


<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: PROSO016 – CIW Internet Business Associate (.1) MICRO069 –Microsoft Bundle (must pass 3 of 6) (.2) MICRO017- Microsoft Master (.2) INTUT001 – Quickbooks Certified User (.2) PROSO006 – CIW Database Design Specialist (.2) Postsecondary: <b>AMEDT004 –Registered Medical Assistant (RMA)</b>

	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	Algebra 1	Physical Science	World History	Physical Education (1 credit) / HOPE (PE Variation)	Digital Information Technology 8207310 (OCP A)	Elective Practical/Fine Arts
	<b>10<sup>th</sup></b>	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.
	<b>11<sup>th</sup></b>	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.
	<b>12<sup>th</sup></b>	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

<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>Gulf Coast State College</b> Business Administration AS <b>Pensacola State College</b> Business Administration AS	<b>UWF</b> General Business, B.S.B.A. <b>TROY/FL Region</b> General Business – Global Business, B.S.B.A. <b>Florida State University</b> Business Administration, B.S.
<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>2018 Hourly Wage Range: (entry and mean)</b> Administrative Services Managers: \$25.61 - \$46.23 Business Operations Specialists: \$24.78 - \$37.49 Database Administrators: \$25.88 - \$41.76 General and Operations Managers: \$22.30 - \$50.07 First-Line Supervisors of Office & Administrative Support Workers: \$15.95 - \$23.37	
<b>Program of Study Graduation Requirements:</b> <a href="http://www.fldoc.org/academics/graduation-requirements">http://www.fldoc.org/academics/graduation-requirements</a> <b>Wage Information provided by Florida Department of Economic Opportunity – Bureau of Workforce Statistics and Economic Research –</b> <a href="http://www.floridajobs.org/workforce-statistics/publications-and-reports/labor-market-information-reports/regional-demand-occupations-list">http://www.floridajobs.org/workforce-statistics/publications-and-reports/labor-market-information-reports/regional-demand-occupations-list</a>			