


<b>Career Cluster: Business Management &amp; Administration</b>	<b>CTE Program: Administrative Office Specialist 8212500</b>
<b>Career Cluster Pathway: Administrative &amp; Information Support Career Path</b>	<b>Industry Certification: MICRO069 MOS Bundle, MICRO017 Microsoft Office Master</b>

	<b>16 CORE CURRICULUM CREDITS</b>					<b>8 ADDITIONAL CREDITS</b>	
	<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>Students are encouraged to begin planning for careers and postsecondary options by exploring resources at <a href="http://mycareershines.org">mycareershines.org</a>.</li> <li>Students are also encouraged to participate in dual enrollment courses which may be used to satisfy high school graduation or Bright Futures Gold Seal Vocational Scholars course requirements.</li> <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> </ul>							
	<b>9<sup>th</sup></b>	English 1 or higher	Algebra 1 or higher	Earth Space Science or Agriscience Foundations	Elective: Intro to Information Tech (on-line)	Physical Education (1credit) (Not required for ACCEL Program)	Digital Information Technology	
	<b>10<sup>th</sup></b>	English 2 or higher	Geometry or higher	Biology	World History	Practical Arts or Fine Arts course (1 credit)	Administrative Office Tech 1	
	<b>11<sup>th</sup></b>	English 3 or higher	Algebra II or higher	Chemistry	American History	Elective	Business Software Applications 1	Other elective course appropriate for student's career and education plan.
	<b>12<sup>th</sup></b>	English 4 or higher	Pre-Calculus or Higher	Elective	American Gov't & Economics	Elective or Dual Enrollment	Administrative Office Tech 2	Other elective course appropriate for student's career and education plan.

<b>POSTSECONDARY</b>	Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.							
	<b>TECHNICAL CENTER PROGRAM(S)</b>		<b>COMMUNITY COLLEGE PROGRAM(S)</b>				<b>UNIVERSITY PROGRAM(S)</b>	
	<b>WTC: Administrative Office Specialist (PSAV)</b>		<b>College of Central Florida:</b> <i>Business Administration (AS)</i> <i>Office Administration-Office Management (AS)</i> <i>Office Administration-Medical Office Administration (AS)</i> <i>Office Administration-Legal Office Specialization (AS)</i>				UCF- B.A. Business Administration UNF- Coggin College of Business- various majors and minors St. Leo University- B.A. Business Administration UF- B.S. or B.A. Business Administration	

<b>CAREER</b>	<b>Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)</b>							
	Information Technology Assistant, Front Desk Specialist, Assistant Digital Assistant		Business Administrator, Office Manager, Administrative Services Manager (TOL)				Sales Manager, Business Teacher, Business Manager, Office Manager	

<b>Articulation and CTE Dual Enrollment Opportunities</b>							
<b>Secondary to Technical Center (PSAV)</b> (Minimum # of clock hours awarded)		<b>Secondary to College Credit Certificate or Degree</b> (Minimum # of clock or credit hours awarded)				<b>PSAV/PSV to AAS or AS/BS/BAS</b> (Statewide and other local agreements may be included here)	

<p style="text-align: center;"><b>WTC</b></p> <p style="text-align: center;">Administrative Office Specialist 90 Hours</p> <p>By completing the secondary program, the students will receive 90 hours towards 1050-hour program. No method of proving competency is necessary.</p>	<p><b>Secondary Courses/ Certifications:</b></p> <p>Digital Information Technology Administrative Office Technology 1 Business Software Applications 1 Administrative Office Technology 2 Microsoft Office Specialist: Word Microsoft Office Expert: Word Microsoft Office Expert: Excel Microsoft Office Specialist: Excel Microsoft Office Specialist: PowerPoint Microsoft Office Specialist: Access</p>	<p style="text-align: center;"><b>College of Central Florida:</b></p> <p>For completion of 3 courses in the secondary program, a student can earn credits toward the following AS degrees:</p> <p><u>Office Administration – Legal Office Specialist, A.S.</u> OST1100 Introduction to Word (3 credits) Method of Competency: <i>Articulation Exam or Microsoft Word Certification</i> OST2717 Advanced Word (3 credits) Method of Competency: <i>Microsoft Expert Word Industry Certification</i> CGS1100 Microcomputer Applications (3 credits) Method of Competency: <i>Microsoft Word, PowerPoint, Access, and Excel Certifications</i> CGS2103 Spreadsheet Applications (3 credits) Method of Competency: <i>Microsoft Expert Excel Certification</i> CGS 2540 Database Management (3 credits) Method of Competency: <i>Microsoft Office Master Certification</i> <u>Office Administration- Medical Office Specialist, A.S.</u> OST1100 Introduction to Word (3 credits) Method of Competency: <i>Articulation Exam or Microsoft Word Certification</i> OST2717 Advanced Word (3 credits) Method of Competency: <i>Microsoft Expert Word Industry Certification</i> CGS1100 Microcomputer Applications (3 credits) Method of Competency: <i>Microsoft Word, PowerPoint, Access, and Excel Certifications</i> CGS 2540 Database Management (3 credits) Method of Competency: <i>Microsoft Office Master Certification</i> <u>Office Administration – Office Management, A.S.</u> OST1100 Introduction to Word (3 credits) Method of Competency: <i>Articulation Exam or Microsoft Word Certification</i> OST2717 Advanced Word (3 credits) Method of Competency: <i>Microsoft Expert Word Industry Certification</i> CGS1100 Microcomputer Applications (3 credits) Method of Competency: <i>Microsoft Word, PowerPoint, Access, and Excel Certifications</i> CGS2103 Spreadsheet Applications (3 credits) Method of Competency: <i>Microsoft Expert Excel Certification</i> CGS 2540 Database Management (3 credits) Method of Competency: <i>Microsoft Office Master Certification</i> <u>Business Administration, A.S.</u> CGS1100 Microcomputer Applications (3 credits) Method of Competency: <i>Microsoft Word, PowerPoint, Access, and Excel Certifications</i> CGS2103 Spreadsheet Applications (3 credits) Method of Competency: <i>Microsoft Expert Excel Certification</i></p>	<p><b>From WTC's Certificate program in Administrative Assistant, students can articulate 18 credits to College of Central Florida's Office Administration AS degree program.</b></p> <p><b>From College of Central Florida's Office Administration or Business Administration AS degree programs students can articulate 9 credits to College of Central Florida's Business and Organizational Management BAS degree program.</b></p>
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Career and Technical Student Association

FBLA

Internship/Work Experience Recommendations

Local medical offices, financial institutions, legal and sale

Program of Study Graduation Requirements: <http://www.fldoe.org/academics/graduation-requirements>