


<b>Career Cluster: Business, Management and Administration</b>					<b>CTE Program: Administrative Office Specialist</b>			
<b>Career Cluster Pathway: Administrative Support</b>					<b>Industry Certification:</b> CERTI009 – ITS Device Configuration and Management (.2)			
 <b>WALTON COUNTY SCHOOL DISTRICT</b>  <b>Freeport Middle School</b>	<b>12 CORE CURRICULUM COURSES</b>				<b>ADDITIONAL COURSES</b>			
	<b>LANGUAGE ARTS</b> 3 credits	<b>MATH</b> 3 credits	<b>SCIENCE</b> 3 credits	<b>SOCIAL STUDIES</b> 3 credits	<b>OTHER REQUIRED COURSES</b>  PHYSICAL EDUCATION (1.5 credit)	<b>CAREER AND TECHNICAL EDUCATION COURSES</b>	<b>ELECTIVES</b>	
<b>MIDDLE 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>6<sup>th</sup></b>	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 Adv	M/J World Cultures Career Plan or M/J World Cultures Adv	Physical Education (1.0 credit)	Information & Communications Technology 1 (9009110)	Intensive Reading <u>or</u> M/J Intensive Math <u>or</u> Band 1 <u>or</u> AVID <u>or</u> Chorus <u>or</u> Exploring 2D Art
	<b>7<sup>th</sup></b>	M/J Language Arts 2 or M/J Language Arts 2 Advanced	M/J Math 2 or M/J Math 2 Advanced	M/J Comprehensive Science 2 or M/J Comprehensive Science 2 Advanced	M/J Civics & Career Plan or M/J Civics & Career Plan Advanced	Physical Education (1.0 credit)	Information & Communications Technology 2 (9009120)	Intensive Reading <u>or</u> Art 2-D1 <u>or</u> Band 2 <u>or</u> AVID <u>or</u> Library/Media
	<b>8<sup>th</sup></b>	M/J Language Arts 3 or M/J Language Arts 3 Advanced	Pre-Algebra	M/J Comprehensive Science 3 or M/J Comprehensive Science 3 Advanced	M/J US History & Career Plan or M/J US History & Career Plan Advanced		Digital Information Technology 8207310	Intensive Reading <u>or</u> Exploration Communications Tech/Exploration Prod Tech <u>or</u> AVID <u>or</u> Band 3 <u>or</u> Library/Media <u>or</u> Art 3-D1
	<b>High School Courses for 8<sup>th</sup> Graders</b>		Algebra 1				Digital Information Technology 8207310	

<b>HIGH SCHOOL AND 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>HIGH SCHOOL</b>	<b>TECHNICAL COLLEGE PROGRAM(S)</b>	<b>STATE COLLEGE PROGRAM(S)</b>	<b>UNIVERSITY PROGRAM(S)</b>
	<b>FHS</b> Administrative Office Specialist	<b>George Stone Technical College</b> Administrative Office Specialist  <b>ECTC</b> Computer Systems & Information Technology	<b>NWFSC</b> Business Administration, AS Computer Programming and Analysis, AS <b>Pensacola State College</b> Business Administration, AS	<b>UWF</b> General Business, BSBA Computer Science, BS <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>MIDDLE SCHOOL to HIGH SCHOOL</b> Digital Information Technology – 1.0 credit	<b>High School to Technical College (PSAV)</b> (Minimum # of clock hours awarded) ITS Device Configuration and Management earns 3 credit hours toward Computer Information Technology Program <b>or</b> 3 credit hours toward Database Technology Program	<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 a non-traditional program for Males.			<b>2020 Regional Hourly Wage Range: (entry and mean)</b> 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	
<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>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>				