDIT</b>	<b>Articulation and CTE Dual Enrollment Opportunities</b>		
	<b>Secondary to Technical College (PSAV)</b> (Minimum # of clock hours awarded) Dual Administrative Office Specialist: 150 Clock hours toward AOS program (with Micro069 certification) <b>or</b> Dual Administrative Specialist: 150 Clock hours toward Medical Administrative Specialist program: 150 Clock hours (with Micro069 certification)	<b>Technical College to State College Degree</b> (Minimum # of clock or credit hours awarded)  18 college credit hours in AAS/AS Degree Program: Office Administration	<b>PSAV/PSV to AAS or AS/BS/BAS</b> (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
<b>Career and Technical Student Association</b>			
<b>Future Business Leaders of America (FBLA); Business Professionals of America (BPA); Phi Beta Lambda (Postsecondary)</b>			
<b>Non-traditional Program Status:</b> Administrative Office Specialist is not a non-traditional program for either gender.		<b>Salary Range: (entry and exit salaries)</b> 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	
<b>Program of Study Graduation Requirements:</b> <a href="http://www.fldoe.org/academics/graduation-requirements">http://www.fldoe.org/academics/graduation-requirements</a> <b>Salary Information provided by US Dept. of Labor – Bureau of Labor Statistics – State of Florida (May 2015)</b> <a href="http://www.bls.gov/oes/current/oes_fl.htm#29-0000">http://www.bls.gov/oes/current/oes_fl.htm#29-0000</a>			